



# Consultant Handbook 2026

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## **Welcome to LaSalle Network**

LaSalle Network was founded in 1998 under the belief that if we hired great people, trained and developed them, the end result would be outstanding service to our candidates and clients. After two decades of service and countless culture and industry awards, we’ve realized one thing to be true: a great culture results in stellar delivery. We are proud to be one of the country’s best staffing agencies. As our business has grown, we’ve expanded to new markets and new service offerings. We continue to change and improve so we can help our clients achieve their goals and vision.

At LaSalle, our mission is to build relationships to help organizations hire faster and connect qualified talent with opportunities.

We are happy that you have decided to join LaSalle Network (hereinafter, the “Company”) as a Consultant. We select only the most qualified talent to represent LaSalle Network. As a member of the LaSalle Network team, you will be representing LaSalle Network at the companies we place you with, and it is our responsibility to find the right assignment for you. Your success depends on your best efforts and ours. The following information will assist you in working with

LaSalle Network. Please review the information.

## **Consultant Handbook**

This Consultant Handbook is designed to acquaint you with the Consultant benefits and personnel policies and procedures of LaSalle Network. It outlines the programs we have developed to benefit our Consultants and describes some of the responsibilities you have as a Consultant.

This Handbook is intended only to summarize and highlight LaSalle Network's benefits and policies. No handbook can anticipate every circumstance or question about personnel policies. We will address situations as we become aware of them, and we expect and encourage you to bring to our attention any employment issues that need to be addressed. Also, as circumstances change, the benefits, policies and practices described in the Handbook may also change from time to time. LaSalle Network reserves the right to change, add to or discontinue any of the policies in this Handbook, as it deems appropriate.

LaSalle Network does not intend the policies in this Handbook to unlawfully restrict an employee's right to engage in any of the rights guaranteed by Section 7 of the National Labor Relations Act. These rights include but are not limited to employees' right to communicate with each other about the terms and conditions of employment with LaSalle Network and to otherwise engage in concerted protected activity for the purposes of their mutual aid and/or protection. LaSalle Network will not interpret, apply or enforce its policies in any way that interferes with, restrains or coerces employees in the exercise of their Section 7 rights.

It is your responsibility to read and understand this Handbook. Please feel free to reach out to the Human Resources Department at [hr@lasallenetwork.com](mailto:hr@lasallenetwork.com) or call the main office at 312-419-1700 regarding any questions, comments, or concerns you have about any of the policies described in this Handbook or about your employment in general.

## **Employee-At-Will**

Every LaSalle Network Consultant has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in LaSalle Network's employ. Your employment is not for any specific time and may be terminated at-will, with or without cause and without prior notice, by the Company or you may resign for any reason at any time. No other representative of the Company (except the President) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

## **Assignments**

As assignments become available, LaSalle Network will contact those persons whose skills and availability match our client's needs. In addition, per Company policy we ask that you contact LaSalle Network weekly regarding your availability for assignments. Once an assignment is available a LaSalle Network representative will provide you with the job description and skills needed, location, pay, start date and hours required for the position. If you choose to accept the position, you will be provided with all the necessary information to start the position including

dress code, directions, and any additional information that you will need to succeed in your assignment.

It is your choice to accept or refuse the assignment. Do not accept an assignment if you are unsure of your availability, the location, the skills required, etc. It is better to say “no” to a position up front than to terminate an assignment early. This can not only jeopardize your relationship with LaSalle Network, but also potentially damage the relationship LaSalle Network has with our client. If you accept the assignment, LaSalle Network expects you to have the capacity to complete the entire assignment.

Be courteous and friendly. You represent LaSalle Network to our clients, and therefore, you are our best “representative”. Our clients’ satisfaction means that we may have more assignments to offer in the future.

Although you will remain a Consultant of LaSalle Network while on assignment, LaSalle Network expects you to follow the clients’ rules, procedures, and regulations on their premises including returning from lunch and breaks on time.

Remember, LaSalle Network is your employer. If you have a question or concern, call your LaSalle Network representative or anyone can be a resource for you.

LaSalle Network is not responsible for any personal items left at our clients’ facilities and will not reimburse Consultants for the loss of personal items. LaSalle Network requests that you do not take any valuable personal items to your assignment.

## **Workplace Commitments**

### **Equal Employment Opportunity Policy Statement**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at LaSalle Network, where employment is based upon personal capabilities and qualifications without discrimination because of harassment, discrimination, or retaliation because of an individual's actual or perceived age (40 and older), race (including traits associated with race, which include, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, order of protection status, citizenship status, employment status, arrest or conviction record (unless otherwise authorized by law), credit history, crime victim status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, unfavorable discharge from military service, work authorization status, or any other status protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, termination, layoff, leaves of absence, compensation, training, and all other terms and conditions of employment.

The Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Consultants' questions or concerns should be referred to the Human Resources Department. Appropriate disciplinary action may be taken against any Consultant willfully violating this policy.

### **Religious Accommodation**

LaSalle Network recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all employees, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, LaSalle Network complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The Company will reasonably accommodate the sincerely held religious beliefs of employees if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

If you need an accommodation because of your religious beliefs or practices, make a request with the Human Resources Department. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need the accommodation.
- How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

After receiving your request, LaSalle Network will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. LaSalle Network encourages you to suggest specific reasonable accommodations. However, LaSalle Network is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

The Company will not discriminate or retaliate against employees who, in good faith, request a religious accommodation under this policy.

### **Americans With Disabilities Act Policy Statement**

LaSalle Network is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the Company's policy not to discriminate against any qualified Consultant or applicant regarding any terms or conditions of employment because of such individual's disability or perceived disability so long as the Consultant can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company.

It is the policy of LaSalle Network to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance

issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the Company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Consultants with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department so LaSalle Network can engage in an interactive process with you to identify the precise limitations resulting from your disability and the potential reasonable accommodations that could overcome those limitations. You may be asked for your input on the type of accommodation you believe may be necessary. In addition to description of the proposed accommodation and how the accommodation will help you perform the essential functions of your job. The Company will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. We will keep all medical information confidential, and disclosure will only occur on a need-to-know basis (if at all).

The Company encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

Where state or local law provides greater protections to employees than federal law, the Company will apply the law that provides the greatest benefit to employees.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Company will not discriminate or retaliate against any employee for requesting an accommodation.

### **Reasonable Accommodation for Pregnancy and Childbirth**

In addition to providing time off for prenatal care, childbirth, and family leave under its FMLA policy, LaSalle Network will provide reasonable accommodations to Consultants when needed due to pregnancy, childbirth, or related conditions to the same extent that accommodations are provided for other medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA).

If you require an accommodation, notify the Human Resources Department. If the need for a particular accommodation is not obvious, you may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How the accommodation will address limitations caused by pregnancy, childbirth, or

related medical conditions.

The Company will not require you to accept any accommodation without engaging in the interactive process to accurately understand your limitations and explore potential accommodations. The Company is not required to make your specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on the Company.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law. The Company will comply with state or local laws that provide additional protections beyond the PWFA.

The Company will not retaliate against field employees who request or receive an accommodation under this policy.

## **Diversity & Inclusion**

Diversity is the range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability, or attributes, religious or ethical value systems, national origins, and political beliefs. LaSalle Network recognizes that having a diverse collection of individuals with different genders, ages, cultural backgrounds, experiences, and sexual orientations is not only how we will define our diversity, but it is how we plan to cultivate and expand the talents of our workforce.

Inclusion is the culture in which a mix of people can come to work, feel comfortable and confident to be themselves, work in a way that suits them and is able to deliver on business objectives.

Diversity and Inclusion practices largely impact our business. At LaSalle Network, we believe that to be united is to be diverse and inclusive. When we combine our unique backgrounds, share ideas, and celebrate each other's talents, we have the power to create transformational work for our clients.

## **Immigration Reform Act Compliance**

In compliance with the Immigration Reform Act of November 1986, and as amended on November 29, 1990, it is our policy to obtain proof of either the citizenship status and/or eligibility to work status of all Consultants hired.

This documentation will be requested pursuant to the guidelines of Form I-9, developed by the Department of Homeland Security to verify that persons are eligible to work in the United States. For the purpose of satisfying the employment verification requirements, new hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment. Since it is unlawful for an employer to employ an individual without

complying with the documentation requirements, any Consultant who does not give evidence of full cooperation within seventy-two (72) hours of a request for documents may be terminated.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Company.

If your status has changed, inform your LaSalle Network representative or the Human Resources Department.

## **Non-Discrimination and Anti-Harassment Policy**

LaSalle Network is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, LaSalle Network expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

It is the policy of LaSalle Network to ensure equal employment opportunity without discrimination or harassment on the basis of an individual's actual or perceived age (40 and older), race (or traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, order of protection status, citizenship status, employment status, arrest or conviction record (unless otherwise authorized by law), credit history, crime victim status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, unfavorable discharge from military service, work authorization status, or any other status protected by federal, state, or local laws. LaSalle Network prohibits and will not tolerate any such discrimination or harassment.

## **Definitions of Harassment**

a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other visual, verbal or physical conduct of a sexual nature when, for example:

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

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendos; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through email); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female Consultants and not males) may also constitute discrimination if it is severe or pervasive and directed at Consultants because of their sex.

b. Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:

- i) has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or
- iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email).

### **Individuals and Conduct Covered**

These policies apply to all applicants and Consultants, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor, or by someone not directly connected to LaSalle Network (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

### **Retaliation Prohibited**

LaSalle Network prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

## **Required Compliance Training**

LaSalle Network complies with all applicable laws, both state and federal. As such, employees might be required to complete mandatory sexual harassment, anti-discrimination, and anti-retaliation training. Employees will receive instructions to complete mandatory training on a quarterly basis. This is not optional and will be required as a term of your employment. Training will be paid in accordance with state laws.

## **Complaint Procedure**

LaSalle Network strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to policy or who have concerns about such matters should file their complaints with their LaSalle Network representative or any member of the Human Resources Department before the conduct becomes severe or pervasive.

Complaints will be treated in a confidential manner to the highest extent possible. An investigation will be made immediately concerning the allegations. If the investigation leads to a determination that the allegations have merit, corrective action will be taken, up to and including immediate termination.

## **Open Door and Internal Complaint Policy**

LaSalle Network promotes an atmosphere whereby Consultants can talk freely, and Consultants are encouraged to openly discuss with their LaSalle Network representative any problems so appropriate action may be taken. If the LaSalle Network representative cannot be of assistance, Human Resources is available for consultation and guidance. LaSalle Network is interested in all of our Consultants' success and happiness with us. We, therefore, welcome the opportunity to help Consultants whenever feasible.

## **Where to Call with Questions or Concerns**

You may call your LaSalle Network representative at your local office. Any further questions, concerns or reporting of possible violations may be directed to the Human Resources Department at 312-419-1700 or email: [hr@lasallenetwork.com](mailto:hr@lasallenetwork.com). Written communication can be sent to: LaSalle Network, ATTN: HR Department, 200 North LaSalle Street, Suite 2500, Chicago, IL 60601.

## **Consultant Conduct and Policies**

### **Dress Policy**

The dress policy for LaSalle Network Consultants while on assignment is business casual but might vary depending upon the client's work environment to which you are assigned. The following list provides a general guide with respect to articles of clothing that are not acceptable (list is not all inclusive):

- Halter tops, tube tops or muscle shirts
- Strapless sun dresses or shirts
- Shorts or skirts shorter than mid-thigh
- Shirts that bare the midriff/stomach or are low cut
- Shirts with offensive slogans or profanity
- Thong-type sandals (flip-flops)
- Sweat suits, warm-up suits, sweatpants or leggings
- Torn clothing
- Hats
- Tennis shoes, unless instructed

A Consultant not abiding by the dress code may be asked to return home and change or leave for the day without pay. If you have questions regarding these guidelines, please contact LaSalle Network.

### **Reasonable Accommodation of Religious Beliefs or Disability**

LaSalle Network will reasonably accommodate a Consultant's religious beliefs in terms of workplace attire or for his or her disability unless the accommodation creates an undue hardship. Consultants requesting a workplace attire accommodation based on religious beliefs or disability should contact the Human Resources Department.

### **Professionalism/Code of Conduct**

All LaSalle Network Consultants are expected to maintain the utmost professionalism with their coworkers, supervisors, and clients at all times. Any behavior that is deemed unprofessional can be cause for termination. The following behaviors are prohibited in the workplace and can result in termination:

- Excessive tardiness or absenteeism.
- Unauthorized overtime/extra hours.
- Failure to report to an assignment without notifying a LaSalle Network representative.
- No personal phone calls. If you have an emergency and need to make a personal phone call, please ask a supervisor.
- Discussion of proprietary information.
- Falsification of timecards or documents (LaSalle Network prosecutes to the fullest extent of the law).
- Poor or slow productivity.
- Participating in activities that are unsafe to you or those around you.
- Possession of weapons or firearms on your person or company property unless specified by state law.
- Soliciting for personal profit at the workplace.
- Working under the influence of alcohol or a controlled substance.
- Aggressive or threatening behavior toward managers, coworkers or subordinates is

- prohibited.
- Failure to adapt to a company's business environment or professional standards.
  - Harassing, including sexually harassing, employees, customers, clients or other persons with whom LaSalle Network has a business relationship.
  - Failure or refusal to cooperate in or interference with an internal Company investigation.
  - Any form of gross negligence or behavior deemed unprofessional.
  - Utilizing Company property (including the Internet, email and phones) for personal use.
  - Viewing of offensive materials (including pornography) on Company or client property or sending of said materials to employees (permanent or temporary) of the Company or client.
  - Unauthorized removal of Company or client property.
  - Theft, profanity and gambling.
  - Bringing personal items on Company or client property (i.e. clothing and personal pictures).
  - Returning to the client site once an assignment ends.
  - If resigning, not providing a two-week notice.
  - Any violation of Company policy.

### **Attendance Policy**

LaSalle Network is dedicated to providing high quality Consultants to fill our client's needs. It is critical to your success as a LaSalle Network Consultant, that you attend work every day you are scheduled and that you arrive on time. We ask you to make attendance a top priority throughout the duration of our assignment. Poor attendance on any single assignment may result in termination from LaSalle Network.

If, for any reason, a Consultant will not be working his/her entire scheduled shift including being late to work, leaving early, or unable to make it to work at all, including working overtime, the Consultant is required to provide adequate notice to LaSalle Network in accordance with the policy below.

### **Process for Providing Adequate Notice**

In order for an absence or tardy to be excused, Consultants are generally required to report their absence or tardy by contacting a LaSalle Network representative or a local office at least one hour prior to their starting time (via telephone, text, email and/or voicemail). For purposes of utilizing earned sick leave, a Consultant may notify LaSalle Network by phone, email or text message. Except when the absence is taken pursuant to earned sick leave, if the Consultant leaves a message on the voicemail, LaSalle Network may contact the Consultant to discuss his/her absence. If the Consultant is unavailable when such contact is made, the Consultant must contact a LaSalle Network representative within twenty-four (24) hours. Consultants that will be late for work generally must also provide an estimated time of arrival.

If a Consultant will not be working his/her entire shift (leaving early) for any reason, the Consultant is required to notify LaSalle Network (via telephone, text or email) within one hour of leaving the worksite; this includes if the client is sending the Consultant home early. This

requirement does not apply where the Consultant is incapacitated.

If a Consultant has a scheduled court date, the Consultant is required to provide a minimum of forty-eight (48) hours' advance notice to LaSalle Network.

Exceptions to this policy may be accommodated if pre-approved by LaSalle Network and our client company due to extenuating circumstances.

### **Defining Single Occurrence of Absence and Tardy**

- **Unless otherwise provided by applicable law, a single occurrence of tardiness is defined as:** reporting to work after the scheduled start time, but within the first half of the full shift.
- **Unless otherwise provided by applicable law, a single occurrence of absence is defined as:** missing one half (1/2) or more of a shift. Multiple days of work missed because of the same reason will be considered one (1) single occurrence only if the Consultant provides medical or court documentation for those absences deemed acceptable to LaSalle Network. If the absence is taken pursuant to a Consultant's earned sick leave, LaSalle Network will only request documentation if the Consultant misses more than three consecutive workdays.

### **Request for Documentation**

Except where prohibited by applicable law, LaSalle Network, as the employer, has the right to request court, medical, or other documentation regarding a Consultant's absence. A Consultant is expected to provide this documentation within the time frame requested. If the absence is taken pursuant to a Consultant's earned sick leave, LaSalle Network will only request documentation if the Consultant misses more than three consecutive workdays.

Failure to provide this documentation as requested may be cause for termination.

### **Notice of Termination**

A Consultant who fails to provide adequate notice for an absence or tardy, according to the guidelines stated above, will be subject to disciplinary action up to and including termination from the Consultant's assignment and LaSalle Network.

A Consultant who has poor attendance on any single assignment including any pattern of absenteeism or tardiness, according to the guidelines stated above, is also subject to disciplinary action up to and including termination from the Consultant's assignment and LaSalle Network.

### **No Call, No Show**

Except when the result of a serious and unforeseeable illness and contacting LaSalle Network is otherwise not possible or practical, an incident of No Call/No Show is the most serious disregard of Consultant attendance. Failure to contact your LaSalle Network office prior to the beginning of an unscheduled absence (no call) and failure to report to work as scheduled without prior notice (no show) is cause for immediate disciplinary action up to and including termination. A Consultant who does not call in to work and does not report to work two (2) times, will be considered to have voluntarily quit his/her employment with LaSalle Network, unless such no call/no show is otherwise permissible due to illness pursuant to state or local law.

## **Progressive Discipline**

All Consultants are expected to meet LaSalle Network's standards of work performance which encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the Company's policies and procedures.

If a Consultant does not meet these standards, the Company may take corrective action up to and including immediate termination. The purpose of this policy is to state LaSalle Network's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the Consultant for satisfactory service in the future.

The Company has a system of progressive discipline that may include verbal warnings, written warnings, and suspension. The system is not formal, and LaSalle Network may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. The Company's policy of progressive discipline in no way limits or alters the at-will employment relationship.

LaSalle Network recognizes that there are certain types of Consultant problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment for even the first offense (no matter when discovered), without going through the usual progressive discipline steps.

## **Drugs and Alcohol**

LaSalle Network is committed to maintaining a workplace free from the effects of alcohol and illegal drugs. Illegal drugs, as referred to in this policy, include drugs that are not legally obtainable, or drugs that are legally obtainable but used for illegal or unauthorized purposes. Illegal drugs also include marijuana, which remains illegal under federal law and which, like alcohol, can impair judgment and work performance. We expect all Consultants to report for work free from these effects and to be able to fully perform their job duties. Some clients require a pre-employment drug test and, if so, LaSalle complies with their request to facilitate this process. As always, employees may be subject to immediate drug testing, should there be a reasonable suspicion you have reported to work under the influence. Should you live in a state that has legalized the use of medical and/or adult-use marijuana, working under the influence remains illegal and grounds for disciplinary action including and up to immediate termination. Your employer, LaSalle Network, must comply with client regulations and policies which may include a zero-tolerance policy.

While on Company premises and while conducting business-related activities off Company premises, you may not be under the influence of illegal drugs or alcohol. Nor may you be in any condition that impairs your work performance due to drug or alcohol use or abuse. You may not engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

The legal use of prescribed drugs is permitted on the job only if it does not impair your ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. If you are taking prescribed drugs which may affect your attentiveness, cause drowsiness, or otherwise impair your abilities, please notify your LaSalle Network representative of this fact so modifications to job duties can be made if appropriate.

If LaSalle Network has a reasonable suspicion that a Consultant has violated this policy, it will conduct an investigation, which may include an unannounced search of Company or client premises or property and/or the Consultant's personal property. LaSalle Network may also order any Consultant reasonably suspected of having used or being under the influence of alcohol or illegal drugs while on duty to take a test for the presence of drugs or alcohol. Such a test will be conducted by an independent laboratory at LaSalle Network's expense. Any Consultant asked to undergo a test will be paid for time spent in alcohol or drug testing and then suspended from work until further notice.

Failure to abide by this policy or refusal to consent to testing when requested will be considered a voluntary resignation.

If you have a drug or alcohol problem that has not resulted in and is not the immediate subject of disciplinary action, you may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Consultants with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the Human Resources Department to receive assistance or referrals to appropriate resources in the community.

### **Contesting a drug and/or alcohol related action**

Every employee reserves the right to contest any disciplinary action that has taken place as a result of a drug test and/or alcohol test. To begin the contestation process, please contact LaSalle Network's Human Resources Department within seven business days in writing. If you intend to contest the disciplinary action based on an allegedly incorrect test result, you must make any request that your split specimen be sent to another federally certified laboratory to be tested at your expense within **72 hours** of receiving notice of the test results. Once LaSalle Network receives notice of your contesting the action, it will contact you to schedule a follow-up meeting, at which time you will be permitted to rebut or explain the results. The contestation process will be treated in a confidential manner to the highest extent possible.

Some states regulate marijuana use differently. Human Resources is available to answer any questions about a particular state's law.

### **Workplace Safety**

#### **Safety**

LaSalle Network is committed to providing a safe workplace. You are encouraged to raise your ideas, concerns, or suggestions for improved safety at LaSalle Network with your LaSalle Network representative or Human Resources. If you wish, you may make reports or raise

concerns about workplace safety issues anonymously. All reports can be made without fear of reprisal.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, Consultants should immediately contact their LaSalle Network representative or human resources as such reports are necessary to comply with applicable law and to initiate workers' compensation benefits procedures.

## **Violence-Free Workplace**

As part of its commitment to workplace safety, LaSalle Network is committed to providing a workplace that is free of threats or acts of violence and to protecting its Consultants from such conduct on its premises. In keeping with this commitment, we have established a strict policy that prohibits any Consultant from engaging in behavior that is violent, threatening or intimidating, while on duty or on Company business. This policy applies to all Consultants. LaSalle Network will not tolerate those who make threats, engage in threatening behavior, or commit acts of violence against others. In addition, LaSalle Network is committed to preventing violent or threatening behavior on its premises by non-employees, such as visitors, guests, customers, or family members of its Consultants.

This policy prohibits not only physically violent behavior, but also behavior that is threatening, harassing or intimidating. Prohibited behavior includes, but is not limited to:

- Except where allowed by state law, possession of firearms, explosives, weapons such as knives, or any other hazardous or dangerous devices on any employer or client property or at any organization function, whether on or off premises. Additionally, use of any item as a weapon is prohibited.
- Disorderly conduct on organization or client property, including fighting, inciting/provoking another to fight, battery, attempted bodily injury, or physically abusing any supervisor, coworker or visitor.
- Using abusive or threatening language, coercing, threatening or otherwise harassing any supervisor, coworker or visitor.
- Actual or threatened physical violence towards another supervisor, coworker or visitor.
- Engaging in acts of threats or intimidation (letters, email, voicemail, social media, verbal abuse)
- Deliberate and unauthorized destruction of property

All Consultants are responsible for being aware of and reporting potentially violent behavior, including any incident involving threats or acts of violence. Reports should be made immediately to the Consultant's supervisor, the LaSalle Network representative, or to Human Resources. The matter will be investigated, and any appropriate corrective action taken. Violations of this policy will lead to disciplinary action, up to and including immediate dismissal.

To assist LaSalle Network in its efforts to maintain a violence-free workplace, Consultants are strongly encouraged to notify the LaSalle Network representative about any restraining order in effect or any potentially violent situation outside of work that could result in violence in the workplace. Consultants who become aware of any other workplace security hazards or who have

suggestions for increasing security in the workplace, should also speak with their LaSalle Network representative or Human Resources. Consultants making reports as encouraged by this policy will not be retaliated against, and LaSalle Network will not tolerate any such retaliation.

## **Workplace Searches**

To protect Company and client property and to ensure the safety of all Consultants, the Company, and our clients, reserves the right to inspect and search any Consultant's work area, files, locker, equipment, and any area on Company or client premises. You should have no expectation of privacy with respect to items brought onto Company or client property and/or stored in Company or client facilities. Inspection may be conducted at any time, without notice, at the discretion of the Company or client.

In addition, when the Company or a client has a reasonable suspicion that a Company or client policy is being violated that necessitates a search, you may be required to submit to reasonable searches of your personal vehicles, parcels, purses, handbags, backpacks, briefcases, lunch boxes or any other possessions or articles brought on to the Company or client property. Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted entry. You must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action, up to and including termination.

## **Recreational Activities and Programs**

LaSalle Network or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of a Consultant's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the Consultant's work-related duties.

## **Smoking**

LaSalle Network supports the desire for a smoke and tobacco-free workplace. Smoking and tobacco use is permitted only in outside designated areas. This includes the use of chewing tobacco, and electronic cigarettes.

Consultants utilizing designated smoking areas must ensure that job performance is not impacted by time taken for smoking breaks.

Consultants are protected from retaliatory action or from being subjected to any adverse personal action for exercising or attempting to exercise their rights under this policy. Any violation of this policy may result in appropriate corrective disciplinary action, up to and including termination.

Any questions regarding this policy should be directed to your LaSalle Network representative or the Human Resources Department.

## **Benefits**

### **Benefit Plans**

|                                        | Essential StaffCARE Fixed Indemnity Plan (ESC)                                                                                                                                                                                | Minimum Essential Coverage (MEC)                                                                                                                                                    | Major Medical Plan (Bronze 5500)                                                                                                                                                          |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Who is eligible for this plan?</b>  | Part-Time and Full-Time Employees.                                                                                                                                                                                            | Part-Time and Full-Time Employees.                                                                                                                                                  | Full-Time Employees Only.                                                                                                                                                                 |
| <b>What does this plan cover?</b>      | Any event caused by an accident or illness. A flat amount is paid for each event.<br><br>Employees may add dental, vision, term-life, and short-term disability coverage <u>ONLY</u> after electing the medical portion.      | Wellness and preventative services, such as health screenings and immunizations. It does <u>NOT</u> cover any conditions caused by accident or illness.<br><br>No dental or vision. | The plan covers: wellness and preventative services, as well as emergency services and prescription drugs.<br><br>No dental or vision.                                                    |
| <b>Are dependents covered?</b>         | Yes. Spouse and dependent children up to age 26.                                                                                                                                                                              | Yes. Spouse and dependent children up to age 26.                                                                                                                                    | Yes. Dependent children up to age 26.                                                                                                                                                     |
| <b>What is the cost?</b>               | <u>Employee</u> : \$19.98/week<br><u>Employee/Children</u> : \$33.17/week<br><u>Employee/Spouse</u> : \$37.96/week<br><u>Employee/Family</u> : \$50.55/week<br><br>Dental, vision, life and STD rates available upon request. | <u>Employee</u> : \$58.19/month<br><u>Employee/Children</u> : \$65.79/month<br><u>Employee/Spouse</u> : \$71.00/month<br><u>Employee/Family</u> : \$80.87/month                     | This is an employer sponsored plan. The employee's weekly contribution is determined by the safe harbor rate, based on the employee's hourly rate.<br><br>Details available upon request. |
| <b>When can I enroll in this plan?</b> | 1. Within 30 days of hire date<br><br>2. During LaSalle Network's annual Open Enrollment period<br><br>3. Within 30 days of a Qualifying Life Event with sufficient documentation*                                            | 1. Within 30 days of hire date<br><br>2. During LaSalle Network's annual Open Enrollment period<br><br>3. Within 30 days of a Qualifying Life Event with enough documentation*      | 1. Within 30 days of hire date<br><br>2. During LaSalle Network's annual Open Enrollment period<br><br>3. Within 30 days of a Qualifying Life Event with enough documentation*            |

|                                                                                              |                                                                                                                                                                                                                                                                                                                          |                                                                                                                                   |                                                                                                                               |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| When does coverage for this plan begin?                                                      | Coverage begins the Monday following the first payroll deduction and ends on Sunday, one week following final pay/deduction.                                                                                                                                                                                             | Coverage for the MEC plan begins the 1 <sup>st</sup> of the month following the Consultant's first direct monthly payment to ESC. | Coverage for the Bronze 5500 plan begins the 1 <sup>st</sup> of the month following the Consultant's first payroll deduction. |
| Does this plan meet the ACA individual mandate?                                              | No.                                                                                                                                                                                                                                                                                                                      | Yes.                                                                                                                              | Yes.                                                                                                                          |
| How do I enroll?                                                                             | Email <a href="mailto:benefits@lasallenetwork.com">benefits@lasallenetwork.com</a> or call 312-419-1700.                                                                                                                                                                                                                 |                                                                                                                                   |                                                                                                                               |
| Where do I call with questions regarding my benefits coverage after I enroll?                | For questions or assistance, please call Essential StaffCARE Customer Service at 866-798-0803, Monday- Friday, 8:30 a.m. to 8:00 p.m. Eastern Time. A translation line is available for most languages.                                                                                                                  |                                                                                                                                   |                                                                                                                               |
| *Qualifying Life Events                                                                      | <ul style="list-style-type: none"><li>• Marriage or divorce</li><li>• Birth or adoption of child/children</li><li>• Termination</li><li>• Medicare Entitlement</li><li>• Death of an immediate family member</li><li>• Employer bankruptcy</li><li>• Loss of dependent status</li><li>• Loss of prior coverage</li></ul> |                                                                                                                                   |                                                                                                                               |
| See "Termination of Employment Policy" for continuation of coverage once an assignment ends. |                                                                                                                                                                                                                                                                                                                          |                                                                                                                                   |                                                                                                                               |

**\*\*This chart is intended to provide a guideline. For detailed information, please contact [hr@lasallenetwork.com](mailto:hr@lasallenetwork.com)\*\***

### **Continuation of Health Benefits**

If a Consultant elected benefits through Essential StaffCARE ("ESC"), it is their responsibility to contact ESC for more information about continuation of coverage while out on military leave. Please contact Customer Service at 1-866-798-0803.

### **Workers' Compensation**

The Workers' Compensation Law was designed to provide Consultants with benefits for any injury that they might suffer in connection with employment.

If an injury or illness is sustained while at work, LaSalle Network provides coverage and protection in accordance with the Worker's Compensation Law. To be considered work related, the injury or illness must arise from and occur in the course of employment. All injuries, no matter how slight, must be reported to the Consultant's LaSalle Network representative and the Human Resources Department to assure consideration under Workers' Compensation Insurance, should complications develop later. Failure to report accidents is a serious matter as it may preclude a Consultant's coverage under Workers' Compensation Insurance.

## **Unemployment Compensation**

LaSalle Network administers its Unemployment Compensation program in accordance with applicable state laws and through a third-party vendor. Eligibility, amount and duration of unemployment benefits vary by state. To be eligible for unemployment compensation, Consultants must lose employment through no fault of their own and must be available for work. It is LaSalle Network's policy that individuals contact LaSalle Network weekly regarding their availability for employment once an assignment has ended. Each state determines its own payment schedule. To receive more information, please contact your local unemployment office.

## **Leaves of Absence**

### **Family Medical Leave Act ("FMLA")**

The function of this policy is to provide Consultants with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

### **General Provisions**

Under this policy, LaSalle Network will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible Consultants. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

### **Definitions**

- "Leave Year" means the 12-month period measured on a rolling calendar year.
- "Serious Health Condition" means an illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider.
- "Serious Injury or Illness" in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

### **Eligibility**

To qualify to take family or medical leave under this policy, the Consultant must meet all of the following conditions:

- Consultant has been employed by the Company for at least 12 months;
- Consultant has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the requested leave; and
- Employed at a worksite with at least 50 Consultants within 75 miles of that worksite.

### **Types of Leave Covered**

To qualify as FMLA leave under this policy, the Consultant must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child;
- The placement of a child for adoption or foster care and to care for the newly placed child;
- A serious health condition of a qualifying family member, i.e. spouse, son, daughter, or parent of the Consultant, if the Consultant is needed to care for such a family member;
- A serious health condition of the Consultant that makes the Consultant unable to perform the essential functions of his or her job; or
- Any "qualifying exigency" arising out of the fact that a Consultant's spouse, parent, son or daughter is on active duty or has been called to active duty in the Armed Forces in support of a contingency operation. For more information contact the Human Resources Department.

An eligible Consultant is entitled to a total of 26-weeks of unpaid leave during a single 12-month period to care for a parent, son, daughter, spouse or next of kin who is a Covered Service member, regardless of whether the Consultant has taken leave for another FMLA qualifying reason in the past 12-months.

Any leave taken under one or more of these circumstances will be counted against the Consultant's total entitlement to FMLA leave for that Leave Year.

### **Paid Benefit Coordination with FMLA**

FMLA leave under this policy is generally unpaid leave. If, however, the Consultant is eligible for any paid leave under any other benefit programs such as unused sick days (if applicable) the Consultant will be required to exhaust the paid leave upon commencement of, and concurrently with FMLA leave (unless the Consultant's own serious health condition has caused the leave and the Consultant is receiving workers' compensation benefits). Paid leave will run concurrently with and be counted toward the Consultant's total 12-week or 26-week period of FMLA leave.

If a Consultant elected benefits through Essential StaffCARE ("ESC"), it is their responsibility to contact ESC for more information about continuation of coverage while out on leave. Please contact Customer Service at 1-866-798-0803.

Other employment benefits such as sick leave (if applicable), or holiday pay will resume upon return from a leave.

### **Intermittent Leave**

FMLA leave may be taken intermittently or on a reduced work schedule basis. Every Consultant is obligated to make a reasonable effort to schedule medical treatment so as not to unduly interrupt Company and/or client operations. Any Consultant who needs an intermittent or reduced schedule should contact the Human Resources Department. In addition, the Consultant may be required to supply LaSalle Network with the proper medical certification regarding the need for such intermittent or reduced schedule leave. The Consultant and the Company will make every effort to work out a schedule that meets the Consultant and the Company's business

needs without disrupting Company and/or client operations.

### **Light Duty**

While voluntarily performing in a light duty capacity, that time does not count against your 12-week FMLA allotment. In effect, your right to restoration is held in abeyance during the period of time that you are performing in a light duty capacity (or until the end of the applicable 12-month FMLA leave year if longer).

### **Consultant Notice Requirements**

Consultants must give LaSalle Network thirty (30) days advance notice of the need to take FMLA leave when it is foreseeable. When it is not practicable to provide such advance notice, such notice must be given as soon as possible.

In all cases in which you are seeking leave under this policy, you shall provide such notice to the Company consistent with the Company's established call-in procedures so long as no unusual circumstances prevent you from doing so. Failure to comply with the call-in procedures may result in a delay or denial of FMLA protected leave. When medical emergencies are involved, notice may be given by the Consultant's spouse or other family member, in the event the Consultant is not able to do so.

### **Certification of Qualifying Exigency for Military Family Leave**

The Company will require certification of the qualifying exigency for military family leave. The Consultant must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

### **Certification for Serious Injury / Illness of Covered Service Member for Military Family Leave**

The Company will require certification for the serious injury or illness of the covered service member. The Consultant must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service Member.

### **Return to Work**

A Consultant returning from FMLA leave will be reinstated in his/her former position or in a position substantially equivalent in status and pay based on business needs. Nothing in this policy, however, shall be deemed to create a greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

If a Consultant elects not to return to work upon completion of an approved FMLA leave, and no other approved absence is available to the Consultant, he/she will be considered to have

resigned employment, effective the last day of the approved leave.

### **Anti-Retaliation**

Be assured that no retaliation will be taken or tolerated against any Consultant who exercises his or her rights under LaSalle Network's FMLA policy. If you feel that you have been the victim of any discrimination or retaliation under this Policy, Consultants are encouraged to contact the Human Resources Department so that the matter can be promptly investigated and remedied as appropriate.

### **Compliance with Other Laws**

Administering this FMLA Policy, the Company complies with the Americans with Disabilities Act ("ADA") and any other relevant law. The Company may approve a reasonable request for an extension of a leave of absence beyond the amount of leave provided by the FMLA, approve a leave of absence for a Consultant who does not qualify for FMLA leave, or otherwise modify this Policy, as a reasonable accommodation for a disability under the ADA.

### **Military Leave**

A Consultant who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service are entitled to certain rights regarding seniority, status, and pay if it is necessary to take a leave of absence for active duty or military training. Request for military leave should be made to the Consultant's LaSalle Network representative or Human Resources in advance, stating date and location. A copy of the official orders must be submitted to the LaSalle Network representative and the Human Resources Department before departure.

### **Requests for Leave**

#### **Leave for Active or Reserve Duty**

Upon receipt of orders for active or reserve duty, a Consultant should notify his/her LaSalle Network representative, as well as Human Resources, as soon as possible, and submit a copy of the military orders. A Consultant called for active duty will be granted unpaid leave. A Consultant entering the military service for a longer period will be granted leave for that period of service in accordance with federal laws and implemented regulations, and in accordance with USERRA regulations in each state.

#### **Annual Military Training**

Consultants will also be granted time off for military training (normally 14 days plus travel time) and other related obligations, such as for an examination to determine fitness to perform service. Consultants should advise their LaSalle Network representative and Human Resources of their training schedule and/or other related obligations as far in advance as possible. Any time away will be unpaid.

## **Continuation of Health Benefits**

If a Consultant elected benefits through Essential StaffCARE (“ESC”), it is their responsibility to contact ESC for more information about continuation of coverage while out on military leave. Please contact Customer Service at 1-866-798-0803.

## **Return from Military Leave**

Eligibility for employment reinstatement following a period of service in the uniformed services is in accordance with USERRA. Upon reinstatement, a Consultant’s compensation, benefits, and length of service will be calculated as if he/she had been continuously employed during the service leave period.

Please contact the Human Resources Department for additional details regarding military leave.

## **Jury Duty**

Consultants who are called for jury duty or subpoenaed to testify as a witness will be given leave to fulfill their civic obligations. Upon receipt of a proposed jury summons, juror questionnaire or subpoena to testify, Consultants should notify their LaSalle Network representative. If you are called as a juror during a particularly busy time in the office, LaSalle Network may ask you to request the court to postpone your jury duty to a more convenient time.

Except where allowed by state law, jury and witness duty leave is unpaid for all hourly Consultants. If a LaSalle Network Consultant is considered exempt under the Fair Labor Standards Act, jury duty leave shall be paid unless such Consultant performs no work during the work week as a result of bona fide jury duty obligations.

## **Time Off to Vote**

LaSalle Network encourages all Consultants to engage in their civic duty to vote. LaSalle Network will comply with all applicable laws regarding employees taking time off to vote.

## **Holiday Pay**

Consultants of LaSalle Network are eligible to receive holiday pay provided that the following requirements have been met. It is the employee’s responsibility to notify LaSalle Network and request holiday pay prior to the upcoming holiday. To do so, please email: [payroll@lasallenetwork.com](mailto:payroll@lasallenetwork.com).

## **Eligibility**

Provided the requirements listed below are met, after 1,500 hours worked, Consultants may receive holiday pay (seven and a half (7.5) hours/day) for the following holidays: New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

## **Requirements**

- Consultants are responsible for requesting holiday pay.
- Consultants must work the Consultant's full regularly scheduled shift before and after the holiday; provided the office is open.
- All requests must be made within two weeks after the holiday. Requests after the two (2) week grace period will be forfeited.
- 1,500 hours must be worked within an eighteen (18) month period. Consultants that work 1,500 hours exceeding an eighteen (18) month time frame will not be eligible for holiday pay.

## **Sick Leave**

LaSalle Network offers sick leave per state and local laws. For any further questions, please contact the Human Resources Department or the Accounting and Payroll Department to make a request by calling 866-682-1641 or emailing payroll@lasallenetwork.com.

## **Notification Requirements**

If the need for sick leave is reasonably foreseeable, the Consultant will provide seven days' notice before leave is taken. In all cases in which you are seeking leave under this policy, you shall provide such notice to the Company consistent with the Company's established call-in procedures so long as no unusual circumstances prevent you from doing so. The Consultant's LaSalle Network representative should be contacted but if the LaSalle Network representative or someone within that unit is not available, the Human Resources Department should be contacted. If a Consultant is unable to make the call personally, a family member or a friend should attempt to contact a LaSalle Network representative. The LaSalle Network representative must be contacted each day of absence. If a Consultant is absent for more than three consecutive workdays, LaSalle Network may require certification for sick leave.

## **Breaks in Service**

A Consultant who is rehired by LaSalle Network after more than 120 days from their last assignment, will have to re-establish their coverage and eligibility to use sick leave.

If an eligible Consultant is rehired within 120 days of their last assignment, the Consultant will be able to resume accruing sick leave from where he or she had already accrued from the last assignment(s).

## **Timekeeping and Payment Procedures**

## **Employee Classification and Employment Categories**

It is the intent of LaSalle Network to clarify the definitions of employment classifications so that Consultants understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at-will at any time is retained by both the Consultant and LaSalle Network.

## Fair Labor Standards Act Job Classifications

All Consultants are designated as either non-exempt or exempt under state and federal wage and hour laws:

- **Non-exempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are *not* exempt from the law's requirements concerning minimum wage and overtime.
- **Exempt employees** are generally executives or managers or professional, administrative or outside sales staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

## Company Job Classifications

LaSalle Network has established the following categories for both non-exempt and exempt employees:

- **Temporary full-time employees** are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work the Company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status nor does it alter the at-will nature of employment with LaSalle Network.
- **Temporary part-time employees** are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work less than the Company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status nor does it alter the at-will nature of employment with LaSalle Network.

## Payroll and Paydays

Consultants are paid every Friday. The pay covers the work performed in the previous week as defined in the Overtime policy. If the normal payday falls on a company-recognized holiday or a bank-recognized holiday, paychecks will be distributed one workday before the normal payday. Consultants have the option of requesting their paychecks in the form of live checks, direct deposit, or a pay card. Your paycheck or pay stub will be mailed to your home address unless pick-up is requested and documented. Please contact your LaSalle Network representative or the Accounting and Payroll Department to make a request by calling 866-682-1641 or emailing [payroll@lasallenetwork.com](mailto:payroll@lasallenetwork.com).

## Direct Deposit Program

Consultants can voluntarily choose to have pay directly deposited into their bank accounts if they provide advance written authorization to LaSalle Network. Consultants will receive an itemized statement of wages when LaSalle Network makes direct deposits. Electronic forms will be provided during onboarding if you are interested in enrolling in Direct Deposit. You may also visit <https://www.thelasallenetwork.com/field-employees/> to access the online forms.

## **Paycard**

This is a great alternative to a checking or savings account. It can act as a credit or debit card with a secure PIN, allowing Consultants to receive their paycheck automatically to their card on payday. You can withdraw your paycheck, conduct transactions and pay bills. Electronic forms will be provided during onboarding if you are interested in the pay card. You may also visit <https://www.thelasallenetwork.com/field-employees/> to access the online forms.

## **Live Check**

*Not applicable in Tennessee*

If you choose to receive paper checks, be advised should your check become lost, you must allow two (2) weeks for it to be delivered in the mail. If after two (2) weeks your check has not arrived, a stop payment will be placed on the check, and you will be responsible for a twenty-five dollar (\$25) stop payment fee. Additionally, you will have to come into one of the LaSalle Network offices to pick up your replacement check.

## **Timekeeping**

As a Consultant of LaSalle Network, it is your responsibility to manage your own weekly online timecard including accurate and truthful completion and timely submission for processing.

## **Online Timecard**

Once you start an assignment, you should receive information to your personal email account on file regarding how to track your time. Online submissions must be submitted for approval by Sunday at 12:00 p.m. Your supervisor will then review and approve any hours submitted. For your timecard to be processed properly, you must include ALL hours worked for the current week ending on Sunday. In addition, please ensure to record time for any hours not worked (i.e. lunch, breaks, etc.) and make sure you click "Submit for Approval". As a Consultant, it is your responsibility to make sure hours are entered in correctly, on time and are not left in "Draft" status.

## **Overtime Policies**

LaSalle Network pays time and a half your regular hourly rate of pay for hours worked over 40 hours in a workweek. For purposes of computing overtime, LaSalle Network's workweek runs from Monday at 12:00 a.m. through Sunday at 11:59 p.m., and the workday runs from 12:00 a.m. through 11:59 p.m. Only hours worked are considered in calculating overtime. Paid time off such as sick leave (if applicable) or holiday pay does not count toward hours worked, nor are lunch periods considered hours worked unless actual work is being performed with approval from your supervisor.

Working overtime and/or extra hours while on assignment is not permitted unless your supervisor specifically approves it in advance. Unauthorized overtime and/or extra hours may lead to disciplinary action including grounds for termination.

## **Lactation Policy**

Lactating Consultants have a right to request Lactation Accommodation. LaSalle Network accommodates lactating Consultants by providing a reasonable amount of break time to any Consultant who desires to express breast milk. The break time is unpaid and shall, if possible, run concurrently with any break time already provided to the Consultant. Any break time provided to express breast milk that does not run concurrently with break time already provided to the Consultant shall also be unpaid.

Consultants who desire lactation accommodations should contact their LaSalle Network representative or Human Resources to request an accommodation. LaSalle Network will engage in an interactive process and make reasonable efforts to provide Consultants who need a lactation accommodation with the use of a room or other private location that is located close to the Consultant's work area.

For more information on this policy, please contact a LaSalle Network representative or Human Resources.

Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions and is unlawful.

## **Meal & Break Periods**

State laws regarding meal and break period can vary. It is LaSalle Network's intention to comply with its obligations regarding meal and rest breaks. Consultants who have a question about meal and break period requirements in their state should contact Human Resources by emailing: [hr@lasallenetwork.com](mailto:hr@lasallenetwork.com).

## **Employee Information Changes**

Keeping current employee information is important, specifically with regard to pay, deductions, and benefit administration. It is the responsibility of each employee to promptly notify a LaSalle Network representative or the Accounting and Payroll Department by calling 866-682-1641 or emailing [payroll@lasallenetwork.com](mailto:payroll@lasallenetwork.com) of any changes to employee information including employee name, address, phone number, marital status, dependent status, emergency contacts, educational accomplishments, or other such status updates.

## **Where to Call with Questions**

Any payroll related questions should be addressed to LaSalle Network, NOT the client to which you are assigned. Please contact your LaSalle Network representative or the Accounting and Payroll Department by calling 866-682-1641 or emailing [payroll@lasallenetwork.com](mailto:payroll@lasallenetwork.com). For additional information, you can also find information on the LaSalle Network website, <https://www.thelasallenetwork.com/field-employees/>

## **Information Technology**

## **Use of Information Technology**

Because a Consultant may perform job tasks on laptops, desktops, network stations, mainframe, and other Information Technology (IT) resources that belong to LaSalle Network or its clients, Consultants must comply with these rules.

Do not:

- Use client's IT equipment for non-job-related activities
- Use another person's user I.D., attempt to use a user I.D. for unauthorized purposes, or give your user I.D. or password to an unauthorized person
- Add, change, delete, download, upload or copy software to or from any client equipment
- Copy, distribute or use software or other information without first obtaining permission from the copyright owner
- Modify the software configuration (e.g., add a screensaver)
- Connect, remove or insert technology components or equipment, including CDs, modems, memory or processor chips or cards, flash drives, unless specifically authorized
- Move equipment without explicit authorization from the client
- Produce, store, display or transmit material that is sexually explicit, suggestive, harassing or otherwise offensive
- Use equipment for any activity that is defamatory, profane, maliciously offensive, libelous or slanderous or invades another's privacy
- Send email to random recipients, email with executable software attached or email anything that contains or has attached any private, confidential or proprietary information belonging to either LaSalle Network or our client
- LaSalle Network and our clients reserve the right to access and monitor your use of their company property, including the use of company data networks, to determine compliance with their policies

Your failure to comply with these policies may lead to disciplinary action, including termination of employment.

## **Solicitation and Distribution**

This policy is deemed necessary because LaSalle Network recognizes the need to restrict and control loitering, solicitations, postings and the distribution of literature on its and the clients' premises for the purpose of avoiding disruption or loss of productivity, and to ensure that LaSalle Network is providing excellent service to its clients.

Solicitation and distribution of literature and other materials by LaSalle Network Consultants on LaSalle Network's or its clients' premises for any purpose is prohibited during work time. Distribution is always also prohibited in LaSalle Network's or our clients' working areas. "Work time" is the time when the individual doing the soliciting or distributing, or the individual being solicited or receiving the distribution, is or should be working. "Work areas" are those areas where Consultants are regularly assigned to work duties, confer about work-related issues, or conduct business. This policy must be followed concurrently with any solicitation or distribution policies maintained by LaSalle Network's clients, which may be more specific than this policy. Any violation of this or a LaSalle Network clients' policy may result in discipline, up to and including termination of an assignment or employment with LaSalle Network.

## **Proprietary Information**

In your work at LaSalle Network, you will learn things about our business and our client's business which are proprietary. Every Consultant of the Company has a professional and ethical responsibility to treat this information as privileged and to ensure such information is not improperly or accidentally disclosed. Except as required in the performance of your duties for the Company, you may not use or disclose any proprietary information to anyone who does not have a need to know.

## **Intellectual Property**

Any and all discoveries, inventions (including but not limited to improvements or modifications) or literary or other works relating to the work you perform while on assignment or suggested by matters disclosed in conjunction with your assignment, whether or not patentable, copyrightable or otherwise subject to registration or protection which are made or conceived by you, solely or jointly with others, are works made for hire and shall be the property of LaSalle Network or its client.

## **Use of Social Media**

The Internet has become an accessible and powerful means of public communication, including through social media. Social media as used in this policy includes email, chat rooms, websites, blogs, and wikis (whether maintained by the Consultant or by a third party), and social networking sites like Facebook, Twitter, LinkedIn and others. LaSalle Network respects the right of Consultants to use these vehicles of self-expression and communication.

We expect and insist, however, that our Consultants' use of social media be confined to non-work time and to Consultants' own electronic equipment. We do not permit Consultants to use social media during work time or on Company equipment. Consultants should observe the following guidelines to ensure that their public activities on social media do not conflict with their responsibilities to LaSalle Network and its clients, including their duties of loyalty and confidentiality.

First and foremost, be thoughtful and exercise good judgment in how you present yourself online. If you identify yourself as a LaSalle Network Consultant or your affiliation with LaSalle Network is well known, what you say will have an impact on LaSalle Network, our Consultants and clients. Be aware that posting inappropriate information or content on social media potentially brings disrepute either to LaSalle Network or to you in your capacity as a LaSalle Network Consultant. Because social media typically is public space, we request that you be respectful to LaSalle Network, our employees, our clients, our partners and affiliates, and others (including our competitors) as LaSalle Network itself endeavors to be.

Our strong preference is that you do not discuss LaSalle Network or LaSalle Network-related matters in any social media. However, if you choose to do so, note the following:

- If you choose to identify yourself as a LaSalle Network Consultant in Social Media, you are expected to also make clear to your readers that the views you

express do not necessarily reflect the views of LaSalle Network, by posting a disclaimer in a prominent place (e.g., “The views expressed are mine alone and do not necessarily reflect the views of my employer.”)

- If you post any comment that promotes or endorses LaSalle Network products or services in any way on any social media, the law requires that you disclose that you are employed by LaSalle Network. Again, we require the use of a disclaimer in that circumstance.
- Respect your audience and your coworkers. If you have disagreements or problems with LaSalle Network, your fellow coworkers, or our clients, partners, or vendors, we request that you not engage in personal attacks but instead respectfully disagree with them. Obviously, when referring to LaSalle Network Consultants or our affiliates you may not post statements that are obscene, defamatory, profane, libelous, or threatening. Also prohibited are comments about your fellow coworkers that are derogatory with respect to race, religion, sex (including breastfeeding and conditions related to breastfeeding), gender (including gender identity and gender expression), sexual orientation, color, disability, or any other legally protected characteristic, or that are sexually suggestive, humiliating or demeaning. Such statements may not only expose you to liability but violate LaSalle Network’s Anti-Harassment policy.
- Protect LaSalle Network’s proprietary and trade secret information, and that of its clients, partners, and vendors. Such information includes, but is not limited to, product, financial, marketing, performance and other business information.
- Be aware of and follow copyright and fair use laws. For your protection as well as LaSalle Network’s, you must comply with all laws governing copyright and fair use of copyrighted material owned by others. This means, for example, that you may not publish copyrighted material without the permission of the copyright owner, whether that is LaSalle Network or a third party.

This policy is not intended to infringe in any way on LaSalle Network Consultants’ legal rights to discuss the terms and conditions of their employment with other coworkers for their mutual aid and benefit. Instead, it seeks to balance LaSalle Network’s legal duties and legitimate business objectives with Consultants’ protected rights in this regard.

To summarize, when you use social media, use good judgment. Be aware that there may be consequences to what you post or publish online. These consequences may include discipline up to and including dismissal if the conduct violates LaSalle Network policy or if LaSalle Network determines that your posting or publication is not legally protected and harms (or has the potential to harm) LaSalle Network’s legitimate business interests and obligations toward its Consultants and affiliates.

## **Personnel Records**

### **Reference Inquiries**

It is LaSalle Network’s policy that no reference on present or past Consultants be given orally or released in writing by anyone other than the staff of the Human Resources Department. The purpose of this policy is to ensure that present and past Consultants are given fair and accurate

references based upon documented evidence. Only Consultant's name, dates of employment, and position title are released upon written authorization from the Consultant. That also includes other confidential information which is released only upon receipt of written authorization by the Consultant concerned.

## **Employee Files**

Employee files are maintained by Human Resources and are considered confidential. A Consultant may request their employee records from the Human Resources Department. A former Consultant may request this information for a period of up to one year after separation. If you wish to review or obtain a copy of your personnel files, you must submit a written request to Human Resources. If requesting a copy of your records, you must include the email or mailing address you want the records forwarded to. Access to review your personnel documents will be provided within seven working days of your request.

## **Termination of Employment Policy**

LaSalle Network is an at-will employer and reserves the right to terminate any individual's employment and compensation at any time, for any cause, with or without notice. The last day worked is the termination date of record.

A Consultant planning to leave employment with LaSalle Network should provide two (2) weeks' notice and send a resignation letter to their LaSalle Network representative. The LaSalle Network representative may at their discretion relieve the Consultant of any duties during all or part of the notice period. If it is determined that it is in the best interest of the Company, the Company may accept their resignation immediately (or prior to the end of the two-week notice period).

## **Final Paycheck**

Consultants leaving LaSalle Network must return keys, identification badges, and all other client and/or Company owned properties to LaSalle Network.

Once an assignment ends, it is your responsibility to submit hours that were worked but have not yet been paid for. Your final pay will be provided in the next normal pay period following the termination. If there are unpaid obligations to the LaSalle Network, the final pay will reflect the appropriate authorized and other legally required deductions.

## **Benefits**

Upon an assignment ending, if benefits were elected, you are required to contact Essential StaffCARE ("ESC") at 1-866-798-0803 regarding your benefits coverage. Individuals enrolled in the Minimum Essential Coverage plan (MEC) will need to call to cancel benefit payments should they not want to continue coverage. In addition, if a Consultant has gone six consecutive weeks without a payroll deduction, the coverage will be officially terminated. Indemnity plan coverage will last through the Sunday of the week following your final payroll deduction.

**Example**

Termination Date: Friday, 11/1

Last Paycheck: Friday, 11/8

Last Day of Coverage: Sunday, 11/10

Major Medical (Bronze 5500) coverage will be effective through the last day of the month in which is terminated.

Once coverage ends, you will have the option to continue insurance coverage in accordance with the Consolidated Omnibus Budget Reconciliation Act (“COBRA”) regulation through ESC. All COBRA communication will come directly from ESC.

**Policy Changes**

It is inevitable that new personnel policies will need to be written from time to time, and old policies will need to be revised. LaSalle Network reserves the right to make these changes and will strive to advise Consultants on a timely basis of any changes affecting the terms of their employment at LaSalle Network. The only policy not subject to change is our at-will employment policy, which can be changed only in a written agreement signed by LaSalle Network’s President/CEO.

We have attempted to be as comprehensive as possible in preparing this Handbook. However, the Handbook cannot possibly cover all situations that may arise. If you need further information, or if you would like to discuss any policies in the Handbook, please contact a LaSalle Network representative or the Human Resources Department.

**Addendum: State Specific Policies****Illinois****Illinois Leave for Victims of Domestic, Sexual, Gender or Criminal Violence (VESSA Leave)****Qualifying Reasons for Leave**

VESSA leave may be used to:

1. Seek medical attention for, or recover from, physical or psychological injuries caused by domestic violence, sexual violence, gender violence, or any other crime of violence against you or your family or household member.
2. Obtain victim services for you or your family or household member.
3. Obtain psychological or other counseling for you or your family or household member.
4. Participate in safety planning, including temporary or permanent relocation or other actions, to increase your own or your household or family member’s safety from future domestic violence, sexual violence, gender violence, or any other crime of violence.
5. Seek legal assistance to ensure your own health and safety or that of your household or family member, including participating in court proceedings related to the violence.
6. Attend the funeral or alternative to a funeral or wake of a family or household member who was killed in a crime of violence.
7. Make arrangements necessitated by the death of a family or household member who was killed in a crime of violence.

8. Grieve the death of a family or household member who was killed in a crime of violence.

### **Duration of Leave**

Except as otherwise provided below, you may take up to 12 weeks of unpaid VESSA leave within any 12-month period. Leave is based on a rolling 12-month period, looking back from the date the leave would begin. Leave under this policy may be taken intermittently or on a reduced schedule basis.

You may not take more than two workweeks (10 workdays) of leave for the purposes described in bullets 6, 7, and 8. Leave under these circumstances must be completed within 60 days after the date on which you receive notice of the victim's death.

### **Notice and Certification**

To obtain leave under this policy, you must provide the Company with at least 48 hours' notice, except in emergency situations or where such notice is not otherwise practical. In all cases, either before or after you take leave under this policy, the Company will require you to submit a sworn certification that your absence is for one of the qualifying reasons listed above and that you or a family or household member is a victim of domestic or sexual violence. The Company may also require you to submit the following supplemental information:

- Documents from a victim's services organization, member of the clergy, or medical professional from whom you or your family or household member sought assistance.
- A police, court, or military record.
- A death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency documenting that the victim was killed in a crime of violence.
- Other corroborating evidence.

All information and documentation you provide in connection with your request for leave under this policy, including the fact that you requested and/or obtained leave, will be held in the strictest confidence—except to the extent you request or consent to any disclosure in writing or as otherwise required by law. Further, the Company specifically prohibits any discrimination, harassment, or retaliation against employees who request or take leave under this policy in good faith.

### **Terms of Leave**

VESSA leave is unpaid. VESSA leave may run concurrently with other leaves as permitted by applicable law.

During leave, you must provide periodic reports (at least every 30 days) about your status and any change in your plans to return to work.

### **Interaction with the Family Bereavement Leave Act**

If you are entitled to leave under the Illinois Family Bereavement Leave Act (FBLA), you are not entitled to take additional leave for the purposes described in bullets 6, 7, and 8 that exceeds or is in addition to leave to which you are entitled under the FBLA.

If you are not entitled to leave under the FBLA, leave taken for the purposes described in bullets 6, 7, and 8 will be deducted from, and is not in addition to, the total amount of leave time to which you are entitled.

Leave taken for the purposes described in bullets 6, 7, and 8 or leave taken under the FBLA will not otherwise limit or diminish the total amount of leave time to which an employee is entitled.

### **Restoration**

Upon return from leave, you will be restored to your previous position or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

### **Maintenance of Benefits**

During an approved VESSA leave, the Company will maintain your health benefits as if you continue to be actively employed. If you choose not to return to work at the end of the leave period, you must reimburse the Company for the cost of any health benefit premiums paid to maintain your coverage during the leave, unless you cannot return to work because of continuation, reoccurrence, or onset of domestic violence, sexual violence, gender violence, or any other crime of violence or other circumstances beyond your control.

### **Retaliation**

The Company will not retaliate against employees who request or take leave in accordance with this policy.

### **Child Bereavement**

LaSalle Network will provide eligible Illinois employees with up to six (6) weeks of unpaid leave to grieve the loss of a child by suicide or homicide, in accordance with the Illinois Child Extended Bereavement Leave Act. For purposes of this policy, child means your biological, adopted, or foster child, a stepchild, a legal ward, or a child to whom you stand in loco parentis.

### **Eligibility**

To be eligible for leave, you must be employed full-time and have worked for the Company for at least two (2) weeks.

### **Use of Leave**

Leave may be taken in a single continuous period or intermittently in increments of no less than four hours but must be completed within one year after you notify the Company of the loss.

If you are entitled to take another applicable leave (including family, medical, sick, or similar leave), pursuant to federal, state, or local law, or an employment benefits plan, you may substitute any period of such leave for an equivalent period of leave provided by this policy.

### **Interaction with Other Laws**

You may not take leave under the Child Extended Bereavement Leave Act and leave under the Family Bereavement Leave Act for the same child.

**Notice**

If possible, provide reasonable advance notice of your need for leave; otherwise, provide notice as soon as practical. The Company may require you to provide reasonable documentation, such as:

- A death certificate;
- A published obituary; or
- Written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

**Restoration**

Upon return from leave, you will be restored to your previous position or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

**Retaliation**

The Company will not retaliate against employees who request or take leave in accordance with this policy.

**Illinois Family Military Leave**

LaSalle Network will provide eligible employees living in Illinois who are the spouse, parent, child, or grandparent of a person called to military service with up to 30 days of unpaid military family leave during the time federal or state deployment orders are in effect.

**Eligibility**

To be eligible for leave, you must:

- Have been employed by the Company for at least 12 months;
- Have worked for the Company for at least 1,250 hours during the 12-month period immediately preceding the leave; and
- Be the spouse, parent, child, or grandparent of a person called to military service lasting longer than 30 days with the state or the United States pursuant to orders of the Governor or the President.

**Notice and Certification**

If you are taking family military leave for five or more consecutive workdays, you must provide at least 14 days' advance notice of the intended date to take leave. If possible, consult with your manager to schedule leave so as not to unduly disrupt Company operations.

When taking family military leave for less than five consecutive days, provide advance notice as is practicable.

The Company may require verification of your eligibility for leave from the proper military authority.

**Continuation of Benefits**

During family military leave, you may continue any benefits, if applicable, at your own expense.

No loss of seniority status will occur as a result of leave taken under this policy, nor will leave result in the loss of any benefits accrued prior to the leave.

### **Conditions of Leave**

Time off under this policy is unpaid. Where applicable, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act.

### **Reinstatement**

Upon return from leave, you will be restored to your prior position or to a position with equivalent seniority status, benefits, pay, and other terms and conditions of employment.

### **Retaliation**

The Company will not retaliate against employees who request or take leave in accordance with this policy.

## **Paid Leave**

### **Illinois Paid Leave for All Workers Act**

#### Eligibility and Existing Policies

This Policy applies to all Consultants who work within the State of Illinois and outside the City of Chicago. Please see the separate Chicago Paid Leave and Paid Sick and Safe Leave Policy that applies to work performed within the City of Chicago.

Effective January 1, 2024, under the Illinois Paid Leave for All Workers Act (“PLAWA”), Consultants can earn up to 40 hours of paid leave per 12-month period, to be used for any purpose.

This Policy supersedes all existing policies regarding vacation/holiday/paid time off (PTO) and sick time. Consultants with earned, but unused PTO as of January 1, 2024, may use earned PTO and sick time in accordance with the existing vacation/holiday/paid time off and sick time policies, but will no longer earn vacation/holiday/paid time off and sick time under those policies that existed as of December 31, 2023.

New hires are not permitted to use this leave until after ninety (90) days of employment. Existing Consultants who are employed on January 1, 2024, may not use this leave until March 31, 2024.

### **Use of Paid Leave**

Consultants may use paid leave for any reason, including vacation, personal days or sick time. Consultants may use paid leave under this Policy in two (2) hour increments. Paid leave is paid at employee’s straight time rate of pay or regular salary, excluding other compensation such as overtime, bonuses, etc. Paid leave under this Policy does not count as hours worked for overtime purposes.

If eligible, Consultants going on Family Medical Leave Act (FMLA) Leave may use earned paid leave concurrently during their FMLA leave.

### **Notice**

Upon starting an assignment with LaSalle Network, Consultants must provide any foreseeable time off. Depending on the length of the assignment and business needs, LaSalle Network will assess if the time requested would put an undue hardship on the client and/or the Company. Any foreseeable time off requested after an assignment starts that could impact business needs could be denied and result in discipline, up to including termination.

Consultants must provide advance notice within seven days of a foreseeable need for paid leave to their LaSalle Network representative, but if the LaSalle Network representative or someone within that unit is not available, the Human Resources Department should be contacted via phone at 312-419-1700 or email at [hr@lasallenetwork.com](mailto:hr@lasallenetwork.com). In all cases in which a Consultant is seeking paid leave under this Policy, the Consultant shall provide such notice to the Company consistent with the Company's established call-in procedures so long as no unusual circumstances prevent the Consultant from doing so. If paid leave is unforeseeable, Consultants need only provide notice as soon as practicable on the day the leave is taken. The Consultant's LaSalle Network representative should be contacted via phone, voicemail, email, or text message. The LaSalle Network representative must be contacted each day of absence.

### **Carry Over and No Payment At Termination**

Consultants can carryover earned, but unused paid leave from one 12-month period to the next. However, Consultants may not use more than 40 hours of paid leave in any single 12-month period.

If a Consultant's employment ends for any reason, LaSalle Network is not obligated to pay out any earned, but unused paid leave, because the end of an assignment is not the same as a separation from employment with LaSalle Network.

Consultants who leave LaSalle Network's employment and are rehired within twelve (12) months will have previously earned paid leave reinstated and may use that paid leave immediately.

### **Chicago Paid Leave and Paid Sick and Safe Leave**

Effective July 1, 2024, Consultants working for at least 80 hours within the City of Chicago can earn both paid leave and sick leave.

This Policy replaces and supersedes all existing sick and vacation/PTO policies. Consultants with earned, but unused vacation/holiday/paid time off as of June 30, 2024, can still use vacation/holiday/paid time off in accordance with vacation/holiday/paid time off policy. However, beginning July 1, 2024, Consultants will no longer earn vacation/holiday/paid time off our existing vacation/holiday/paid time off policy.

Consultants with earned, but unused paid sick leave under the Cook County Sick Leave Ordinance as of June 30, 2024, will be able to use paid sick leave in accordance with this Policy, and will

begin to earn additional paid sick leave on July 1, 2024.

Under this policy, employees who work at least eighty (80) hours in any one hundred and twenty (120) day period within the City of Chicago are eligible to accrue paid leave and paid sick leave.

Consultants who receive Paid Leave under the Chicago-specific policy are not eligible to receive Paid Leave under the Illinois Paid Leave for All Workers policy.

### **Paid Leave**

Consultants can earn paid leave at the rate of 1 hour for every 35 hours worked within the City of Chicago, to be used “for any purpose.”

Any paid leave requests may be denied based on the clients’ business needs. Existing Consultants can start requesting paid leave 90 days after July 1, 2024, or 90 days after employment (whichever is later) and can carry over up to 16 hours of unused paid leave from one 12-month period to the next. Consultants may use paid leave in no fewer than four (4) hour increments.

### **Paid Sick Leave**

Consultants earn 1 hour of sick leave for every 35 hours worked within the City of Chicago in a 12-month period. Existing Consultants may begin utilizing paid sick leave 30 days after July 1, 2024, or 30 days after employment (whichever is later). Consultants are permitted to carry over up to 80 hours of unused paid sick leave from one 12-month period to the next. However, Consultants cannot use more than forty (40) hours of paid sick leave in a 12-month period.

A Consultant may use sick leave when he or she:

- is ill or injured, or for purposes of receiving medical care, treatment, diagnosis, or preventative medical care;
- a family member who is ill or injured, or to care for a family member receiving medical care, treatment, diagnosis, or preventative medical care;
- is a victim of domestic violence, a sex offense or stalking, or a member of their family is a victim of domestic violence, a sex offense or stalking; or
- works at a place of business closed during a scheduled workday by order of a public health office due to a public health emergency, or he or she needs to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or
- obeys an order issued by the mayor, the governor of Illinois, the Chicago Department of Public Health, or a treating healthcare provider, requiring the employee: to stay home to minimize the transmission of a communicable disease, to remain at home while experiencing symptoms or sick with a communicable disease, to obey a quarantine order issued to the employee, or to obey an isolation order to the employee.

A “family member” includes the Consultant’s:

- child,
- legal guardian or ward,

- spouse,
- domestic partner,
- parent,
- spouse's or domestic partner's parent,
- sibling,
- grandparent,
- grandchild, or
- any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.

### **Notice**

Consultants must provide advance notice within seven days of a foreseeable need for paid leave to their LaSalle Network representative, but if the LaSalle Network representative or someone within that unit is not available, the Human Resources Department should be contacted via phone at 312-419-1700 or email at [hr@lasallenetwork.com](mailto:hr@lasallenetwork.com).

In all cases in which a Consultant is seeking leave under this policy, the Consultant shall provide such notice to the Company consistent with the Company's established call-in procedures so long as no unusual circumstances prevent the Consultant from doing so. If leave is unforeseeable, Consultants need only provide notice as soon as practicable on the day the leave is taken. The Consultant's LaSalle Network representative should be contacted via phone, voicemail, email, or text message. The LaSalle Network representative must be contacted each day of absence. If the Consultant requests paid sick leave and is absent for more than three consecutive workdays, LaSalle Network may require documentation for sick leave.

Any paid leave requests may be denied based on the clients' business needs.

### **Termination**

Upon separation from employment, Consultants are not eligible for payment of earned, but unused sick leave.

Upon separation of employment, employees will be paid a maximum of fifty-six (56) hours of earned, but unused paid leave. However, upon request for the payment of paid leave, a Consultant is not eligible for payment unless the Consultant has not received a job assignment for 60 days prior to their previous assignment ending.

Consultants who leave LaSalle Network's employment and are rehired within twelve (12) months will have previously earned paid leave reinstated and may use that paid leave immediately.

### **Illinois Blood & Organ Donation Leave**

Upon request, LaSalle Network will provide eligible employees living in Illinois with up to one hour of paid leave to donate, or attempt to donate, blood every 56 days in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other nationally recognized standards. You will not retain the one hour of paid leave if the attempt to donate blood is unsuccessful.

An employee may use up to ten (10) days of paid leave in any 12-month period to serve as an organ donor.

Full-time employees who have been employed by the Company for six months or longer and have obtained approval for the time off are eligible for blood or organ donation leave.

When requesting time off for this purpose, employees must submit medical documentation of the proposed blood or organ donation to Human Resources before the leave request will be approved. This documentation may consist of a written statement from the blood bank indicating that you have an appointment. The Company may request that you provide a written statement from the blood bank confirming that you kept the appointment.

You will not be required to use PTO time while taking time off to donate blood.

## **North Carolina**

### **North Carolina Domestic Violence Leave**

LaSalle Network will provide Consultants living in North Carolina with reasonable unpaid leave to obtain or attempt to obtain relief from domestic violence in accordance with North Carolina law. You must provide reasonable advance notice of your need for leave unless an emergency prevents you from doing so. You may be required to provide documentation showing evidence of the emergency. Domestic violence leave is unpaid. The Company will not retaliate against employees who request or take leave in accordance with this policy.

## **Colorado**

### **Colorado Workplace Public Health Rights Notice**

LaSalle Network is required to provide you with information regarding your rights under the Colorado Healthy Families and Workplaces Act (HFWA) and the Colorado Public Health Emergency Whistleblower Law (PHEW). A copy of the latest Colorado Workplace Public Health Rights poster, included at the end of this handbook, satisfies this requirement.

### **Colorado Overtime & Minimum Pay Standards (COMPS) Order Notice**

The Company is required to provide you with a copy of the latest Colorado Overtime and Minimum Pay Standards Order (COMPS Order) or COMPS Order poster with this handbook. A copy of the latest COMPS Order poster is included in our Colorado Labor Law Poster.

### **Colorado Paid Family and Medical Leave Insurance**

Colorado's Family and Medical Leave Insurance (FAMLI) program provides eligible Consultants with paid leave to care for themselves or their family members under certain circumstances. The program is administered by the Colorado Department of Labor and Employment, Division of Family and Medical Leave Insurance (FAMLI Division). Program premiums are funded through employer contributions and employee payroll deductions.

### **Eligibility**

To be eligible for FAMLI leave, you must have earned at least \$2,500 in wages in Colorado over the previous year.

## **Reasons for Leave**

FAMLI leave can be taken for the following reasons:

- The birth of a child and to care for that child (leave must be completed within one year of the child's birth).
- The adoption or foster care placement of a child with you and to care for that child (leave must be completed within one year of the child's placement).
- To care for a family member with a serious health condition.
- To care for your own serious health condition.
- A qualifying exigency of a family member who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).
- To obtain safe housing, care, and/or legal assistance in response to domestic violence, stalking, sexual assault, or sexual abuse.
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## **Family member means:**

- Regardless of age, your biological, adopted, or foster child, stepchild or legal ward, a child of your domestic partner, a child to whom you stand in loco parentis, or a person to whom you stood in loco parentis when the person was a minor;
- A biological, adoptive, or foster parent, stepparent, or legal guardian of you or your spouse or domestic partner, or a person who stood in loco parentis to you or your spouse or domestic partner when you or they were a minor child;
- A person to whom you are legally married under the laws of any state, or your domestic partner;
- A grandparent, grandchild, or sibling (whether a biological, foster, adoptive, or step relationship) of you or your spouse or domestic partner; or
- Any other individual with whom you have a significant personal bond that is or is like a family relationship, regardless of biological or legal relationship.
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## **Leave Usage**

If eligible, you may take up to 12 weeks of FAMLI leave per year. If you have a serious health condition caused by pregnancy or childbirth complications, you may be eligible to take up to an additional four weeks, for a total of 16 weeks.

Leave may be taken continuously, intermittently, or in the form of a reduced schedule.

FAMLI leave will run concurrently with other leave when permissible under applicable law.

## **Notice**

If leave is foreseeable, you must provide at least 30 days' notice. If leave is unforeseeable, you must provide notice as soon as practical.

## **Applying for Leave**

You must apply for FAMLI leave with the FAMLI Division. Instructions on how to file are available on the FAMLI Division website (<https://famli.colorado.gov/>). You have up to 30 days after leave has started to apply.

## **Compensation**

FAMLI leave benefits will be paid at a rate based on your average weekly wage. You can estimate your potential benefits by using the calculator available at <https://famli.colorado.gov/individuals-and-families/premium-and-benefits-calculator>.

## **Continuation of Health Benefits**

If the Company provides you with health benefits under a group health plan, the Company will maintain your health coverage at the same level and under the same conditions as if you had been continuously employed. You will be responsible for paying your share of the cost of health benefits as required prior to beginning leave.

## **Restoration**

If you worked for the Company for at least 180 days prior to taking leave, you will be restored to your previous position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

## **Retaliation**

The Company will not retaliate against employees who request or take leave in accordance with this policy.

## **Georgia**

### **Georgia Court Attendance and Witness Leave**

LaSalle Network realizes that, on occasion, Consultants living in Georgia may be subpoenaed or ordered by a court to attend judicial proceedings. In such cases, notify your LaSalle Network representative as soon as possible to make scheduling arrangements. While attending the judicial proceeding, you will receive your regular compensation. This does not apply if you are attending a judicial proceeding because you have been charged with a crime.

The Company reserves the right to require employees to provide proof of the need for leave to the extent authorized by law. The Company will not retaliate against employees who request or take leave in accordance with this policy.

## **Tennessee**

### **Tennessee Workplace Bullying**

LaSalle Network is firmly committed to a workplace free from abusive conduct. We strive to provide high quality products and services in an atmosphere of respect, collaboration, openness, safety, and equality. All Consultants have the right to be treated with dignity and respect. All complaints of negative and inappropriate workplace behaviors will be taken seriously and followed through to resolution. Any individual who files a complaint will not suffer negative consequences for reporting others for inappropriate behavior.

This policy applies to all full-time and part-time Consultants. It does not apply to independent contractors. This policy applies to any sponsored program, event, or activity including, but not limited to, sponsored recreation programs and activities and the performance by Consultants of their employment-related duties. The policy also applies to electronic communications by Consultants.

## **Abusive Conduct**

*Abusive conduct* includes acts or omissions that would cause a reasonable person, based on the severity, nature, and frequency of the conduct, to believe that an individual was subject to an abusive work environment, which can include but is not limited to:

- Repeated verbal abuse in the workplace, including derogatory remarks, insults, and epithets;
- Verbal, nonverbal, or physical conduct of a threatening, intimidating, or humiliating nature in the workplace; or
- The sabotage or undermining of an individual's work performance in the workplace.

A single act generally will not constitute abusive conduct unless such conduct is determined to be severe and egregious.

Abusive conduct does not include:

- Disciplinary procedures in accordance with Company policies.
- Routine coaching and counseling, including feedback about and correction of work performance.
- Reasonable work assignments, including shift, post, and overtime assignments.
- Individual differences in styles of personal expression.
- Passionate, loud expression with no intent to harm others.
- Differences of opinion on work-related concerns.
- The non-abusive exercise of managerial prerogative.

## **Responsibilities**

Those in positions of authority have a particular responsibility to ensure that healthy and appropriate behaviors are exhibited at all times and that complaints to the contrary are addressed in a timely manner. Managers and others in positions of authority will:

- Provide a working environment as safe as possible by having preventative measures in place and by dealing immediately with threatening or potentially violent situations;
- Provide good examples by treating all with courtesy and respect;
- Ensure that all employees have access to and are aware of the abusive conduct prevention policy and explain the procedures to be followed if a complaint of inappropriate behavior at work is made;
- Be vigilant for signs of inappropriate behaviors at work through observation and information seeking, and take action to resolve the behavior before it escalates;
- Respond promptly, sensitively, and confidentially to all situations where abusive behavior is observed or alleged to have occurred.

You are expected to:

- Treat all employees with dignity and respect.
- Refrain from engaging in threatening, violent, intimidating, or other abusive conduct or behaviors.
- Assume personal responsibility to promote fairness and equity in the workplace and report any incidents of abusive conduct in accordance with this policy.

- Co-operate with preventative measures introduced by the Company and recognize that a finding of unacceptable behaviors at work will be dealt with through appropriate disciplinary procedures.

## **Complaint Process**

### **Reporting**

If you feel that you have been subjected to abusive conduct or have witnessed such conduct, report the matter verbally or in writing to your LaSalle Network representative or the Human Resources Department. Your complaint should include details of each incident of abusive conduct, such as dates, times, locations, and any witnesses.

Those in positions of authority must timely report known incidents involving workplace abuse, intimidation, or violence to their LaSalle Network representative or the Human Resources Department. LaSalle Network will take reasonable steps to protect the complainant, including, but not limited to, separation of those involved. The person complained against will be notified that an allegation has been made against him or her and will be informed of the investigative procedure.

### **Investigation**

Investigations of abusive conduct will be conducted as soon as practicable and in accordance with Company policies and practices. The objective of the investigation is to determine whether the behaviors complained of occurred, and therefore will include interviewing the complainant, accused, and any witnesses with direct knowledge of the alleged behaviors. All interviews will be appropriately documented. The investigation will be conducted thoroughly, objectively, with sensitivity, and with due respect for all parties. The investigator will provide a copy of the investigative report to the appointing authority for further action. All affected parties will be informed of the investigation's outcome.

### **Corrective Action**

If abusive conduct is found, the Company will take immediate and appropriate corrective action. Remedies may be determined by weighing the severity and frequency of the incidences of abusive conduct and in accordance with existing disciplinary policies.

Any individual who engages in conduct that violates this policy or who encourages such conduct by others will be subject to corrective action. Such corrective action may include, but is not limited to, participation in coaching, training, and disciplinary action up to and including termination, or changes in job duties or location.

Any manager or other person in a position of authority who allows abusive conduct to continue or fails to take appropriate action upon learning of such conduct will be subject to corrective action. Such corrective action may include, but is not limited to, participation in coaching, training, disciplinary action up to and including termination, or changes in job duties or location. While the Company encourages all employees to raise any concern(s) under this policy and procedure, the Company recognizes that intentional or malicious false allegations can have a serious effect on innocent people. Individuals falsely accusing others of violations of this policy will be disciplined in accordance with the Company disciplinary policy.

Any individual exhibiting continuing emotional or physical effects from a reported incident will be directed toward established assistance programs or other available resources.

When abusive conduct has been confirmed, the Company will continue to review the situation and may take additional corrective actions if necessary. Preventative measures may also be taken to reduce the reoccurrence of similar behaviors or actions.

### **Confidentiality**

To the extent permitted by law, the Company will maintain the confidentiality of each party involved in an abusive conduct investigation, complaint, or charge, provided it does not interfere with the ability to investigate the allegations or to take corrective action. However, state law may prevent the Company from maintaining confidentiality of public records. Therefore, the Company cannot guarantee confidentiality.

### **Retaliation**

Retaliation is any act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or individuals exercising rights under this policy. The Company will not retaliate or otherwise discriminate against employees who exercise their rights under this policy.

### **Parental Leave**

Under the laws of the State of Tennessee, a Consultant who has been employed full-time for at least twelve (12) consecutive months is entitled to up to four (4) months of parental leave. Family and Medical Leave taken as parental leave will be counted as part of these four months of parental leave. If all applicable paid leave has been exhausted, the remainder of the four (4) month parental leave may be taken in an unpaid leave status. During the additional fourth month of unpaid parental leave (after exhaustion of Family and Medical Leave), the Consultant must pay any health care contributions to retain coverage.

A Consultant needing parental leave must report such need to their LaSalle Network representative or the Human Resources Department as soon as they have knowledge of the leave by submitting an FMLA application along with the appropriate medical certification. Under the provisions of the FMLA, an employee may take his/her parental leave at any time during the first 12 months of the birth, adoption, or placement of the child. However, the leave must be taken in a continuous period. Intermittent parental leave is at the discretion of the Company and should be discussed with your LaSalle Network representative to determine whether or not intermittent parental leave is a reasonable option based upon business needs.

### **Florida**

#### **Domestic or Sexual Violence Victim Leave**

Under Florida Law, employers must provide Consultants up to three days of leave in a 12-month period if the employee or a family or household member is a victim of domestic or sexual violence. Florida seeks to comply with these regulations and provide options for Consultants dealing with situations related to domestic or sexual violence.

A Consultant who is a victim of domestic violence or sexual violence or who has a family or household member who is a victim of domestic violence or sexual violence may take up to three

working days paid leave time within a 12-month period. Employees must exhaust any available annual vacation leave, personal leave and sick leave before requesting leave under this policy.

### **Procedures/Guidelines**

Within the scope of this policy, Consultants may use the leave time to:

- Seek an injunction for protection against domestic violence, an injunction for the protection in cases of repeat violence, dating violence, or sexual violence.
  - Obtain medical care and/or medical health counseling for the Consultant, a family member, or household member to address physical or psychological injuries resulting from domestic violence or sexual violence.
  - Obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence or sexual violence.
  - Make the Consultant's home secure from the perpetrator of the domestic violence or sexual violence or to seek new housing to escape the perpetrator.
  - Seek legal assistance in addressing issues arising from the act of domestic violence or sexual violence or to attend and prepare for court-related proceedings arising from the act of domestic violence or sexual violence.

LaSalle Network will keep information relating to the Consultant's leave under this policy confidential and will not discriminate against an employee in any way for taking leave in accordance with this policy.

Nothing in this policy shall be construed as indication of greater rights to continued employment or to other benefits and conditions of employment than if the Consultant was not entitled to leave under this section.

### **Definitions**

*Domestic violence*: as defined in Florida Statute 741.28, or any crime the underlying factual basis of which has been found by a court to include an act of domestic violence.

*Sexual violence*: as defined in Florida Statute 784.046, or any crime the underlying factual basis of which has been found by a court to include an act of sexual violence.

*Family or household member*: as defined in Florida Statute 741.28, spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

### **Responsibilities**

Except in cases of imminent danger to the Consultant's health and safety or that of a family member, Consultants must provide the Human Resources Department with at least 48 hours of advance notice.

The Human Resources Department may require certification of the purpose of the leave in the form of a letter from a volunteer services organization, police report or court record, or other corroborating evidence.

## **Arizona**

### **Arizona Paid Sick Leave**

**Policy Statement:** LaSalle Network provides paid sick leave to all eligible Consultants in accordance with the requirements of the Arizona Fair Wages and Healthy Families Act. This policy outlines the provisions and procedures regarding the accrual and usage of paid sick leave.

**Eligibility:** All regular full-time and part-time Consultants are eligible for paid sick leave benefits in compliance with the applicable state law.

**Accrual of Paid Sick Leave:** Consultants will accrue paid sick leave at the rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours per year.

**Usage of Paid Sick Leave:** Paid sick leave may be used for the following purposes:

1. The Consultant's physical or mental illness, injury, or health condition.
2. To care for a family member with a physical or mental illness, injury, or health condition.
3. Absences related to domestic violence, sexual violence, abuse, or stalking suffered by the Consultant or the Consultant's family member.

**Notification and Documentation:** Consultants are required to provide reasonable advance notice of the need to use paid sick leave, except in cases of emergency or unforeseen circumstances. If the need for sick leave is foreseeable, Consultants should notify their LaSalle Network representative as soon as possible. Consultants may be required to provide documentation supporting the use of sick leave if the absence exceeds three consecutive workdays.

**Carryover and Payout:** Employees may carry over unused accrued sick leave from one year to the next, up to a maximum of 40 hours. However, Consultants are not entitled to payment for unused sick leave upon termination or resignation.

**Coordination with Other Leave Policies:** Paid sick leave will run concurrently with any applicable federal or state leave laws, such as the Family and Medical Leave Act (FMLA) or the Arizona Family Leave Act (AFLA), where applicable.

## **New York**

### **New York Alternative Harassment Reporting**

The Company encourages Consultants to report incidents of discrimination and harassment internally. However, Consultants living in New York, who believe they have been subjected to discrimination or harassment in the workplace, may file a private civil action or seek relief by either:

- Filing a complaint alleging violation of the New York State Human Rights law with the Division of Human Rights, or in the New York State Supreme Court; or
- Filing a charge of discrimination with the Equal Employment Opportunity Commission (EEOC) for violation of federal antidiscrimination laws, including Title VII of the Civil Rights Act of 1964 (Title VII).

To file a complaint, contact the appropriate agency below.

**New York Division  
of Human Rights**

One Fordham Plaza,  
Fourth Floor  
Bronx, New York,  
NY 10458  
718-741-8400  
1-800-HARASS-3  
(1-800-427-2773):  
Toll-free, confidential  
hotline for complaints  
of workplace sexual  
harassment  
[www.dhr.ny.gov](http://www.dhr.ny.gov)

**Equal Employment  
Opportunity  
Commission  
(EEOC)**

800-669-4000  
TTY: 800-669-6820  
[info@eeoc.gov](mailto:info@eeoc.gov)  
[www.eeoc.gov](http://www.eeoc.gov)

Local jurisdictions may have additional protections against discrimination and harassment. For example, workers in New York City may file complaints of discrimination or harassment with the New York City Commission on Human Rights at:

**Law Enforcement Bureau**

Commission on Human Rights  
40 Rector Street, 10th Floor  
New York, NY 10006  
212-306-7450  
[www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml)

If the discrimination or harassment involves criminal activity, contact local police.

In any civil action alleging a violation of the laws prohibiting sexual harassment and discrimination, a court may order or award:

- Damages including but not limited to back pay, benefits, and reasonable attorneys' fees and costs;
- Injunctive relief;
- Reinstatement; and/or
- Liquidated damages equal to 100 percent of the award for damages.

Any act of retaliation against New York Consultants for exercising any rights granted under this policy may subject the Company to separate civil penalties. For the purposes of this policy, **retaliation** or **retaliatory personnel action** means discharging, suspending, demoting, or otherwise penalizing Consultants for:

- Making or threatening to make a complaint to the Company, a coworker, or to a public body, that rights guaranteed under this policy have been violated;
- Causing to be instituted any proceeding under or related to this policy; or
- Providing information to or testifying before any public body conducting an investigation, hearing, or inquiry into any such violation of a law, rule, or regulation by the Company.

### **New York Sexual Harassment Prevention**

LaSalle Network is committed to maintaining a workplace free from harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects a Consultant to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Sexual harassment is often viewed simply as a form of gender-based discrimination, but the Company recognizes that discrimination can be related to or affected by other identities beyond gender. Our different identities impact our understanding of the world and how others perceive us. For example, an individual's race, ability, or immigration status may impact their experience with gender discrimination in the workplace. While this policy is focused on sexual harassment and gender discrimination, the methods for reporting and investigating discrimination based on other protected identities are the same. The purpose of this policy is to teach Consultants to recognize discrimination, including discrimination due to an individual's intersecting identities, and provide the tools to take action when it occurs. All Consultants and managers are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace. This policy is one component of the Company's commitment to a discrimination-free work environment.

### **Goals of this Policy**

Sexual harassment and discrimination are against the law. After reading this policy, Consultants will understand their right to a workplace free from harassment. Consultants will also learn what harassment and discrimination look like, what actions they can take to prevent and report harassment, and how they are protected from retaliation after taking action. The policy will also explain the investigation process into any claims of harassment. Consultants are encouraged to report sexual harassment or discrimination by filing a complaint internally with the Company, with a government agency, or in court under federal, state, or local antidiscrimination laws. To file a complaint internally, please contact the Human Resources Department. To file an employment complaint with the New York State Division of Human Rights, visit <https://dhr.ny.gov/complaint>. To file a complaint with the United States Equal Employment Opportunity Commission, visit <https://www.eeoc.gov/filing-charge-discrimination>.

### **Sexual Harassment and Discrimination Prevention Policy**

1. LaSalle Network's policy applies to all Consultants, applicants for employment, and interns, whether paid or unpaid. The policy also applies to additional covered individuals. It applies to anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. These individuals include persons commonly referred to as independent contractors, gig workers, and other temporary workers. Also included are persons providing equipment repair, cleaning services, or any other services through a contract with the Company. For the remainder

of this policy, we will use the term “covered individual” to refer to these individuals who are not direct employees of the Company.

2. Sexual harassment is unacceptable. Any Consultant or covered individual who engages in sexual harassment, discrimination, or retaliation will be subject to action, including appropriate discipline for Consultants. In New York, harassment does not need to be severe or pervasive to be illegal. Consultants and covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.
3. Retaliation is prohibited. Any Consultant or covered individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. Any Consultant of the Company who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All Consultants and covered individuals working in the workplace who believe they have been subject to such retaliation should inform their manager, LaSalle Network representative or Human Resources. All Consultants and covered individuals who believe they have been a target of such retaliation may also seek relief from government agencies, as explained in the **Legal Protections** section below.
4. Discrimination of any kind, including sexual harassment, is a violation of our policies, is unlawful, and may subject the Company to liability for the harm experienced by targets of discrimination. Harassers may also be individually subject to liability, and employers or managers who fail to report or act on harassment may be liable for aiding and abetting such behavior. Consultants at every level who engage in harassment or discrimination, including managers who engage in harassment or discrimination or who allow such behavior to continue, will be penalized for such misconduct.
5. The Company will conduct a prompt and thorough investigation that is fair to all parties. An investigation will happen whenever management receives a complaint about discrimination or sexual harassment, or when management otherwise knows of possible discrimination or sexual harassment occurring. The Company will keep the investigation confidential to the extent possible. If an investigation ends with the finding that discrimination or sexual harassment occurred, the Company will act as required. In addition to any required discipline, the Company will also take steps to ensure a safe work environment for the Consultant(s) who experienced the discrimination or harassment. All Consultants, including managers, are required to cooperate with any internal investigation of discrimination or sexual harassment.
6. All Consultants and covered individuals are encouraged to report any harassment or behaviors that violate this policy. All Consultants will have access to a complaint form to report harassment and file complaints. Use of this form is not required. For anyone who would rather make a complaint verbally, or by email, these complaints will be treated with equal priority. Consultants who prefer not to report harassment to their manager or the Company may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission.

Complaints may be made to both the employer and a government agency. Managers are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to Human Resources.

7. This policy applies to all Consultants and covered individuals, such as contractors, subcontractors, vendors, consultants, or anyone providing services in the workplace, and all must follow and uphold this policy. This policy will be provided to all Consultants through their Consultant portal upon hiring and posted as required by law.

### **What Is Sexual Harassment?**

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination, including gender role stereotyping and treating Consultants differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression, and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A **cisgender person** is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A **transgender person** is someone whose gender is different than the sex they were assigned at birth. A **non-binary person** does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which a Consultant or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of the Company's policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any unwelcome conduct that is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment;
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or

- Decisions regarding an individual's employment are based on an individual's acceptance or rejection of such behavior. Such decisions can include what shifts and how many hours a Consultant might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a **hostile work environment** include, but are not limited to, words, signs, jokes, pranks, intimidation, or physical violence that are of a sexual nature or that are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements that a Consultant finds offensive or objectionable, causes a Consultant discomfort or humiliation, or interferes with their job performance.
- Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment, or any other terms, conditions, or privileges of employment. This is also called **quid pro quo** harassment.

Any Consultant or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

### Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. **This list is just a sample of behaviors and should not be considered exhaustive.** Any Consultant who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it.

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, or brushing against or poking another employee's body; or
  - Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, advances, or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job;
  - Subtle or obvious pressure for unwelcome sexual activities; or
  - Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks, or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history that create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when Consultants are working remotely can create a similarly hostile work environment.
- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
  - Remarks regarding a Consultant's gender expression, such as wearing a garment typically associated with a different gender identity; or

- Asking Consultants to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace. This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:
  - Interfering with, destroying, or damaging a person's workstation, tools, or equipment, or otherwise interfering with the individual's ability to perform the job;
  - Sabotaging an individual's work;
  - Bullying, yelling, or name-calling;
  - Intentional misuse of an individual's preferred pronouns; or
  - Creating different expectations for individuals based on their perceived identities, such as dress codes that place more emphasis on women's attire or leaving parents/caregivers out of meetings.

### **Who Can Be a Target of Sexual Harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of different sexes or gender. New York law protects Consultants and all covered individuals described earlier in the policy. **Harassers can be anyone in the workplace.** A Consultant, a manager, or a coworker can all be harassers. Anyone else in the workplace can also be a harasser, including an independent contractor, contract worker, vendor, client, customer, patient, constituent, or visitor.

Sexual harassment does not happen in a vacuum, and discrimination experienced by a Consultant can be impacted by biases and identities beyond an individual's gender. For example:

- Placing different demands or expectations on Black female Consultants than white female Consultants can be both racial and gender discrimination;
- An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel retraumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all Consultants to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

### **Where Can Sexual Harassment Occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while Consultants are traveling for business or at employer- or industry-sponsored events or parties. Calls, texts, emails, and social media usage by Consultants or covered individuals can constitute unlawful workplace harassment, even if it occurs away from the workplace premises, on personal devices, or during nonwork hours.

Sexual harassment can occur when Consultants are working remotely from home as well. Any behaviors outlined above that leave a Consultant feeling uncomfortable, humiliated, or unable to meet their job requirements constitutes harassment even if the Consultant is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

### **Retaliation**

Retaliation is unlawful and is any action by an employer or manager that punishes an individual upon learning of a harassment claim, which seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- Demoting, terminating, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Refusing to provide a reference or providing an unwarranted negative reference;
- Labeling a Consultant as “difficult” and excluding them from projects to avoid “drama”;
- Undermining an individual’s immigration status; or
- Reducing work responsibilities, passing over for a promotion, or moving an individual’s desk to a less desirable office location.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- Made a complaint of sexual harassment or discrimination, either internally or with any government agency;
- Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or any other antidiscrimination law;
- Opposed sexual harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a manager of suspected harassment;
- Reported that another employee has been sexually harassed or discriminated against; or
- Encouraged another employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

### **Reporting Sexual Harassment**

Everyone must work toward preventing sexual harassment, but leadership matters. Managers have a special responsibility to make sure Consultants feel safe at work and that workplaces are free from harassment and discrimination. Any Consultant or covered individual is encouraged to report harassing or discriminatory behavior to their LaSalle Network representative or Human

Resources. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to their LaSalle Network representative or Human Resources.

Reports of sexual harassment may be made verbally or in writing. If you are reporting sexual harassment on behalf of someone else, a verbal or otherwise written complaint (such as an email) on behalf of oneself or another is also acceptable.

Consultants and covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained in the Legal Protections section below.

### **Supervisory Responsibilities**

Managers have a responsibility to prevent sexual harassment and discrimination. All Consultants who are managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report such suspected sexual harassment to Human Resources. Managers should not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.

Managers can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Managers can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it. Managers will also be subject to discipline for engaging in any retaliation.

While managers have a responsibility to report harassment and discrimination, they must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment and discrimination can be intimidating, uncomfortable, and re-traumatizing for individuals. Managers must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

### **Bystander Intervention**

Any Consultant witnessing harassment as a bystander is encouraged to report it. A manager that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling, and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, these guidelines can serve as a brief guide on how to react when witnessing harassment in the workplace. Any Consultant witnessing harassment as a bystander is encouraged to report it. A manager that is a bystander to harassment is required to report it.

### **Complaints and Investigations of Sexual Harassment**

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt, thorough, and started and completed as soon as possible. The investigation will be kept confidential to the extent possible. All individuals involved, including those making a harassment claim, witnesses, and alleged harassers, deserve a fair and impartial investigation.

Any Consultant may be required to cooperate as needed in an investigation of suspected sexual harassment. The Company will take disciplinary action against anyone engaging in retaliation against Consultants who file complaints, support another's complaint, or participate in harassment investigations.

The Company recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize an individual. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

While the process may vary from case to case, investigations will be done in accordance with the following steps. Upon receipt of a complaint, Human Resources will:

1. Conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate. If the complaint is verbal, request that the individual completes the complaint form in writing. If the person reporting prefers not to fill out the complaint in writing, Human Resources will prepare a complaint form or equivalent documentation based on the verbal reporting;
2. Take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails, or phone records that may be relevant to the investigation. Human Resources will consider and implement appropriate document request, review, and preservation measures, including for electronic communications;
3. Seek to interview all parties involved, including any relevant witnesses;
4. Create a written documentation of the investigation (such as a letter, memo, or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).

5. Keep the written documentation and associated documents in a secure and confidential location;
6. Promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document; and
7. Inform the individual(s) who reported of the right to file a complaint or charge externally as outlined in the next section.

### **Legal Protections and External Remedies**

Sexual harassment is not only prohibited by the Company, but it is also prohibited by state, federal, and, where applicable, local law.

The internal process outlined in this policy is one way for Consultants to report sexual harassment. Consultants and covered individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may also seek the legal advice of an attorney.

### **New York State Division of Human Rights**

The New York State Human Rights Law, N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in the New York State Supreme Court.

Complaints of sexual harassment filed with DHR may be submitted any time **within three years** of the harassment. If an individual does not file a complaint with DHR, they can bring a lawsuit directly in state court under the Human Rights Law **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a Human Rights Law complaint in state court.

Complaining internally to the Company does not extend your time to file with DHR or in court. The three years are counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment occurred. Probable cause cases receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, DHR has the power to award relief. Relief varies, but it may include requiring your employer to take action to stop the harassment or repair the damage caused by the harassment, including paying monetary damages, punitive damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit [www.dhr.ny.gov](http://www.dhr.ny.gov).

Go to [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out,

and mailed to DHR, as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at **1-(800)-HARASS3** for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

### **The United States Equal Employment Opportunity Commission**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal antidiscrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e et seq. An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated or believes that unlawful discrimination occurred by does not file a lawsuit.

Individuals may obtain relief in mediation, settlement, or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

A Consultant alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov), or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with the New York State Division of Human Rights, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city, or town in which they live to find out if such a law exists. For example, Consultants who work in New York City may file complaints of sexual harassment or discrimination with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

### **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

## **Conclusion**

The policy outlined above is aimed at providing LaSalle Network employees and covered individuals with an understanding of their rights to a discrimination- and harassment-free workplace. Everyone should feel safe at work. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes, including sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, predisposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

## **New York Accommodations for Victims of Domestic Violence**

LaSalle Network will provide reasonable accommodations to Consultants who are living in New York and are victims of domestic violence who must be absent from work for a reasonable time, unless such accommodation would cause an undue hardship on the Company.

Accommodations include reasonable time off to:

- Seek medical attention for injuries caused by domestic violence, including for a child who is the victim of domestic violence;
- Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence;
- Obtain psychological counseling related to an incident or incidents of domestic violence, including for a child who is the victim of domestic violence;
- Participate in safety planning or other action taken to increase safety from future incidents of domestic violence (e.g., temporary or permanent relocation); or
- Obtain legal services, assist in the prosecution of an offense, or appear in court related to an incident of domestic violence.

A ***victim of domestic violence*** is any person who is older than 16, married, or is a parent accompanied by a minor child in a situation where the individual or minor child is the victim of an act committed by a family or household member in violation of New York penal law. The act must have resulted in actual physical or emotional injury or created a substantial risk of physical or emotional harm to the person or their child.

## **Notice**

You must provide reasonable advance notice of your intention to take time off for the above reasons unless advanced notice is not feasible. If an unscheduled absence occurs, you must provide the following documentation within a reasonable amount of time after your absence:

- A police report indicating that you or your child was a victim of domestic violence;
- A court order protecting or separating you or your child from the perpetrator of the domestic violence;
- Other evidence from the court or prosecuting attorney that you appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that you or your child underwent counseling or treatment for physical or mental injuries or abuse resulting from domestic violence.

## **Confidentiality**

The Company will maintain the confidentiality of any information regarding your status as a victim of domestic violence, except as required by federal or state law or as necessary to protect your safety in the workplace.

## **Compensation**

Domestic violence leave is unpaid leave. Where applicable, time off under this policy will run concurrently with any leave available under the federal Family and Medical Leave Act (FMLA).

## **Retaliation**

The Company will not retaliate against a victim of domestic violence for requesting or obtaining reasonable accommodation in accordance with this policy.

## **New York Disability Benefits**

Consultants living in New York who are unable to work for more than seven consecutive days due to a non-work-related illness or injury, or pregnancy-related disability, you may be eligible for disability benefits. Disability benefits provide up to 26 weeks of partial wage replacement benefits during any 52-consecutive-week period. Benefits are payable beginning on the eighth consecutive day of disability.

The cost of your disability insurance coverage is paid through payroll deductions.

If you have been disabled for more than seven days, the Company will provide you with a Form DB-271S, *Statement of Rights*, within five days of learning that you are disabled. The *Statement of Rights* provides information on how to file a claim for benefits. You must file a claim within the first 30 days of your disability or all or part of your claim may be rejected. You must be under the care of a physician, chiropractor, podiatrist, psychologist, dentist, or certified nurse midwife to qualify for disability benefits.

Disability benefits are a wage replacement benefit, not a protected leave benefit. If you are temporarily disabled, you may be eligible for job-protected leave under the federal Family and Medical Leave Act or other state or local law.

To learn more about the New York Disability Benefits law, including eligibility requirements and benefits, or to obtain a claim form (Form DB-450), contact the New York State Worker's Compensation Board ([www.wcb.ny.gov](http://www.wcb.ny.gov)).

## **New York Paid Family Leave**

New York's Paid Family Leave (PFL) program provides eligible Consultants with job-protected, paid time off to:

- Bond with a newly born, adopted, or foster child.
- Care for a family member with a serious health condition.
- Assist in family situations when a spouse, domestic partner, child, or parent is deployed abroad on active military service.

## **Eligibility**

Eligible Consultants may take PFL leave as follows:

- If you work **full time** (a regular schedule of 30 or more hours per week), you are eligible after 26 consecutive weeks of employment.
- If you work **part time** (a regular schedule of less than 30 hours per week), you are eligible after working 175 days, which do not need to be consecutive.

### **Amount of Benefit**

You will be provided up to 12 weeks of leave at 67 percent of your weekly pay (capped at 67 percent of statewide average pay).

### **Funding**

PFL is funded through Consultant payroll contributions that are set each year to match the cost of coverage. The rate of Consultant contributions is reviewed annually and is subject to change by the New York State Department of Financial Services.

If you are not eligible for PFL, you will be provided with a waiver to sign and PFL contributions will not be deducted from your wages.

### **Qualifying Events**

If you are eligible, you may use PFL benefits for the following reasons:

- **New child:** You may take PFL during the first 12 months following the birth, adoption, or fostering of a child. Expectant mothers cannot take PFL for their own pregnancy. PFL for the birth of a child begins after the child's birth and is not available for prenatal conditions.
- **Serious health condition:** You may take PFL to care for a family member with a serious health condition. The relative may live outside of New York State and even outside the country. You cannot take PFL for your own health condition.
- **Military active service deployment:** You may take PFL to assist with family situations arising when your spouse, domestic partner, child, or parent is deployed abroad on active military service or has been notified of an impending military deployment abroad. You cannot use PFL for your own qualifying military event.

As used in this policy:

- **Family Member** includes a spouse, domestic partner, child and stepchild, parent and stepparent, parent-in-law, grandparent, grandchild, and sibling (biological, adopted, half, and step).
- **Serious health condition** is an illness, injury, impairment, or physical or mental condition, including transplant preparation and recovery from surgery related to organ or tissue donation, that involves inpatient care in a hospital, hospice, or residential medical facility; or continuing medical treatment or continuing supervision by a health care provider.

### **Health Insurance**

Your health insurance will continue while you are on leave; however, if you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave.

### **Interaction with Other Laws**

PFL may be taken by Consultants who are eligible for time off under the federal Family and Medical Leave Act (FMLA). PFL will run concurrently with designated FMLA leave when the reason for leave qualifies under both PFL and FMLA. Eligible Consultants must then apply for

both PFL and FMLA.

You may not receive short-term disability and PFL benefits at the same time. You may not take more than 26 combined weeks of short-term disability and PFL in a 52-week period.

If you are unable to work and qualify for workers' compensation benefits, you may not use PFL benefits at the same time as you are receiving workers' compensation benefits. If you are receiving reduced earnings, you may be eligible for PFL.

### **Notice and Required Documentation**

Notify the Human Resources Department if you intend to use PFL. If your family leave is foreseeable, you must give 30 days' advance notice so the Company can plan for your absence. If the event was not foreseeable, notify The Human Resources Department as soon as possible. If you fail to give notice without unusual circumstances justifying the failure, PFL may be delayed or partially denied.

You must provide documentation in support of your PFL request within 30 days after the leave begins. The Company may require additional proof during your leave but not more often than once a week. Proof must include a statement of disability from the leave recipient's health care provider.

### **Returning to Work**

On return from PFL, you will be reinstated to your original position, or if no longer available, an equivalent position with equivalent terms and conditions of employment, including pay and employment benefits.

Use of PFL will not result in the loss of any employment benefit that accrued before the start of your family leave that was not used during your family leave.

### **Retaliation**

The Company will not retaliate against Consultants who request or take leave in accordance with this policy.

### **Additional Information**

If you have additional questions regarding PFL, contact the Human Resources Department or visit <https://paidfamilyleave.ny.gov/>.