
SHERMAN'S

EMPLOYEE HANDBOOK

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INTRODUCTION

This Employee Handbook (Handbook) is provided to all employees of Sherman's Place Inc. (Sherman's or company) as a guideline to the company's general employment policies and procedures. All employment policies, practices, and guidelines outlined in this Handbook, except where noted, may be revised, revoked, or supplemented at any time, at the sole discretion of management. No promises, representations, or inducements have been made, nor are any made hereby on Sherman's behalf, to any individual as a result of this publication. Nothing herein is, nor shall it be, construed or deemed to constitute a contract of employment or any part of any contractual obligation in any respect whatsoever.

This Handbook is designed to acquaint you with Sherman's and provide you with general information about working conditions, benefits, and policies affecting your employment. The information contained in this Handbook applies to all employees of Sherman's. Following the policies described in this Handbook is considered a condition of employment. However, nothing in this Handbook alters an employee's "at-will" status. Sherman's may notify you of any changes via email or via a printed memo, notice, amendment to, or reprinting of this Handbook, but may, in its discretion, make such changes at any time, with or without notice and without a written revision of this Handbook.

Appropriate department-specific procedures and policies may be used in addition to this Handbook and may be provided at any time at the discretion of the department manager. Such policies and procedures generally will be accompanied by a separate receipt of acknowledgment.

Questions or concerns regarding any aspect of this Handbook or company policies should be directed to Human Resources.

No Restrictions on Protected Concerted Activity. This Handbook shall not be interpreted or applied in a manner that prohibits protected complaints or statements regarding wages, benefits, or other terms and conditions applicable to two or more employees, or communications about unionization, or that would interfere with the rights of employees to refrain from self-organizing, forming, joining, or assisting labor organizations, to refrain from bargaining collectively through representatives of their own choosing regarding wages, benefits, hours, and other working conditions, or to refrain from engaging in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, or to engage in such activities.

I. CORE VALUES

At Sherman's, we believe the key to taking care of our customers and keeping a positive work environment is through the practice of our Core Values. We expect every one of our employees to Respect Themselves and to Respect Others. We regularly review our Core Values and we measure much of our employees' success on their ability to embrace and exemplify them on a daily basis. Employees whose actions are deemed to be in violation of our Core Values may be subject to disciplinary action up to and including termination.

Respect Yourself:

Have Fun! Spread cheer with your positive attitude and have a good time.

Demonstrate Integrity: Earn trust by being a good person. Tell the truth. Be honest with yourself; admit your mistakes and move on.

Show Ambition: Take pride in your accomplishments and competence. Have passion for learning & improving your skills. Embrace change. Be productive, and follow proven systems & procedures.

Respect Others:

Show Concern: Treat everyone like you would a friend. That goes for customers, fellow employees, vendors, everybody. Don't just smile at them, *care* about them.

Be Helpful: Go out of your way to help your co-workers. When a customer needs your help, go the extra mile for them.

Develop Relationships: Open and honest relationships take work; make the effort. Explain what you're doing and why, and ask for help whenever you need it. You can't do your job alone, and neither can your co-workers.

II. EMPLOYEE CLASSIFICATION

Full-time: Employees who regularly work a minimum of 30 hours per week are considered to be full-time. Such full-time employees are eligible for benefits after applicable requirements for length of service have been met.

Part-time: Employees who regularly work less than 30 hours per week are considered to be part-time. Such part-time employees generally are not eligible for benefits.

Temporary: Sherman's may occasionally supplement its regular workforce with temporary employees to help compensate for workload, employee absences, or other situations. Temporary employees are those engaged to work either part-time or full-time with the understanding that their association will be terminated no later than upon their completion of a specific assignment. Individuals assigned through an employment agency are not considered employees of Sherman's and are not eligible for any benefits, mandated or otherwise. Interns and co-op students may be employed on a short-term, hourly basis and are not eligible for Sherman's benefits except as mandated by law.

III. EMPLOYMENT PROCEDURES

A. Internal Transfers

Current employees interested in a transfer to another position are subject to the same standards as external candidates. Transfers are determined by business needs and employee qualifications. Employees should not be approached regarding a transfer or open position without the knowledge of their manager and Human Resources. Transfers are to be made in a manner that disrupts ongoing operations as little as possible; however, completion of the transfer should take place within 30 calendar days from the date of job offer to the transferee. To be considered for a transfer, an employee must complete the Internal Candidate Application and should coordinate the application process with the current and prospective department managers and Human Resources.

Employees may apply for a transfer opportunity provided they meet the following eligibility requirements:

- Minimum of 6 months' continuous service in present position, or the approval of the hiring manager.
- Job performance at a satisfactory level. Not the subject of any written disciplinary action within the last 6 months, or have the approval of both department managers.
- Meet the minimum experience, skill, and education qualifications for the open position.

Employees interested in applying for an open position can contact Human Resources or the hiring manager for additional job information. If the employee so requests, Human Resources will keep their initial inquiry into a posted position confidential to the greatest extent possible.

Before submitting the Internal Candidate Application Form, employees must discuss with their manager their intention of applying for an internal position. Managers shall not retaliate against an employee who requests consideration for a transfer.

Eligible and qualified employees who formally apply within the first 5 days after an open position has been posted will be interviewed. Employees who are eligible and qualified but formally apply after the 5 days are not guaranteed an interview. A job offer will not be extended to any candidate within the first 5 day period from the posting date. Managers should not actively recruit within the company without consulting with the employee's current manager.

B. Statement of Non-Discrimination and Equal Opportunity

It is Sherman's policy to provide equal employment opportunity to all individuals. We are committed to employing a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy and we believe in the concept and spirit of the law.

We are committed to ensuring that all recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis. No one shall be discriminated against in employment at Sherman's because of actual or perceived race, color, religion, national origin, ancestry, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, disability or association with a disabled person, unfavorable discharge from military service, military status, status as a Vietnam-era or special disabled veteran, genetic information, citizenship, order of protection status, or any other legally protected status/characteristic. The Illinois Human Rights Act affords employees protections against unlawful discrimination in employment and the right to certain accommodations and provides for the filing of a charge with the Illinois Department of Human Rights for violations of the Act. For additional information, see the "Pregnancy and Your Rights in the Workplace" and "Job Discrimination and Sexual Harassment" notices attached to this Handbook as Appendix A and Appendix B respectively.

All employees are responsible for supporting the concept of equal opportunity and diversity and assisting our company in meeting its objectives.

C. Reasonable Accommodation

It is the policy of Sherman's to comply with all federal, state and local laws concerning the employment of persons with disabilities. In accordance with applicable law, when a qualified individual with a disability requests an accommodation, Sherman's will reasonably accommodate such individual unless doing so creates an undue hardship or causes a direct threat to health or safety. An accommodation should be requested through the Human Resources Office. Pursuant to applicable law, Sherman's may request appropriate medical information concerning the request for accommodation. It is the responsibility of the individual seeking an accommodation to ensure that Sherman's is provided with the requested medical information.

D. Orientation Period

A minimum four (4) week orientation period will begin upon hire or transfer to allow the supervisor and the employee opportunity for mutual assessment. Employees who transfer are not guaranteed a return to their original department if the orientation period is not favorable.

With respect to new hires;

- During the orientation period Sherman's may discharge the individual or the individual may resign at any time without recourse to the complaint procedures contained in this Handbook.
- Paid time off (PTO), if applicable, accrues effective on the date of hire but generally may not be used during the 4 week orientation period.
- Absences during the 4 week orientation period generally will be unpaid. Exempt employee (non-hourly) absence occurring during the orientation period must be

reported in writing by the supervisor to the Payroll Accounting Office prior to but no later than immediately upon the employee's return to work.

Nothing concerning the orientation period shall be construed as any guarantee of employment for any period after completion of the same. Sherman's reserves all its rights and grants to all its employees their rights available in "at will" employment. Employees may be terminated at any time, including during or after the orientation period, for any reason, with or without cause, at the discretion of management.

E. Performance Evaluations

Sherman's is committed to providing you with feedback, both formal and informal, about your performance and progress on the job. Managers and employees are responsible for on-going feedback following the 1 on 1 process which reviews the employee's strengths and Core Values, identifies any areas needing improvement, and sets goals and objectives to achieve. Specific performance issues may be addressed outside the 1 on 1 process through coaching and/or disciplinary action, formal or informal. Performance evaluations become a permanent part of your personnel file.

IV. WORK SCHEDULES AND ATTENDANCE

A. Work Schedules

Employee work schedules in our retail sales and service environment may include evenings, weekends, and holidays. Work schedules for full-time generally are a minimum of 40 hours per week. Employees occasionally may be required to participate in training hours above and beyond their standard work schedule. Sherman's is closed on Easter Sunday, Thanksgiving Day, and Christmas Day, although these days are not considered to be paid holidays and, as such, do not shorten required minimum hours per week. Hours worked beyond the minimum require supervisor authorization.

B. Meal Period and Rest Breaks

Hourly non-exempt employees working shifts of 7.5 or more continuous hours are required to take a minimum 20 minute meal period off the clock. Hourly non-exempt employees who work in excess of 7.5 continuous hours are entitled to an additional 20 minute meal period off the clock for every additional 4.5 continuous hours worked. Rest breaks must be strictly adhered to. Abuse of meal periods or rest breaks may be subject to disciplinary action up to and including termination.

Meal periods must be punched on the time clock with failure to do so subject to disciplinary action up to and including termination.

Hourly non-exempt employees who perform their work duties away from company property (e.g. delivery, repair, and install crews) and work 7.5 or more continuous hours in a day are

required to take a 20 minute unpaid meal period which will automatically be deducted since they are unable to punch the time clock. The meal period must begin no later than 5 hours after the start of the shift.

During meal periods, hourly non-exempt employees are relieved of all active responsibilities. If an employee is legitimately unable to take their meal break, they are required to immediately notify their department manager of the same (in these cases, automatic meal period deductions will be reversed). Unauthorized extension of meal periods will be subject to disciplinary action up to and including termination. Employees are expected to work their full scheduled shift regardless of the duration of the meal period. Employees generally are not required to remain on company premises during their meal period, subject to the discretion of management.

Rest breaks are provided to maximize productivity and to keep employees sharp and alert. Rest breaks generally are used for snacks, coffee, smoking (tobacco), or restroom periods.

Hourly non-exempt employees generally will have 2 rest breaks scheduled per full-time shift; one before the meal break and one after. Part-time shifts of 6 hours or less generally will include 1 rest break. Rest breaks may not be more than 10 minutes in length. Unauthorized extension of a rest period will be subject to disciplinary action up to and including termination.

Rest breaks may not be used to extend the meal period, to cover a late arrival, or for leaving early and may not accumulate. Employees whose work schedule is on-site are required to remain on company property during rest breaks.

Hourly non-exempt employees are provided with one day off in every consecutive seven (7) day period, unless waived in accordance with Illinois law.

C. Attendance Reporting

Hourly non-exempt employees are required to record their attendance by means of a biometric time keeping system. Time clocks are located in each Sherman's facility. See Appendix C for entire Time Clock Policy.

Exempt employees are required to maintain appropriate record of their attendance and hours worked. There are limitations based on the employee's standard work schedule for accumulation and anniversary year rollover of additional hours worked ("over").

Violations of attendance reporting procedures may be subject to disciplinary action up to and including termination.

D. Absences

It is each employee's responsibility to know their schedule and to be present and ready to work at the start of each shift of work. It is the employee's responsibility to know the appropriate way to contact their department manager. If for any reason an employee will be late or cannot attend work, the employee must make contact with their department manager prior to the start of their shift and explain the situation. Pre-arranged absences for scheduled appointments, e.g. doctor/dental appointments, jury duty, etc., should be communicated to your manager as soon as they are known in order to facilitate scheduling. Tardiness, absence, or failure to provide appropriate notification of same may result in disciplinary action up to and including termination of employment. (Excused absence generally is limited to medical reason with doctor's note, jury duty, or death of immediate family member.) Employees desiring to use PTO to cover periods of absence must appropriately submit their request before the end of the applicable pay period.

E. COMPENSATION

A. Pay Periods

- Sherman's employees are paid on a bi-weekly basis no later than thirteen (13) days following the end of the two week pay period. If a pay date falls on a holiday, paychecks generally will be distributed on the closest business day before the holiday. Paycheck advances generally are not allowed.
- A payroll week is Monday through Sunday.
- Each hourly employee is responsible to ensure all their time clock entries are complete and accurate by no later than 12:00 noon each Monday (see Appendix C for the complete Time Clock Policy). Missed punches or adjustments should be reported through Paycor or on the Time Clock Adjustment Form.
- Employees have the option of either direct deposit or paper paychecks. Changes to direct deposit information should be updated in Paycor at least 7 days prior to the end of a pay period.
- Replacement paychecks require a stop payment bank fee. The employee is responsible to cover the stop payment fee on any replacement check that is not attributable to company error, e.g. employee did not update address resulting in check mailed to incorrect address.
- Sales bonuses will be issued no later than 17 days following the end of the 4-week bonus period, with the same payment options as bi-weekly pay.
- Exempt employees who fall below their minimum days worked and have no PTO will receive a wage deduction for each day missed.
- Questions regarding hourly rates of pay should be directed to the employee's department manager.
- Paychecks will be released only to the individual whose name appears on the check or an individual who the employee has designated and approved through written consent. Designees must pick up checks in Human Resources and present photo ID.

B. Payroll Deductions

Sherman's is required by law to make certain deductions from an employee's paycheck: federal and state withholding, Social Security and Medicare taxes, and court-ordered wage garnishments. If there is any change in withholding status, it is the employee's responsibility to advise the Director of Finance, Accounting Assistant or Human Resources. Withholding for additional employee programs including, but not limited to, optional insurance and retirement may be arranged. In addition, Sherman's fringe benefit programs may require deductions depending on the programs in which the employee is enrolled. Sherman's strives to comply with all applicable wage and hour laws. In the event of an inadvertent or improper deduction from pay, employees must immediately notify their supervisor. Any questions, concerns, or complaints about pay deductions should be directed to your supervisor. Sherman's will promptly investigate reports of improper deductions. If Sherman's determines an improper deduction has been made, the employee(s) will be properly reimbursed.

C. Overtime Pay

Sherman's shall compensate all hourly non-exempt employees time and one-half for actual hours worked in excess of 40 hours each week. The work week begins on Monday morning (12:01 a.m.) and ends on Sunday at midnight (12:00 a.m.). Occasionally, employees may be asked to work overtime to complete necessary work tasks. The employee's supervisor will notify the employee as early as possible regarding scheduling needs. All overtime hours must be authorized by the supervisor before worked. Tasks performed outside the employee's standard work schedule without the authorization of the supervisor may be compensated but will result in disciplinary action up to and including termination.

D. Pay Increases

Pay increases are not automatic. Compensation is reviewed periodically and supported by job performance, monthly 1 on 1's, and other applicable resources. Other pay adjustments however, under specified conditions, may be effective from time to time on a case-by-case basis. Some factors affecting pay rates include, but are not limited to: promotion, job performance, available funding, and the needs of the company. Any questions concerning an employee's rate of compensation should be discussed with his/her department manager.

E. Equal Pay

Sherman's does not restrict employees of one sex to certain job classifications and makes retention and promotion decisions without regard to an employee's sex. Sherman's strives to comply with equal pay principles set forth in federal and state anti-discrimination laws, including the Illinois Equal Pay Act, Illinois Human Rights Act, Equal Rights Act, and Title VII of the Civil Rights Act.

F. EMPLOYEE BENEFITS

A. General

The fringe benefits portion of the total compensation program of Sherman's consists of two categories: those mandated by local, state, or federal legislation and those authorized by management. The needs of individuals and the company change from time to time, therefore, management maintains the right and the duty to improve, modify, decrease, or eliminate certain benefits or substitute or provide entirely new benefits. Whatever action might be taken in this regard, Sherman's will continue to attempt to remain competitive. Any change of aforesaid normally will be accomplished by advance notification, if feasible. Unless otherwise stated, eligibility for fringe benefits is effective on the date of full-time hire. Questions regarding fringe benefits should be directed to Human Resources.

B. Online Records and Insurance Benefits Enrollment.

Sherman's utilizes an online records and insurance benefits enrollment tool for employees to keep their demographic records current, enroll in new hire benefits, make qualifying event changes, and complete open enrollment. Enrollment in benefits requires active participation, meaning the employee must indicate whether or not they want to elect or waive benefits. Non completion of an enrollment process is considered a waiver of benefits. During open enrollment, employees currently covered under an insurance plan will lose that coverage if they do not complete the open enrollment process and make the appropriate election to continue coverage. Questions regarding employee benefits should be directed to Human Resources.

C. Sherman's Benefits & Leave

For additional information, please contact Human Resources.

- 1. Comprehensive Medical/Dental/Vision Insurance.** Eligibility for these programs is first of the month following one month of employment and is limited to those employees working an average of 30 hours or more per week. Sherman's utilizes a lookback measurement period from February 1 to January 31 to determine eligibility status. Sherman's medical plan meets the minimum coverage/minimum value standard and the employee cost of this coverage meets affordability standards based on employee wages. Sherman's provides a portion of the monthly medical insurance premium. Dental and vision insurance premiums are 100% employee paid. The employee's portion of premiums is payroll deducted pre-tax. Summary plan descriptions may be obtained in the online benefits enrollment tool or from Human Resources. Part-time employees who have an increase in their work schedule to an average of 30 hours per week may be eligible for insurance benefits as of the first of the next month, providing they have already passed one month of employment. Eligibility determination will adhere to current federal guidelines. During periods of any leave, all employee pre-tax insurance premiums normally paid by payroll deduction generally will be after-tax and paid directly to Sherman's with due dates following the current bi-weekly payroll schedule. After missing two consecutive

premium payments, the employee's insurance may be cancelled. If applicable, maintenance of insurance will be in accordance with the Family and Medical Leave Act. The Health Insurance Marketplace offers an alternative way to buy health insurance other than through your employer. The Marketplace offers "one-stop shopping" to find and compare private health insurance options that meet your needs and fit your budget. If you decide to shop for coverage in the Marketplace, www.HealthCare.gov will guide you through the process. Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the benefit of employer contribution and pre-tax premiums. Your payments for coverage through the Marketplace are made on an after-tax basis.

2. **401(k) Retirement Plan.** Employees are eligible to participate in the 401(k) plan following one (1) year of employment and 1000 hours of service. Employees may select pre-tax or after-tax options. Employee contributions are matched dollar-for-dollar up to 3% gross compensation contribution and 50 cents-on-the-dollar on 4-5% contribution. (The employee's 5% gross compensation contribution maximizes the employer matching contribution of 4%.)
3. **Voluntary Life and Voluntary Accidental Death & Dismemberment Insurance.** A program of guaranteed issue is available for employees, the employee's spouse, and the employee's child(ren). The entire after-tax premium cost is borne by the employee. Eligibility is the same as stated in paragraph C.1. above.
4. **Supplemental Insurance.** A variety of products are available through American Family Life Assurance Company (AFLAC) and Assurity Life. The entire premium cost is borne by the employee and may be tax-deferred depending on the policy. Eligibility is the same as stated in paragraph C.1. above.
5. **Employee Purchase Program.** Sherman's offers a generous employee purchase program for employee purchase of products for personal use in their own home. Eligibility is first of the month following one month of employment. See Appendix D for complete details. Violations of the Employee Purchase Program may result in disciplinary action up to and including termination of employment.
6. **Paid Time Off (PTO).** Sherman's believes employees should have opportunities to enjoy time away from work to help balance their lives. For this reason, we provide a program of Paid Time Off (PTO) to all employees. PTO is a time-off-with-pay program to generally provide employees with the freedom to decide how to use their personal time off. Sherman's believes this program offers more liberal use of time off with pay than traditional vacation, sick, and personal time packages. Employees may use their flexible days in a number of different ways, for example:
 - As vacation or holiday
 - For personal reasons
 - For absences due to illness, injury, or medical appointment (including personal care for covered family members*)
 - For personal/family emergencies
 - For bereavement of covered family members*
 - For jury duty

*Pursuant to the Illinois Employee Sick Leave Act (820 ILCS 191/5) & the Illinois Family Bereavement Leave Act (820 ILCS 154/10) *et. seq.*, “covered family members” include the employee’s child, step-child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. For bereavement, employees are entitled to up to 10 working days of unpaid leave. See the FBLA policy below for more information on qualifying absences. “Personal care” includes activities to ensure that a covered family member’s basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for a covered family member who is unable to meet those needs himself or herself. “Personal care” also means being physically present to provide emotional support to a covered family member with a serious health condition who is receiving inpatient or home care.

PTO time accrues throughout the year beginning on date of hire (rate changes occur at employee’s anniversary) and the amounts in the table below reflect the total accrued by the end of the anniversary year. Unused accrued PTO rolls over to the next anniversary year. Rollover is limited to two times the employee’s yearly rate. Accrual balance at any one time may not exceed twice the employee’s current yearly rate. Employees may view their PTO balance anytime by logging into their Paycor account.

PTO may only be used once it is accrued with the exception being during the 4 week orientation period. The company generally does not allow for the advance use of PTO that has not yet been accrued. PTO can be used in hour increments. Available PTO must be used during periods of leave taken under FMLA, except in situations where FMLA and leave under worker’s compensation run concurrently. Accrued but unused PTO will be paid out only at time of employee exit.

The company will attempt to accommodate all requests for use of PTO, however, final determination shall be at the sole discretion of the company, and will depend, in particular, on the anticipated operating requirements and staffing needs during the proposed period of absence, and generally on the efficient operation of the company. As such, there may be occasions when employees will be denied or required to postpone their time off, or to plan their time off in a manner that allows the work of the company to be carried on effectively. The company also reserves the right to require employees to involuntarily utilize their PTO during times deemed appropriate and necessary by the company, or to account for time missed from work by employees. PTO may not be used during any period of unpaid suspension.

Employees may elect to donate their accrued available PTO to another employee who needs additional time off of work due to bereavement or the recipient employee’s and/or their family member’s medical condition causing a prolonged absence from work and under certain circumstances: the recipient must not be in their initial 30-day orientation period; must have exhausted all their own accrued available PTO; must be on an approved Medical Leave of Absence, Family Medical Leave, or have medical documentation of time missed for periods of illness as defined above; and may not be on worker’s compensation. PTO may not be donated to provide the recipient with additional vacation time or to supplement time for outside employment. Donated PTO will be applied per pay period as needed. Requests to donate PTO must be made through the Human Resources office and are subject to verification.

PTO Accrual Rates

	1st Year	2nd Year	3rd Year	4th Year	5th -9th Year	10+ Years
Hours** (Full Time Hourly Employees)	80	96	112	128	144	160
Days (Full Time Exempt Employees)	10	12	14	16	18	20

**Part-time accrual rate is 50% of full time rate.

7. Family and Medical Leave. Eligible employees are entitled to leave in accordance with the Family and Medical Leave Act (“FMLA”) and the U.S. Department of Labor’s FMLA regulations. For more information, see the notice entitled “Employee Rights and Responsibilities Under the Family and Medical Leave Act” attached to this Handbook as Appendix E. An eligible employee’s entitlement is 12 weeks of FMLA. Employees are required to submit certification, on the form provided by Sherman’s, to substantiate that the leave will be taken for the employee’s or a member of their immediate family’s serious health condition, or to care for a service member or for a qualifying exigency. Unless otherwise provided for by law, employees must submit certification within 15 days of Sherman’s certification request. If certification is not provided timely or is insufficient, the request for leave may be delayed or denied.

Sherman’s requires that employees utilize unused accrued PTO while on FMLA leave. Once all PTO has been exhausted, the FMLA leave shall be unpaid. Example: If an employee has accrued two (2) weeks PTO, that PTO will be allocated toward the first two (2) weeks of the 12 week (or 26 week) entitlement and the remainder of the leave will then be unpaid leave.

8. Military Leave. Sherman’s will grant a military leave of absence to employees who are absent from work because they are serving in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) or applicable state law. Employees who take a leave of absence for military duty are required to comply with any notice and reinstatement obligations of USERRA and applicable state law.

9. Discretionary Leave of Absence. A discretionary leave of absence, without pay and authorized in advance, may be granted in extraordinary circumstances, including but not limited to, extended illness or other disability, to care for a family member, to provide additional time as necessary following a leave granted under FMLA, or if the employee is ineligible for FMLA leave. A leave of absence means the employee intends to return to the same or similar position. However, unless otherwise required by law, Sherman’s cannot guarantee that an employee on a discretionary leave of absence will return to his/her former position or receive the same rate of pay. Available accrued PTO must be exhausted before taking an unpaid leave of absence.

In no case will an employee be granted an unpaid leave of absence strictly for alternative employment and/or training for such employment and doing so is subject to disciplinary action up to and including termination. Requests for unpaid leave of absence must be submitted in writing to the department manager. Granting of such request is subject to the discretion of management depending on the needs of the company. Requests for unpaid leaves of absence may not be made during the orientation period. Unpaid leaves

of absence normally are limited to thirty (30) days or less. PTO does not accrue during an unpaid leave of absence.

For medical leave purposes, Sherman's requires a health care provider's statement verifying the need for medical leave and the start and expected end dates. Employees are responsible for providing sufficient information to Sherman's and for informing Sherman's of any subsequent changes to that information. Medical circumstances require a doctor's authorization to return to work.

Each employee is advised to discuss continuation of insured benefits with Human Resources prior to going on an unpaid leave, see Section C.1. above.

Absent extenuating circumstances, or prior notification to and approval of the applicable Department Manager, an employee will be considered as having voluntarily resigned/abandoned their employment at Sherman's if he/she does not return to work when the granted discretionary leave of absence expires.

Leave of absence during period of infectious disease outbreak may require variation to certain aspects of this policy including, but not limited to, use of PTO, written request submission, taken during orientation period.

10. Family Bereavement Leave. Sherman's complies with the Illinois Family Bereavement Leave Act ("FBLA") and will grant up to ten (10) work days of unpaid, job-protected leave to:

- i. Attend the funeral or alternative to a funeral of a covered family member;
- ii. Make arrangements necessitated by the death of the covered family member;
- iii. Grieve the death of the covered family member; or
- iv. Absence(s) due to (i) miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

The FBLA defines "covered family member" to include an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Any leave taken under the FBLA will be counted against the employee's twelve (12) weeks of FMLA eligibility, such that employees will not be entitled to any additional leave beyond the 12 weeks of FMLA leave. An employee should provide Sherman's with at least forty-eight (48) hours' advance notice of his or her intention to take bereavement leave, unless providing notice is not reasonable or practicable. An employee may provide adequate notice by contacting their direct supervisor or Human Resources. FBLA Leave must be completed within sixty (60) days after the date on which the employee receives notice of the death or date in which a qualifying event occurs. Six (6) weeks of unpaid bereavement leave will be offered if the death of more than one covered family member occurs within a 12-month period.

Sherman's may request reasonable documentation as a basis for leave. Documentation may include a death certificate, a published obituary, or written verification of death, burial, or memorial services, or government agency. For leave resulting from an event

listed in Section (iv) above, Sherman's may provide the employee with a form to be completed by the health care practitioner treating the employee, or when applicable, the employee's spouse or domestic partner. Sherman's will not require the employee to identify which specific category listed in Section (iv) above pertains to the employee. Employees may, at their discretion, substitute any accrued and unused PTO to cover some or all of the unpaid Family Bereavement Leave period, prior to using unpaid leave.

11. VESSA Leave. In accordance with the Illinois Victims' Economic Security and Safety Act ("VESSA"), employees who are the victim of domestic violence, sexual assault or stalking, or crimes of violence, or whose family or household member is a victim of domestic violence, sexual assault or stalking, or crimes of violence may take up to twelve (12) weeks of unpaid leave in any twelve (12) month period if the employee or employee's family or household member is experiencing an incident of domestic violence, sexual violence, gender violence, or any other crime of violence by:

- Seeking medical attention for or recover from physical or psychological injuries caused by domestic, sexual, or gender violence, or any other crime of violence;
- Obtaining services from a victim services organization;
- Obtaining psychological or other counseling;
- Participating in safety planning, relocate temporarily or permanently or take other actions to increase safety from future domestic, sexual, or gender violence, or any other crime of violence, or ensure economic security; or
- Seeking legal assistance or remedies to ensure health and safety, including preparing for or participating in any civil or criminal legal proceeding relating to or derived from domestic, sexual, or gender violence, or any other crime of violence.

For purposes of this policy, a "family or household member" includes a spouse, civil union partner, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, other person whose close association with the employee is the equivalent of a family relationship as determined by the employee, or a person jointly residing in the same household with the employee.

Leave may be taken consecutively, intermittently or on a reduced-schedule basis. Employees seeking leave under this policy must provide at least forty-eight (48) hours' advance notice, unless such notice is impractical. Employees may also be required to periodically report on the status of their circumstances and intent to return to work. Sherman's may require certification that the leave was taken for one (1) of the purposes identified above and/or that the employee or employee's family or household member is a victim of domestic, sexual, or gender violence, or any other crime of violence. Employees must respond to the request for certification within a reasonable period of time and can do so by providing a sworn statement. Upon obtaining such documents, the employee must also provide one of the following, if available:

- Documentation from a victim services organization, attorney, member of the clergy or medical or other professional from whom the employee or the employee's family or household member has sought assistance;
- A police or court record; or
- Other corroborating evidence.

The employee shall choose which document to submit, and Sherman's will not require more than one document to be submitted during the same 12-month period that the leave is requested if the reason for the leave is related to the same incident(s) of violence. Sherman's will keep all information pertaining to an employee's request for leave and/or certification of the need for leave confidential, except in cases where an employee requests or consents in writing to disclosure or disclosure is required by federal or state law.

Time off under this policy is unpaid, except that employees will be allowed, but not required, to substitute any available paid leave, including accrued paid leave. Additional PTO is not earned during any period of unpaid leave. Upon return from leave, employees will be restored to the same position or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. Sherman's will not retaliate or tolerate retaliation against employees who request or take leave in accordance with this policy. Questions about VESSA leave should be directed to Human Resources.

- 12. Other Protected Leave.** Time off will be extended to employees to cover other absences protected by applicable law to the extent required by law. Prior notification to and approval from the Human Resources Department and substitution of PTO is required, unless otherwise specified by applicable law.
- 13. Outside Employment During Any Leave.** Unless given written approval by the Human Resources Department, employees on any leave are prohibited from engaging in outside employment of any kind and/or training for such employment during the leave. Failure to comply will result in disciplinary action up to and including termination.

G. GENERAL INFORMATION

A. Cell Phone Use While Driving. Illinois law prohibits the use of hand-held cellphones, texting, or using other electronic devices while operating a motor vehicle. Illinois allows use of hands-free devices or Bluetooth technology for persons age 19 and over. Cell phone use while driving, even hands-free, can be distracting. We are concerned about your safety as well as the safety of others. For these reasons, the use of cell phones while operating company owned or leased vehicles is strictly limited to legal hands-free or Bluetooth devices. Any other wireless phone use is never permitted by the driver of a moving vehicle. The only time a Sherman's employee may use any other wireless phone in a moving vehicle is when they are the passenger, such as a delivery assistant. Necessary business calls generally should be made either before leaving the previous location or after arriving at the next

destination and, in this regard, only after the vehicle is stopped and the gear is in “park.” If the employee is operating the motor vehicle, the vehicle must be stationary and in “park” before initiating the cellular call. If a wireless phone call is received while an employee is operating a motor vehicle and cannot be answered in hands-free mode, the employee should either pull over onto the shoulder of the road and place the vehicle into “park,” or, preferably, the employee will drive into an appropriate parking location and then place the vehicle in “park” before engaging the phone call. Only business calls are permitted on wireless phones provided to an employee by Sherman’s, except in cases of emergency. An employee who, while operating their personal vehicle in the course of performing his or her job functions, finds it necessary to use a hands-free wireless phone must do so in a safe, prudent, and lawful manner. Employees should not operate a motor vehicle on a roadway while using an electronic communication device to watch or stream video, participate in any video conferencing application (including, but not limited to, Zoom, Microsoft Teams, or WebEX), or access any social media site, including, but not limited to, Facebook, Instagram, or TikTok. Violations of this policy may result in disciplinary action up to and including termination.

B. Communications After Hours. Employees who are given company devices, or whose personal devices are connected to Sherman’s network or their Sherman’s email accounts, generally are not required to and shall not read or respond to work-related emails outside of working hours. With the exception of to/from a “hot phone” hourly non-exempt employees generally are not required to and shall not answer/make work-related calls or respond to/send work-related texts outside of working hours. Exceptions may be made under authorization from a supervisor or in emergency situations and will be appropriately recorded as worked time. Supervisors generally are prohibited from contacting hourly employees after hours except in cases of emergency. This policy does not apply to communications necessary for reporting absences in the manner prescribed by the department manager or to exempt employees whose job duties may require conducting company business outside regular business hours. Unauthorized deviation from this policy may be subject to disciplinary action up to and including termination of employment.

C. Company Equipment. Various articles of company equipment or property are entrusted to employees to perform work assigned to them. If the equipment is in need of repair, servicing, or cleaning, it is expected that employees report it to their department supervisor. The use of company equipment on or off site for personal use is prohibited unless permission has been granted by the department supervisor. Additionally, employees who use Sherman’s cellular phones, tablets, laptops, or other electronic devices may not, at any time, enable facial recognition capabilities, fingerprint access capabilities, or any other use of biometric identifiers. Employees exiting the company are expected to return all company property issued to them. Misuse of company equipment or property may lead to disciplinary action up to and

including termination of employment. All questions regarding this policy should be directed to Human Resources.

D. Company Spokesperson. Employees are prohibited from acting as a spokesperson for Sherman's without the express permission of Sherman's. Employees are also prohibited from endorsing or promoting Sherman's or its products and services, without the express permission of Sherman's, and when such permission is given, employees must disclose their status as a Sherman's employee in such endorsement or promotion.

E. Computer Usage and Company Email. Sherman's is committed to accomplishing its business objectives in a secure and timely manner. Each employee must assist in achieving this goal while safeguarding corporate information assets. The basic regulations for using the computer systems are as follows:

- Computers are for business use only during working time.
- The company may access any information created, transmitted, or stored on its information systems.
- Copying or downloading software of any kind is prohibited without prior permission.
- Internet is for business use only – incidental and occasional personal use is permitted.
- The company provides email accounts to its employees for business use – incidental and occasional personal use is permitted. Company email accounts are a primary method of relaying important company information and employees are required to monitor their email account regularly and in a timely manner, keeping the account current and up-to-date.
- Use proper email etiquette. Refer to the online SOP entitled "Email Etiquette Guidelines Do's & Don'ts for particulars.
- Any email of an offensive, pornographic, or otherwise inappropriate nature is prohibited.
- Company proprietary information must be protected, e.g. locking unattended workstations and employing applicable password protection for computers and electronic devices.
- Instant messaging services may be provided to ease communication between employees – non-business use is prohibited.

Violations regarding any aspect of computer usage are subject to disciplinary action up to and including termination of employment. This Computer Usage provision shall not be construed as prohibiting employees from using Sherman's email to communicate with each other for statutorily protected communications during non-working time.

F. Confidential Information. As a result of their employment, some employees are exposed to Sherman's confidential information. For purposes of this Handbook,

“confidential information” includes, but is not limited to, non-public financial records (excluding wages), business, marketing, and strategic plans, the identity of, contact information for, and any other account information on customers, vendors and suppliers, inventions, programs, trade secrets, formulas, techniques and processes, employee social security numbers and protected health information, and any other non-public documents or information regarding Sherman’s operations, procedures, or practices. Employees must not disclose any confidential information to any unauthorized person inside or outside Sherman’s without express permission from Sherman’s (this prohibition does not include wages, benefits, or other terms and conditions of employment at Sherman’s). Employees who are unsure about the confidential nature of specific information must ask their supervisor/manager or the Humans Resources Manager for clarification. Sherman’s reserves the right to avail itself of all legal or equitable remedies to prevent impermissible possession, distribution, and/or use of confidential information. In addition, employees will be subject to appropriate disciplinary action up to and including termination of employment for possessing, revealing, and/or using confidential information without authorization of Sherman’s.

G. Credit Cards/Gas Cards. Sherman’s offers company credit cards and/or gas cards for employees who travel frequently for their duties, purchase large volumes of goods for use by the company, or incur frequent business expenses that can be paid by card. Company credit cards cannot be used to obtain cash advances, bank checks, traveler’s checks, or electronic cash transfers for anything other than expenses incurred by the employee whose name appears on the card. The card also is not to be used for personal expenses.

Misuse of a company issued card may result in cancellation of the card. If the card is used for personal expenses, Sherman’s reserves the right to recover those expenses from the employee.

Original receipts for card expenditures should be submitted to the Accounting Department in a timely manner and include the reason for the purchase. Employees who cannot produce an original receipt for a purchase or reimbursement should provide the Accounting Department with a signed, written statement to that effect.

Lost or stolen company-issued credit/gas cards must be reported to your supervisor and the Accounting Department immediately.

Credit/gas cards must be returned by exited employees and submitted to the Accounting Department.

Violations of any aspect of this policy may result in disciplinary action up to and including termination of employment or cancellation of the card or both.

H. Damage to Property. Every effort needs to be made to prevent damage to the merchandise that Sherman’s sells, Sherman’s property owned or leased (trucks, equipment, etc.), and our customer’s property. While it is possible to eliminate the

vast majority of damage by following procedures and being careful, accidents do happen.

If damage occurs, notify your supervisor or a store manager immediately and follow department procedures for reporting damage. Product and/or other damage may impact incentive bonus programs and also may result in disciplinary action up to and including termination of employment.

- I. Dress Code.** Dress, grooming and personal cleanliness standards ensure we project the proper business image to our customers and visitors. During working hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. The personal appearance of our employees generally will be governed by the standards below. Employees who report to work inappropriately attired may be asked to clock out and leave work to change clothing/shoes. Consult your supervisor if you have questions as to what constitutes appropriate attire and/or appearance.

GENERAL GUIDELINES

- Hair should be clean, combed, and neatly trimmed or arranged. Facial hair is acceptable if it is kept neatly trimmed. Nothing in this policy shall prohibit protected hair textures and/or styling, in accordance with Illinois law.
- Personal hygiene is a must. Regular showers or baths are required.
- Flip Flops and backless sandals are not permitted. Open-toed shoes are not allowed in warehouse or repair service areas.
- Clothing may not be torn, frayed, faded, or distressed.

WAREHOUSE, DELIVERY, INSTALLATION, REPAIR, MAINTENANCE

- Employees are expected to wear the standard uniform in its entirety and without alterations. The uniform needs to be clean and worn in a neat fashion.
 - Waistband of pants/shorts must not sit lower than the top of the hip.
 - Pants and shorts style/color must be dark in color, not of a “distressed” style, and free of holes.
 - Hats must be worn with the bill facing forward.
 - Durags may be worn but must be black in color, covered by the hat and may not extend beyond the hairline.
- Steel toed shoes are recommended, but not required.
- Small rings and wedding bands are permitted but must not be worn while performing jobs where they might present a hazard to the employee or others.
- Jewelry and earrings must be of a professional appearance.
- Jewelry, including earrings, that is exposed or hangs loosely away from the body or otherwise presents a safety hazard is prohibited.

SALES PROFESSIONALS, STORE MANAGEMENT, GUEST EXPERIENCE ASSOCIATES

- Employees must adhere to uniform guidelines for their specific sales area. This generally includes Sherman's uniform collared dress or polo shirts with dress pants (Dockers style or nicer) or skirts (2" above the knee or longer). Men's shirts must be tucked in. Some sales areas may vary and require business professional attire.
- Men's footwear should be black, brown, grey, or dark blue dress-style shoes with a professional appearance. Women's footwear must be of a professional appearance with heels 2" or lower. Sandals, flip flops, backless shoes, above-the-knee boots, tennis shoes or athletic-style footwear are not permitted.
- Jewelry and earrings must be of a professional appearance.

OFFICE AND ADMINISTRATIVE STAFF

- Business casual attire is expected. Nice jeans are acceptable.
- Inappropriate attire generally includes but is not limited to the following:
 - Logo clothing (sport teams, cartoon characters, etc.) other than company logo.
 - Backless tops, strapless tops, halter tops, tank tops, or spaghetti straps (including sundresses).
 - Midriff showing.
 - Short shorts.
 - Sweatpants.
 - Gym-style clothing e.g. mesh insert leggings, stripe down the side yoga pants, two-tone, etc.
 - Athletic wear.
 - Clothing that is ripped, frayed, stained or messy.

J. Driving While on Company Business. Many employees in the course of their duties operate vehicles owned by or leased to Sherman's or personal vehicles operated on behalf of Sherman's. To encourage safe operation of vehicles and to clarify issues relating to drivers and Sherman's:

- All drivers must have a valid driver's license in the appropriate vehicle category and be familiar with/follow IL rules of the road.
- Motor Vehicle records may be checked periodically. Driving privileges may be suspended or terminated if your record includes an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an "unacceptable driver" and your job duties include driving, your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.
- Seat belt usage and hands free cellular is required in accordance with IL statute.
- Vehicles owned by or leased to Sherman's must be locked and secured when unattended.

When operating your own vehicle for Sherman's business:

- Your personal auto liability insurance is the primary payer. Sherman's insurance is in excess of your coverage.
- Only standard vehicles should be driven for company business, e.g. no motorcycles, custom vehicles, or modified vehicles.
- Evidence of insurance coverage may be requested at any time.
- Sherman's is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Mileage must be accurately tracked and reported for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police and emergency personnel instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to your supervisor or Human Resources as soon as possible. If you are injured, complete an injury report within 24 hours.

Sherman's is not responsible for any moving traffic violations, parking tickets, or any other city ordinances or state/federal laws regarding your driving habits and operation/care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for Sherman's.

K. Emergency Procedures. In the event of life threatening or property-theft concerns, CALL POLICE 911.

L. Online Social Networking. Sherman's recognizes the growing importance of online social media networks as a communication tool. This Social Media Policy addresses employees' use of such networks including: personal websites, web logs/blogs, wikis, social networks, online forums, virtual worlds, and any other kind of social media (including, but not limited to, Facebook, Twitter, Instagram, Snapchat, and YouTube). This Social Media Policy must be viewed in conjunction with the other provisions of Sherman's Employee Handbook and other company policies which are also applicable to employees' use of social media networks and require full compliance by employees. Sherman's takes no position on an employee's decision to use social media networks. Sherman's respects an employee's right to post or publish information and to express personal opinions in social media networks for organizing or other lawful purposes, during their personal time outside of the workplace, so long as such use is consistent with this Social Media Policy. However, use of social media networks during working time or on Sherman's equipment is prohibited, unless such use is for Sherman's business with the express permission of Sherman's.

Social Media Use Restrictions

If an employee chooses to utilize social media networks, the employee is responsible for complying with the following restrictions on social media use:

- Employees are prohibited from acting as a spokesperson for Sherman's or posting comments as a Sherman's representative, without the express permission of Sherman's. Employees are also prohibited from endorsing or promoting Sherman's or its products and services, without the express permission of Sherman's, and when such permission is given, employees must disclose their status as a Sherman's employee in such endorsement or promotion.
- Employees are prohibited from displaying Sherman's logo or trademark, or the logo or trademark of one of Sherman's customers, vendors, competitors, business partners or agents, on any social media network without the express permission of Sherman's. Also, employees shall not post images of Sherman's officers, shareholders or employees without their consent, and shall not post any nonpublic images of Sherman's premises, equipment or other property, or of Sherman's events or business activities, without express permission from Sherman's. This prohibition does not include the use of Sherman's logo or trademark for protected concerted activities, or the use of images showing Sherman's employees or its premises/equipment/other property engaged in/a part of protected concerted activities.
- Employees must refrain from displaying or sharing profane, lewd, sexually suggestive or otherwise inappropriate images or information on or through a social media network.
- Employees are prohibited from making statements or sharing communications about Sherman's, or its officers, shareholders, employees, customers, vendors, competitors, business partners, agents or other third parties encountered by employees by virtue of their employment at Sherman's that could be considered discriminatory (based on a legally protected characteristic), harassing, abusive, threatening, or otherwise inappropriate.
- Employees must not violate any local, state, or federal law as a result of their use of a social media network.

No Restrictions on Protected, Concerted Activity

This Social Media Policy will not be interpreted or applied in a manner that prohibits protected complaints or statements regarding wages, benefits, or other terms and conditions applicable to two or more employees, or communications about unionization, or that would interfere with the rights of employees to refrain from self-organizing, forming, joining, or assisting labor organizations, to refrain from bargaining collectively through representatives of their own choosing, or to refrain from engaging in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, or to engage in such activities.

Violations of Policy

An employee who is responsible for a social media network posting, communication or other use who fails to comply with this Social Media Policy, this Handbook, or otherwise causes harm to Sherman's or any of its officers, shareholders, employees, vendors, business partners, agents, or other third parties encountered by employees by virtue of their employment at Sherman's, may be subject to disciplinary action up to and including termination (excludes protected, concerted activities). Employees shall also indemnify and hold Sherman's and its officers, shareholders, employees, vendors, business partners, agents, and such third parties harmless from and against, and shall promptly reimburse them for, any and all losses, claims, damages, settlements, costs and liabilities of any nature whatsoever (including attorney fees) to which any of them may incur or become subject to, arising out of, based upon, as a result of, or in any way connected with the employee's social media network posting, communication or other use.

No Expectation of Privacy & Monitoring of Social Media Use

Sherman's cautions that employees should have no expectation of privacy for any publicly available social media network posting or communication that they may make. Sherman's reserves the right to monitor and review any posting or communication made in a publicly accessible social media network, at any time, for any or no reason, with or without cause.

Reporting Violations

Employees who become aware of a social media network posting or communication that may be in violation of this Social Media Policy must immediately report such possible violation to their supervisor. Failure to do so may result in disciplinary action up to and including termination.

M. Personal Information. Each employee is required to report any changes that may affect personnel records. The following changes must be reported in a timely manner using Paycor:

- Change of address and/or telephone number
- Change of name
- Change of income tax withholding
- Change of direct deposit bank information

N. Personnel Records. Human Resources is the primary custodian of the official employment records of all personnel employed at Sherman's, both past and present. As a matter of policy with regard to employee personal privacy, we will collect and use only that information that is necessary or relevant to the operating needs of Sherman's or the needs of the employee. Internal access will be limited to those who have legitimate business reasons. The employee's personnel file kept in Human Resources shall be available for examination and review by the employee. Such review or examination shall take place between the hours of 8:00am-4:00pm,

Monday-Friday, in the presence of the record's custodian or designee and only upon prior notice. Employees must submit a signed request in writing to access their file and present valid identification. Nothing may be taken from or added to a personnel file during the review. In most cases, a personnel file will be made available within seven (7) calendar days from receipt of the written request.

O. Product Returns. During the normal course of business, a product may be returned to Sherman's for a variety of reasons. Regardless of the reason for return, all product remains the property of Sherman's. Violations of use may result in disciplinary action up to and including termination.

P. Protection Against Personal Loss. Employee personal property brought to the workplace is not considered to be in the care, custody, and control of the company and is not covered by any of Sherman's insurance coverage should the property become damaged or stolen. Personal property is the responsibility of the individual. Employees are encouraged to minimize the amount of personal property used in their work. To the extent that the use of personal property is necessary in an employee's work, the employee should have their own personal fire and homeowner policy endorsed to include items used in their possession.

Q. Return to Work Program. When available, Sherman's generally provides modified duty work for employees recovering from injury or returning from other qualified leave. The Return to Work program is temporary and generally does not exceed six months of modified duty. Questions about the Return to Work Program should be directed to Human Resources.

R. Searches. Sherman's may conduct searches on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully. Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this Handbook or other Sherman's policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, backpacks, boxes, briefcases, as well as any Sherman's property that is provided for employees' personal use, such as desks, cabinets, and files. An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination. Employees should not have an expectation of privacy as to any property or articles on Sherman's premises, or used while performing Sherman's business, including computers, electronic equipment, etc.

S. Smoking (tobacco). No use of tobacco products is allowed in company facilities, company vehicles, on job sites or customer property, or within visual range of job sites or customer properties. Smoking (tobacco) or tobacco use shall be permitted

only in designated smoking areas located at least 25 feet outside any building entrance, operable windows, and ventilation systems of enclosed areas to prevent tobacco smoke from entering those areas. All materials used for smoking (tobacco) in designated areas, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. For the purposes of this policy, "tobacco" is defined to include cigarettes, cigars, pipes and any other tobacco smoking product; dip, chew, snuff, snus and any other smokeless tobacco product; and nicotine delivery devices such as e-cigarettes and vape mods. FDA-approved nicotine replacement therapy products used for tobacco cessation are excluded from this definition.

T. Solicitation and Distribution. Employees shall not solicit any other employee during working time, nor shall employees distribute literature during working time, or in working areas at any time without prior authorization from Human Resources or the Director of Strategy and Culture. Limited exceptions may include those for charity-related purposes or for signing sympathy, birthday, or similar personal cards. Additionally, employees are prohibited from bringing or allowing persons not employed by Sherman's onto Sherman's property for the purpose of soliciting or distributing literature without the express consent of the Human Resources Manager.

U. Standard Operating Procedures (SOP). Sherman's utilizes a system of operating procedures that are shared department- and/or company-wide to facilitate standardization of operations and knowledge sharing for optimum efficiency and customer satisfaction. Employees are expected to follow applicable SOP's and may be subject to disciplinary action up to and including termination for failing to do so.

H. SAFETY

A. Safety Rules

The primary responsibility of an employee of Sherman's is to perform his or her duties in a safe manner to prevent injury to themselves and others. No employee is ever required to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others. Sherman's wants to ensure that our employees remain safe and injury-free when accidents are preventable. We expect our employees to refrain from horseplay, careless behavior, and negligent actions. While working, employees must observe safety precautions for their safety and the safety of others. All work areas must be kept clean and free from clutter and debris. Any hazards or potentially dangerous conditions must be corrected immediately or reported to a supervisor.

If you are involved in a work accident, you must comply with the following procedure:

- Report accidents, injuries, and illnesses to a supervisor or Human Resources within 24 hours, even if you are not sure whether it truly is work-related. Even small, insignificant injuries, left untreated, can result in more serious treatment.
- Obtain the necessary medical treatment. If you must leave work to seek off-site medical treatment, report to your supervisor before doing so.
- Complete an injury report, regardless of the severity of the injury. Injury report forms are available from your supervisor or Human Resources and should be completed within 24 hours.

Failure to report may result in disciplinary action up to and including termination. Refer to the complete Employee Safety Manual for full description of safety guidelines and practices.

B. Safety Committee

This group meets regularly and aids the company in its efforts to practice and promote a safe working environment. Better known as SHARP – Safety Has A Real Purpose – the mission statement reads: “Safety is a priority, not an option! Sherman’s is committed to promoting and providing a safe work environment for all personnel. We will establish safety policies and procedures, foster a positive safety attitude, and enable employees to work together to maintain a safe workplace. Sherman’s is committed to promoting employee well-being both on and off the job. We will pledge our support to create and maintain a healthy workplace and encourage employees in their wellness efforts.” Employees are encouraged to report safety suggestions, questions, or concerns to SHARP. Employees interested in participating in SHARP should contact Human Resources.

I. STANDARDS OF CONDUCT

The work rules and standards of conduct for Sherman’s are important and the company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting Sherman’s business.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following, which demonstrate general disregard for Sherman’s Core Values, are examples of infractions or misconduct that may result in disciplinary action up to and including immediate termination of employment. These examples are in no way a limitation or intended to change Sherman’s at-will employment policy.

- Failure to adhere to Sherman’s Core Values.
- Theft or inappropriate/unauthorized removal or possession of Sherman’s property.
- Falsification of timekeeping records.
- Failure to adhere to Sherman’s Drug Free Workplace Policy (Appendix F).
- Fighting or threatening violence in the workplace.
- Immoral actions, intimidating, or bullying others.

- Unlawful discriminatory conduct or retaliation of any kind.
- Negligence or improper conduct leading to damage of company or customer owned or leased property and/or leading to injury of oneself and/or other(s).
- Insubordination or other such conduct.
- Dishonesty or providing false or misleading information.
- Violation of safety or health rules, including, but not limited to, arriving to work/working in a state that may lead to decreased productivity or may endanger the employee and/or other(s) due to, for example, extreme fatigue, illness, being impaired by or under the influence of any impairing or intoxicating substance(s), and/or using any substance that may have impairing or intoxicating effects.
- Smoking in the workplace.
- Sexual or other unlawful or unwelcome harassment and touching.
- Excessive tardiness or absenteeism, or any absence without notice.
- Unauthorized use of telephones or other company-owned equipment.
- Excessive use of company equipment for purposes other than business-related.
- Unauthorized disclosure of business “trade secrets” or confidential information.
- Violation of personnel policies.
- Unsatisfactory performance or conduct, including failure to fully complete training that is offered.
- Failure to cooperate in investigations or provide written witness statements.
- Discourtesy to a customer, provider, or the general public resulting in a complaint or loss of goodwill.

These rules apply to any and all interactions with customers, fellow employees, or anyone else associated with the workplace on-site or off.

J. DRUG FREE WORKPLACE

Sherman’s recognizes that drug and alcohol abuse may be an on-the-job problem as well as a social problem. We believe that abuse of alcohol, marijuana, and prescribed drugs and the use of illegal drugs endanger the health and safety of the abusers/users and of others around them. Sherman's is committed to creating and maintaining a Drug Free Workplace and to assisting valued, but troubled employees, provided they are prepared to help us help them. See Appendix F for the complete Drug Free Workplace Program policy.

K. DISCRIMINATION, HARASSMENT, BULLYING, AND SEXUAL HARASSMENT

Sherman’s strives to provide a work environment that is free from discrimination, bullying, harassment, violence, and sexual harassment. Therefore, Sherman’s will not tolerate unwelcome or unreasonable behavior or actions towards others. This conduct is prohibited

in any form at the workplace, at work-related functions, or outside of work if it affects the workplace, by employees, clients, customers, guests, vendors, and persons doing business with the company.

A. Unlawful Discrimination and Harassment. Sherman’s expressly prohibits any form of unlawful discrimination and/or harassment based on actual or perceived race, color, religion, national origin, ancestry, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, disability or association with a disabled person, unfavorable discharge from military service, military status, status as a Vietnam-era or special disabled veteran, genetic information, citizenship, order of protection status or any other protected status/characteristic. Prohibited discrimination and harassment include any conduct connected with a protected characteristic that has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment. Harassment is prohibited whether it occurs in person, in writing, by telephone, facsimile, e-mail, via the Internet, or through any other means of communication.

Prohibited harassment can be physical, verbal, or visual. Examples of prohibited physical harassment include, but are not limited to, unwelcome physical contact, invading one’s physical space, damaging one’s personal property, offensive gestures, or any other offensive act directed at someone because of her/his race, color, religion, national origin, ancestry, age, sex, pregnancy, marital status, sexual orientation, disability, and other characteristics protected under state, federal, or local law. Examples of prohibited verbal or visual harassment include, but are not limited to, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person attributable to any lawfully protected characteristic. For more information, see Appendix B.

B. Workplace Bullying. Sherman’s prohibits bullying of any kind from employees while working, at work functions, and while traveling on business. Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates, or humiliates an individual or group of individuals.

Bullying can be an isolated incident or persistent incidents, carried out by a group or an individual, direct or indirect, verbal or physical. Examples of bullying include but are not limited to abusive or offensive language, unwelcome behavior, unreasonable insults or criticism (especially in public), teasing and/or spreading rumors, trivializing of work or achievements, and exclusion or isolation.

C. Sexual Harassment. It is against Sherman’s policy and it is illegal for any employee, singularly or in conjunction with another employee or non-Sherman’s employee, to sexually harass another worker in any way.

Sexual harassment is defined as “...unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ...” when

- 1) Submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual's employment;
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can be verbal, non-verbal, visual, or physical. Sexual harassment can include but is not limited to: sexually-oriented jokes; flirtation; obscene letters or notes; inappropriate compliments; sexual propositions or advances; "cat calls" or whistling; possession or display of sexually-explicit objects or pictures; exchange of sexual "gag" gifts; inappropriate discussion of one's sexual experiences or desires; comments about an individual's body or appearance, even outside their presence; sexual gestures; physical contact such as patting, pinching, or purposely rubbing up against another's body; demands or pressures (actual or implied) for sexual favors; repeated requests for dates; continuing to express sexual or romantic interest after being informed the interest is not welcomed; making promises or suggestions (actual or implied) of preferential or adverse treatment as a result of one's acceptance or rebuttal of sexual advances; and retaliating against an employee for refusing sexual advances. In accordance with Illinois law, Sherman's provides annual training on sexual harassment prevention that must be completed by all employees.

D. Complaint Procedure. In the event an employee believes they have witnessed or experienced unlawful harassment or bullying, they are expected to immediately report the matter through the Handbook Complaint Procedure.

E. Discipline. Any employee who engages in, condones, or otherwise participates in any form of harassment in violation of this policy will be subject to disciplinary action up to and including termination of employment. If a non-employee, e. g. customer or vendor, is guilty of discriminating, bullying, or harassing behavior, appropriate action will be taken including, but not limited to, banning the individual from the premises or involving the proper authorities.

L. COMPLAINT PROCEDURE

Sherman's expects all individuals to create an atmosphere free of discrimination, bullying, and harassment, and to respect the rights of others. Sherman's also expects its employees to comply with all applicable laws and regulations. In the event an individual believes they have witnessed or experienced discrimination, bullying, harassment, or other unlawful conduct, they should promptly report the incident to a member of management or Human Resources, or, if a report to either management or Human Resources would be inappropriate, directly to Sherman's owner: Marsha Sherman-Weiss ph. 309-224-8498.

Once made aware of a complaint, Sherman's is committed to commence a thorough and timely investigation of the allegations. Complaints will be kept confidential to the maximum extent possible.

If, at the conclusion of an investigation, Sherman's determines that an employee is guilty of discriminating, bullying, harassing behavior, or other unlawful activity, appropriate disciplinary action will take place up to and including termination of employment. If a non-employee is guilty of discriminating, bullying, harassing behavior, or other unlawful activity, appropriate action will be taken including, but not limited to, banning the individual from the premises or involving the proper authorities.

Sherman's prohibits any form of retaliation against any employee for filing a bona fide complaint under this procedure, or for assisting in a complaint investigation. An employee found to have engaged in retaliation shall be subject to disciplinary action up to and including termination.

M. EMPLOYEE DISCIPLINE

For many types of rules violations, Sherman's has adopted a program of progressive discipline. If there is a question as to the appropriate form of discipline, the decision of the supervisor shall be determinative. As a general rule, progressive discipline usually is appropriate under circumstances of relatively minor infractions where the supervisor believes coaching and progressive discipline may be useful in assisting the employee to overcome the offending habit(s) or practice(s).

Even where utilized, forms of progressive discipline may vary from case to case. The basic guideline of progressive discipline provides:

1. Coaching conversation or verbal warning. Verbally counseling the employee that repetition of certain conduct will result in further discipline. Even though these are "oral," they are documented records of the communication and submitted by the supervisor for placement in the employee's personnel file. The decision as to whether to conduct oral counseling or proceed to another form of discipline is left to the discretion of the supervisor.
2. Written warning. A formal written document informing the employee of their commission of an infraction and stating that further rules violation will result in additional disciplinary action.
3. Suspension, with or without pay. This action always is communicated in writing.
4. Dismissal. This action always is communicated in writing.

Progressive discipline may not be utilized in each case. Some employee action may be considered so serious as to justify immediate dismissal without prior "warning" or a "suspension." While progressive discipline usually is preferred, nothing in these guidelines requires its utilization in every case. Moreover, even where progressive type discipline is utilized, nothing in these guidelines shall be deemed to preclude skipping or eliminating steps where circumstances dictate. As an example only, in some circumstances a suspension without pay may exacerbate the very situation to be remedied and consideration might be

given to disciplining the employee with a final written warning in lieu of a suspension without pay.

All original documentation pursuant to disciplinary action must be forwarded to Human Resources and becomes a permanent part of the employee's personnel file.

APPENDIX A
Pregnancy and Your Rights in the Workplace

If you are pregnant, recovering from childbirth, or have a medical or common condition related to pregnancy, **you have the right to:**

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy.
- Reject an unsolicited accommodation offered by your employer for your pregnancy that you do not desire.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

Your employer cannot:

- Discriminate against you because of your pregnancy.
- Retaliate against you because you requested a reasonable accommodation.

It is illegal for your employer to fire you, refuse to hire you, or refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights fact sheet from the website at www.illinois.gov/dhr.

For immediate help or if you have questions regarding your rights, call

(312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)

Chicago Office
100 W. Randolph St.
10th Floor
Intake Unit
Chicago, IL 60601
(312) 814-6200

Springfield Office
222 S. College
Room 101-A
Intake Unit
Springfield, IL 62704
(217) 785-5100

The charge process may be initiated by completing the form at:

<http://www.illinois.gov/dhr>

Illinois Department of Human Rights – IOCI17-0405 (02/17)

APPENDIX B

Job Discrimination and Sexual Harassment

You Have the Right to be Free from Job Discrimination and Sexual Harassment.

The Illinois Human Rights Act states that you have **the right to be free from unlawful discrimination and sexual harassment**. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge.

REASONABLE ACCOMMODATIONS. You also have the right to reasonable accommodations based on pregnancy and disability. This means you can ask for reasonable changes to your job if needed because you are pregnant or disabled.

RETALIATION. It is also unlawful for employers to treat people differently because they have reported discrimination or harassment, participated in an investigation, or helped others exercise their right to complain about discrimination or harassment.

REPORT DISCRIMINATION.

To report discrimination, you may:

1. Contact your employer's human resources or personnel department.
2. Contact the Illinois Department of Human Rights (IDHR) to file a charge.
3. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

Chicago:
James R. Thompson Center
100 W. Randolph St., Suite 10-100
Chicago, IL 60601
(312) 814-6200
(866) 740-3953 (TTY)
(312) 814-6251 (Fax)

Springfield:
535 W. Jefferson St.
1st Floor
Springfield, IL 62702
(217) 785-5100
(866) 740-3953 (TTY)
(217) 785-5106 (Fax)

Website: www.illinois.gov/dhr
Email: IDHR.Intake@illinois.gov

Illinois Department of Human Rights – IOCI19-0181 (09/18)

APPENDIX C

Biometric Time Clock Policy and Guidelines

Sherman's uses a third-party biometric time keeping system to record hourly non-exempt employee time records. Sherman's currently uses Paycor as its time and attendance tracking system. It is the policy of Sherman's to comply with the Illinois Biometric Information Privacy Act, 740 ILCS 14/1 *et seq* ("BIPA"), which addresses the collection, capture, purchase, use, and storage of biometric identifiers and biometric information (as those terms are defined under BIPA at 740 ILCS 14/10). Biometric identifier means retina or iris scans, fingerprints, voiceprints, or scans of the hand or facial geometry. Biometric information means any information, regardless of how it is captured, stored, or shared, based on an individual's biometric identifier used to identify an individual.

Sherman's collects biometric information and identifiers ("Biometric Information") for the purpose of verifying an employee's identity when accessing the third-party biometric time keeping system. Sherman's, through its Vendors, collects, stores, and uses biometric data only for the purpose of employee identification, fraud prevention, and the recording and tracking of an employee's time and attendance. Employees' Biometric Information is collected throughout the duration of their employment. Biometric Information is transmitted directly from time clocks to the third-party provider via a secure connection. At no time does Sherman's have possession of the Biometric Information. Sherman's will not capture, collect, or otherwise obtain Biometric Information without prior written consent. Employees and visitors, as applicable, will be advised of the reason for the collection of the Biometric Information and the length of time the data will be stored. Sherman's will not sell, lease, trade or otherwise profit from the collection and use of Biometric Information. Further, Sherman's will not disclose, redisclose, or otherwise disseminate Biometric Information without prior written consent, unless the disclosure or redisclosure is required by applicable State or federal law, municipal ordinance, or pursuant to a valid warrant or subpoena issued by a court of competent jurisdiction.

Sherman's, as applicable, will store, transmit, and protect from disclosure all Biometric Information using the reasonable standard of care within its industry. Sherman's and its Vendors use appropriate information security safeguards designed to protect biometric data when it is being collected, stored, and transmitted. These safeguards include firewalls, physical and digital security measures, encryption, access restrictions, password authorization, and file backup. Sherman's only has access to encrypted biometric data as required to fulfill the necessary job functions.

Furthermore, Sherman's will store, transmit, and protect from disclosure, all Biometric Information in a manner that is the same as or more protective than the manner in which Sherman's stores, transmits, and protects other confidential and sensitive information. Biometric Information captured, collected, and used from the third-party biometric timekeeping system will be retained for the duration of an employees' employment with Sherman's, or until Sherman's discontinues its use of biometric information pursuant to this Policy, and permanently destroyed within ninety (90) days after the termination of the employee's employment, or

discontinued use, unless a longer retention period is required by subpoena, warrant, court order or any other legal requirement. Upon termination of employment or discontinued use of timeclock, Sherman's will notify its Vendors. Once Sherman's provides such notice, Sherman's will automatically destroy any biometric information in Sherman's possession and direct its Vendors to do the same. This policy shall be made publicly available in accordance with Illinois law.

All employees whose biometric information is collected will be required to sign an Employee Consent Form upon hire and as requested thereafter by Sherman's.

In order to ensure consistency of treatment, the data recorded in the Time keeping system shall be considered as the "official" record of the workday for these positions. Any disputes over actual hours worked will be resolved by referring to the Time keeping records. All discrepancies must be reported to Human Resources immediately. If it is determined that an improper deduction or time calculation has occurred, the error will be promptly corrected.

Time clocks are conveniently located in all Sherman's facilities. Employee training on how to use the time keeping system will be provided to all employees on their first day of work. Any additional training will be provided on an "as needed" basis. Contact your supervisor to request additional training.

All hourly non-exempt employees must "clock in" at the start of their shift and "clock out" at the end of their shift, as well as for their meal period (no punches are required for rest breaks). Employees generally are expected to limit "clock in" shift start times to no more than 10 minutes before their regularly scheduled start time. Exceptions must be pre-authorized by the employee's supervisor. Once an employee is clocked in, she/he is responsible for starting work. Time spent working while not clocked in, or vice versa not working while clocked in, could be subject to disciplinary action up to and including termination.

If an employee is unable to punch in or out because of a time clock malfunction, accidental oversight, or other reason (e.g. meeting or training at an off-site location, etc.), it is the employee's responsibility to report the error through Paycor or complete the Time Clock Adjustment Form and return the form to their supervisor no later than noon each Monday. Each employee is assigned online access to review their time clock punches. Instructions for online access are posted at the time clock. Employees generally are expected to monitor their punches on at least a weekly basis and review for missed punches. Reports of time clock malfunction will be investigated by the supervisor.

Your attendance is extremely important to the success of you as an employee and to Sherman's. We expect employees to strive for perfect attendance and to arrive for work on time. We recognize however that, on occasion, an absence or late punch may be unavoidable. The biometric time keeping system does not remove the need for employees to report their absences when they are away from or late to their workstation. Your supervisor will direct you on the appropriate method for reporting an absence. Failure to comply with this policy may result in discipline, up to and including termination of employment.

APPENDIX D

Employee Purchase Program

The Employee Purchase Program ("Program") is an employee pricing benefit provided by Sherman's to eligible employees. Eligibility date is first of the month following one month of employment. The Program is intended solely for personal use by the employee in their own home.

Employees are responsible to know their eligibility date and identify themselves as an eligible Sherman's employee to the Sales Professional assisting them. An employee who initiates a purchase under the Program prior to their eligibility date may be subject to disciplinary action up to and including termination of employment.

Employees participating in the Program are highly encouraged to model Sherman's Core Values and respect the needs of our retail customers by limiting employee purchases and/or inquiries to times that are not high retail traffic periods such as special sales, weekends, and holidays. Sales Professionals may be required to give priority to retail customers before assisting employees.

All employee sales must follow the same rules as retail customer sales, including:

- A deposit is required to hold an item.
- Clearance items can be held for only 10 days.

Employees should clarify all terms of the sale with the Sales Professional, including the use of gift cards.

Delivery, installation, and Sherman's warranty costs are not included in the Program and are the responsibility of the employee purchaser.

Sherman's reserves the right to refuse or cancel an employee order or purchase if Sherman's suspects the employee is purchasing for resale or use in other than the employee's own home. Misrepresenting the true end user of the product is considered theft and will result in disciplinary action up to and including termination.

Questions regarding the Program should be directed to the Store Manager or Director of Finance.

APPENDIX E

Employee Rights and Responsibilities Under the Family and Medical Leave Act

Leave Entitlements. Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a serious health condition;
- For the employee's own serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one consecutive block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

Benefits and Protections. While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements. An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the employer has at least 50 employees within 75 miles of

the employee's worksite.

Requesting Leave. Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities. Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement. Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater or medical leave rights.

For additional information:

1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627

U.S. Department of Labor/ Wage and Hour Division

www.wagehour.dol.gov

U.S. Department of Labor – WH 1420

REV. 04/16

**APPENDIX F
DRUG FREE WORKPLACE PROGRAM**

I. STATEMENT OF POLICY

In order to establish Sherman’s as a Drug Free Workplace and thereby increase the safety and health of our employees and their families, this policy requires that employees of our company shall not: Possess, Use, or be Impaired by Illegal Drugs at any time whether Working or not and whether on Company Property or not; Use or be Impaired by Alcohol or Marijuana while Working or on Company Property; Possess Marijuana on Company Premises; or be Impaired by Medications while Working or Use Medications while Working that could affect the employee’s ability to Work safely. Employees are not prohibited from Using Alcohol at company sponsored events where Alcohol Use is expressly allowed.

The company’s purpose in enacting and maintaining this policy is not to disrespect employees’ privacy or hinder any employee’s ability to Use legal products when the employee is not Working, not on Company Property, or when Use of any such products will not cause an employee to be Impaired or otherwise affected by the product while Working. However, in order to maintain a safe, healthy, and productive Working environment, the company requires that all employees respect and adhere to this Drug Free Workplace Policy.

II. DEFINITIONS

Alcohol	Liquids containing ETHYL ALCOHOL (ETHANOL).
Commercial Motor Vehicle	Vehicle that has a gross vehicle weight rating (GVWR) in excess of 10,001 pounds.
Company Premises	All of Sherman’s facilities, including buildings, offices, and company vehicles (whether leased or owned by Sherman’s).
Company Property	All of Sherman’s property, including but not limited to, Company Premises (defined above) and company parking lots.
Drugs	One or more of the following named substances: <u>AMPHETAMINES, MARIJUANA, (including medical and recreational marijuana/cannabis), COCAINE, METHAMPHETAMINE, PHENCYCLIDINE (PCP), METHADONE, PROPOXYPHENE, OPIATES/MORPHINE, METHAQUALONE, BARBITURATES, BENZODIAZEPINES, and OXYCODONE.</u> See Appendix B of this policy for common brand names.
Illegal Drugs	One or more of the following named substances (unless legally Possessed/Used pursuant to a valid prescription): <u>AMPHETAMINES, COCAINE, METHAMPHETAMINE, PHENCYCLIDINE (PCP), METHADONE,</u>

PROPOXYPHENE, OPIATES/MORPHINE, METHAQUALONE, BARBITURATES, BENZODIAZEPINES, OXYCODONE, any other illegal substances, and any substances which are Used illegally. See Appendix B of this policy for common brand names.

Impaired or Impairment

Symptoms that indicate an individual may be under the influence of Alcohol, Marijuana, Illegal Drugs, or Medications that may decrease or lessen an individual's performance of the duties or tasks of the individual's job or may cause concerns with the individual's health or with workplace safety, including but not limited to, any symptoms that cause issue(s) with the following characteristics of the individual: speech; movement, including but not limited to, walking, standing, physical dexterity, agility, coordination, and/or other actions or inactions; demeanor; interactions with others; any aspect of the individual's appearance, including clothing; and odor. Other actions that may be indicative of being under the influence of Alcohol, Marijuana, Illegal Drugs, or Medications include: irrational or unusual behavior; negligence or carelessness in operating tools, equipment, machinery, or vehicles; disregard for the safety of the individual or others; involvement in an accident that results in damage to equipment, machinery, or other property or causes injury to the individual or others; or any other symptoms/actions, including, but not limited to, those symptoms, actions, behaviors, and characteristics listed in the Cannabis Regulation and Tax Act that cause one to have a reasonable suspicion/good faith belief that an individual is under the influence of/Impaired by Alcohol, Marijuana, Illegal Drugs, or Medications that cause Impairment.

Marijuana

Marijuana refers to the dried leaves, flowers, stems, and seeds from the Cannabis sativa or Cannabis indica plant. Extracts can also be made from the cannabis plant. The plant contains the mind-altering chemical delta-9-tetrahydrocannabinol (THC) and other related compounds. For purposes of this policy, "Marijuana" is any substance that contains THC, including, but not limited to, infused products. Also for purposes of this policy, "Marijuana" encompasses both medical and recreational Marijuana. See Appendix B of this policy for common brand names.

Medications

Prescription and non-prescription substances obtained and used legally to combat illness and injury or for other therapeutic reasons. For purposes of this policy, medical Marijuana is not included in the definition of "Medications."

Possess (ing)

As it pertains to Alcohol, Marijuana, and Illegal Drugs; to have control

over, have access to, transfer, manufacture, distribute, sell, dispense, solicit, or store.

Safety Sensitive Duties that involve operating power tools, power equipment, machinery, or vehicles, including the operation of a Commercial Motor Vehicle (CMV), or any duties with the potential to cause harm to the employee or others.

Use (ing) As it pertains to Alcohol, Marijuana, Illegal Drugs, and Medications; to drink, smoke, apply topically, inject, ingest, or use in any other manner that causes the substance to enter an individual's body. Exceptions to these rules regarding the definition of "Use" will be allowed only with management's written permission.

Work (ing) Performing any activity under any conditions during any period of time that an employee is covered by the Employer's Workers Compensation insurance, or otherwise acting on behalf of or as an agent/representative of Sherman's.

III. POLICY WORK RULES

A. ALCOHOL

Employees shall not Use or be Impaired by Alcohol while Working or while on Company Property, unless the Use of Alcohol has been approved at a company sponsored activity or event.

B. MARIJUANA

Employees shall not Possess Marijuana while on Company Premises. Employees shall not Use or be Impaired by Marijuana while Working or on Company Property.

C. ILLEGAL DRUGS

Employees shall not Possess, Use, or be Impaired by Illegal Drugs at any time, whether Working or not Working, whether on or off Company Property.

D. MEDICATIONS

Employees shall not Use or be Impaired by Medications while Working if the Medications have the potential to alter or to adversely affect their judgment or motor skills, to induce sleepiness, or to otherwise detract from the employee's safe job performance. Exceptions can, of course, be made in work areas and activities of decreased safety sensitivity where

the potential for accident and injury is minimal and where the effect of the Medication on the employee is judged to be of no factor by medical authority. It must also be acceptable to management for the employee to continue Work. Exceptions to this rule (Section D) will be made at least one level of supervision above the concerned employee's immediate supervisor. Employees will report their use of Medications to their supervisor before beginning Work; those sensitive to the disclosure of their use of certain Medications may call or visit the company official (see Appendix A of this policy) in charge of the Drug Free Workplace Program, in confidence, to resolve their unique work situation.

E. DRUG FREE WORKPLACE PROGRAM MONITORING

To measure the success of, and to aid in enforcing, our Drug Free Workplace Program, the following screening tests will be administered to detect the presence of Alcohol and/or of AMPHETAMINES, COCAINE, PHENCYCLIDINE (PCP), OPIATES, and/or any other Illegal Drugs, including any substances used illegally.

1. Job applicants for positions that involve Safety-Sensitive duties, as a condition of obtaining employment, will be subject to pre-employment drug testing.
2. Individuals who were removed from any duties during any period of time that they were employed by Sherman's for failing a drug and/or alcohol screening test will be subject to periodic testing under direct observation.
3. All employees whose primary duties are Safety Sensitive will be subject to random drug and alcohol testing.
4. Employees who, by reliable evidence, or by their observed or reliably reported behavior, may be reasonably suspected of: (a) Using or being Impaired by Drugs, Alcohol, or Medications that cause Impairment while Working; (b) Tampering with a drug or alcohol screening test; or (c) Causing or contributing to an incident resulting in property damage or bodily injury that requires treatment beyond first aid will be subject to reasonable suspicion drug and/or alcohol testing under direct observation. Notwithstanding anything to the contrary, if an employee subject to OSHA self-reports a work-related injury that is not reported by another person, the injured employee will be subject to drug and/or alcohol testing only if conditions for probable suspicion testing have been met. In the case of (c), all specimens must be provided by the employee as soon as possible but not later than 32 hours after the accident. This provision applies to all employees at Sherman's, not just those performing Safety-Sensitive duties.

F. TESTING PROCEDURES

Specimen collection for drug and/or alcohol testing may be conducted under direct observation off-site or on-site. A breath specimen will be provided for alcohol tests. The

alcohol breath test must be performed by a Certified Breath Alcohol Operator.

Regarding tests performed to detect Illegal Drugs, a split sample consisting of two urine collection containers will be collected and temperature tested for verification. The second container will be used in the event the first container becomes contaminated or in the event of contested test results. Both containers will be properly labeled and initialed by the applicant or employee to protect the integrity of the process. Specimens collected on-site will be transported to a laboratory approved by Health and Human Services (HHS) or National Institute on Drug Abuse (NIDA) in accordance with the chain of custody procedure. All positive test results are reported to the Medical Review Officer (MRO) for verification prior to being transmitted to the applicant or employee and/or the employer. If the MRO reports the test as positive or as a refusal to test because the specimen was adulterated or substituted, the MRO will offer the employee or applicant an opportunity to have the split specimen tested at another approved laboratory, at the individual's expense. The individual has 72 hours to request the split test. Upon receiving the request, the MRO must immediately send the split to another HHS or NIDA certified laboratory for testing.

G. CONSEQUENCES TO JOB APPLICANTS AND EMPLOYEES OF:

- (1) REFUSAL TO BE TESTED FOR DRUGS OR ALCOHOL,**
- (2) POSITIVE CONFIRMED DRUG OR ALCOHOL TESTS,**
- (3) USE OF ALCOHOL, ILLEGAL DRUGS, MARIJUANA, OR BEING IMPAIRED WHEN WORKING OR ON COMPANY PROPERTY,**
- (4) POSSESSION OF ILLEGAL DRUGS AT ANY TIME AND AT ANY LOCATION OR OF MARIJUANA WHILE WORKING OR ON COMPANY PREMISES,**
- (5) ANY PLEA OF GUILTY OR NOLO CONTENDERE TO ANY VIOLATION OF ANY CONTROLLED SUBSTANCE LAW OF THE UNITED STATES OR ANY STATE.**

1. Refusal as stated in G.(1) above is defined as refusal to take the test; inability to provide sufficient quantities of breath, saliva, or urine to be tested without a valid medical explanation; tampering with or attempting to adulterate the specimen; interfering with the collection procedure; not immediately reporting to the collection site; failing to remain at the collection site until the collection process is complete; having a test result reported by a Medical Review Officer (MRO) as adulterated or substituted; or leaving the scene of an accident occurring in the course of company business without a valid reason before the tests have been conducted. Employees who refuse to be tested for Illegal Drugs or Alcohol will be immediately terminated. Job applicants, as defined in Section E.1. above, who refuse to be tested for Illegal Drugs or Alcohol will not be hired. They may reapply for consideration of employment after a period of 6 months at which time, if offered employment, they must successfully pass pre-employment testing, including a drug and alcohol test.
2. Job applicants, as defined in Section E.1. above will not be hired if the drug or alcohol test segment of their pre-employment testing is positive. They may reapply for

consideration of employment after a period of 6 months at which time, if offered employment, they must successfully pass pre-employment testing, including a drug and alcohol test.

Employees being tested due to random or periodic selection, as a result of reasonable suspicion, or as a result of being involved with or contributing to an incident resulting in property damage or bodily injury that requires treatment beyond first aid will be subject to the following:

- a) Illegal Drugs. Positive test will result in immediate termination.
 - b) Alcohol. An Alcohol concentration of 0.08 or above will result in termination of employment. An Alcohol concentration of 0.02-0.07 will result in disciplinary action combined with removal from any Safety Sensitive duties for a certain period of time, up to thirty (30) days. Testing will then be conducted at the end of the initial removal period at which time an Alcohol concentration of 0.08 or above will result in termination of employment. An Alcohol concentration of 0.02-0.07 will result in further disciplinary action combined with an extension of the removal from any Safety Sensitive duties for an additional period of up to thirty (30) days. During periods of removal from Safety Sensitive duties following a positive test, the employee's pay generally will be at the current IL minimum wage, if such employee's primary job responsibilities are Safety Sensitive. At the end of the additional period, testing will be conducted with any positive test resulting in termination of employment.
3. Use of Alcohol, Illegal Drugs, or Marijuana, or being Impaired when Working or on Company Property will result in immediate termination, unless the Use of Alcohol had been approved at a company sponsored activity or event.
 4. Possession of Illegal Drugs at any time and at any location or of Marijuana while Working or on Company Premises will result in immediate termination.
 5. Employees indicted or convicted of violating controlled substance laws must notify the employer within 5 calendar days of the event and, if this policy was also violated, will be subject to the same as in Sec. G above.

H. CONFIDENTIALITY OF DRUG TESTING INFORMATION

All written reports and related information received by the company, laboratories, employee leasing programs, drug and alcohol rehabilitation programs and their agents will be held in strictest confidence and will not be disclosed except in accordance with Illinois Statutes or otherwise legally disclosed. Release of such information under any other circumstance shall be solely pursuant to a written consent form signed voluntarily by the person tested. Information on drug test results shall not be released or used in any criminal proceeding against the employee or job applicant.

Agents of our company and the laboratory conducting a drug test will, however, have access to drug test information when consulting with legal counsel in connection with actions brought against them when the information is relevant to its defense in a civil or administrative matter.

I. CONFIDENTIAL REPORTING OF MEDICATION USE

The company knows that eventually most people need to take Medications to combat various illnesses. Employees must realize, however, that many Medications will alter or affect a drug test. An employee could possibly test positive for a drug when taking Medications prescribed by a doctor or bought over the counter at a pharmacy. Medications known to alter or affect a drug test are listed in Appendix B of this policy. The name of the testing laboratory is listed in Appendix A of this policy. Employees who want more technical information about Medications may consult the testing laboratory. To avoid the potential problems created by a false test result, the company has implemented procedures to enable employees to confidentially report the use of Medications. You may report the use of Medications on the back of your copy of the chain of custody form after your specimen is collected and discussed only with the MRO.

J. FEDERAL AND STATE LAWS AND REGULATIONS

Nothing in this statement of policy shall be presumed to override, amend or change any requirements of Illinois and/or Federal law. In the event any of the provisions of this policy conflict with applicable laws and regulations, such laws and regulations will be deemed to control.

K. AMENDMENT AND SEVERABILITY

This policy may be amended in any and all respects at any time by the employer. If any provision of this policy or the application thereof to any party or circumstance is held invalid or unenforceable, the remainder of the terms of this policy and the application of any invalid or unenforceable provisions to other parties or circumstances will not be affected thereby, and to this end the provisions of this policy are severable.

**SUB-APPENDIX A – DRUG FREE WORKPLACE POLICY
INFORMATION SHEET**

Company Drug Free Workplace Program Administrator: Ashley Shepherd, Human Resources Manager, ashleyshepherd@shermansnow.com, 309-643-6018.

COMPANY LOCATION: Sherman’s – Peoria, Peoria Heights, Normal & Peru IL

Your Drug Testing Laboratory is: ALERE TOXICOLOGY
1111 Newton St.
Gretna, LA 70053
800-433-3823

Your Collection Site is: OSF Center for Occupational Health
719 WM Kumpf Blvd., Suite 100
Peoria, IL 61605
309-624-8521

Your MRO is: Dr. Brian Heinen
151 Leon Ave.
Eunice, LA 70535
888-382-2281

For EAP (Employee Assistance Program) Referral: Appendix C of this policy lists national hotline numbers for drug and alcohol problems. SAMHSA at 866-929-9424 or www.findtreatment.gov can provide a list of treatment programs in your local area. The Human Service Center at 309-671-8084 also services the local area. Sherman’s may provide a reasonable accommodation to an employee seeking help under the EAP when Company policy has not been violated. Questions about the EAP and accommodation requests should be directed to Human Resources.

Employees being tested elsewhere because of causing or contributing to an accident will ensure that both the urine and blood specimens are sent to the laboratory named above.

SUB-APPENDIX B – DRUG FREE WORKPLACE POLICY

SUBSTANCES WHICH COULD ALTER OR AFFECT THE OUTCOME OF A DRUG TEST

****This list is not exhaustive****

(BRAND NAMES AND COMMON NAMES)

1. **AMPHETAMINES (AMP):** Abetrol, Biphetamine, Desoxyn, Dexedrine, Didrex
2. **MARIJUANA (THC):** Cannabis, Marinol (Dronabinol, THC), Cannabinoid, Hash, Pot, Weed
3. **COCAINE (COC):** Cocaine HCl topical solution (Roxanne), Crack, Coke
4. **PHENCYCLIDINE (PCP):** Not legal by prescription; PCP, Angel Dust
5. **OPIATES/MORPHINE (MOP):** Paregoric, Parepectolin, Donnagel PG, Codeine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guaiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Opium, Heroin, Hydrocodone
6. **METHAQUALONE:** Not legal by prescription
7. **BARBITURATES (BAR):** Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Firoicet, Esgic, Butisol Mebaral, Butabarbital, Butabital
8. **METHADONE:** Dolphine, Methadose
9. **BENZODIAZEPINES (BZO):** Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, and Centrax
10. **PROPOXYPHENE:** Darvocet, Darvon N, Dolene, Etc.
11. **ALCOHOL:** Liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol; Comtrex is 20% (40 proof); Contac Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof); Booze, Drink
12. **METHAMPHETAMINE (MET):** MDMA, Ecstasy
13. **OXYCODONE (OXY):** Oxymorphone

SUB-APPENDIX C – DRUG FREE WORKPLACE POLICY

NATIONAL HOTLINE NUMBERS

CDC National HIV and AIDS Hotline	1-800-232-4636
Childhelp USA - National Child Abuse Hotline	1-800-422-4453
Crisis Textline	TEXT 741741
Disaster Distress Hotline	1-800-985-5990
LGBTQIA+ National Hotline	1-888-843-4564
National Cocaine Hotline	1-800-262-2463
National Domestic Violence Hotline	1-800-799-7233
National Hepatitis Hotline	1-877-435-7443
National Parent Helpline	1-855-427-2736
National Runaway Switchboard	1-800-231-6946
National Sexual Assault Hotline	1-800-656-4673
National Sexually Transmitted Disease Hotline	1-800-227-8922
National Suicide Prevention Lifeline/Veterans Crisis Line	1-800-273-8255
Substance Abuse/Mental Health Services National Helpline	1-800-662-4357

NATIONAL ASSISTANCE GROUPS

Alcoholics Anonymous	1-800-344-2666
Food and Drug Administration	1-888-463-6332
M.A.D.D.	1-877-623-3435
Marijuana Anonymous	1-800-766-6779
Narcotics Anonymous	1-800-539-0475
National Association for Children of Alcoholics	1-888-554-2627
National Eating Disorders Association	1-800-931-2237
National Council on Child Abuse and Family Violence	1-202-429-6695
National Institute on Drug/Alcohol Abuse and Alcoholism	1-301-443-3860
Parents Anonymous	1-800-352-0386
S.A.D.D.	1-508-481-3568

SUB-APPENDIX D – DRUG FREE WORKPLACE POLICY

DOCUMENTATION OF BASIS FOR REASONABLE SUSPICION TESTING

Prepare within 7 days after all testing for reasonable suspicion, give to employee upon request, and keep confidential for at least one year.

Employee Name: _____

Date of testing for reasonable suspicion _____

Circumstances, which existed to warrant the testing done for reasonable suspicion, were as follows:

_____ A report of the employee’s Drug Possession or Use or Alcohol Use while Working or on Company Property, provided by a reliable and credible source which has been independently corroborated.

_____ Other/additional evidence that the employee Possessed or Used Drugs or Used Alcohol while Working or while on Company Property.

_____ Evidence that the employee tampered with a drug or alcohol test during his/her employment with the current employer.

_____ Information that the employee caused, contributed to, or was involved in an accident while Working that caused damage or injury that required treatment beyond first aid.

_____ Observable phenomena while at Work, such as direct observation of the employee’s Drug or Alcohol Use or of any physical symptoms or manifestations of being Impaired by Drugs or Alcohol.

_____ The employee’s display of/engagement in abnormal conduct or erratic behavior while at Work or significant deterioration in Work performance.

Additional Comments:

_____ Date

_____ Employer Signature

APPENDIX G

Infectious Disease Control Policy

Sherman's will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Sherman's during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Sherman's is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

Sherman's will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; discarding used tissues in wastebaskets, use of hand sanitizer at employee workstations and shared equipment, and beginning of day and end of day sanitizing of your workstation, work area, shared equipment/tools. We will also provide hand sanitizers and disinfectant throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place, including notification to managers if employees will be late or cannot attend work. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with managers about the potential to work from home temporarily or on an alternative work schedule.

Limiting Travel/Company Events

During an infectious disease outbreak, all nonessential travel should be avoided and business-related travel outside the United States may not be authorized. Employees who travel as an essential part of their job should consult with management on appropriate actions. The Leadership Team will determine if and when to cancel or postpone company events.

Telework

Telework requests during an infectious disease outbreak will be handled on a case-by-case basis. While not all positions will be eligible, managers in consultation with the Leadership Team will determine which, if any, employees may work from home and encourage all employees who are able to telework to do so.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, headache, and chills. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. There may be occasion when the need to provide a doctor's note to substantiate an absence may be temporarily suspended. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with the employee's supervisor/manager, human resources, and government officials as required by law. In instances of cases with confirmed, positive test results, the infected employee and their manager will collaboratively provide a list of co-workers who had contact within six feet of the ill employee during the time the employee had symptoms while at work and during the 48-hour period prior to symptoms. These employees will be notified of the potential contact, without disclosing the name of the infected employee, and instructed to self-monitor their symptoms, including taking their temperature, for 14 days.

Immunizations

Sherman's highly recommends employees make every effort to receive available vaccines approved by the Food and Drug Administration to aid in controlling the spread of infectious diseases.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, Sherman's may implement these social distancing guidelines to minimize the spread of the disease among the employees.

During the workday

1. Wear face coverings and/or gloves in customer homes and/or in the workplace.
2. Maintain social distancing, minimum of 6 feet from others.
3. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
4. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other; avoid person-to-person contact such as shaking hands.
5. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
6. Do not congregate in groups in work areas, sales counters, breakrooms, or other areas where employees socialize.
7. Bring lunch and eat at your desk, in an empty conference room, or at least 6 feet away from others in a shared space.

Outside activities

Employees may be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or consult your manager regarding an early or late arrival to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.