



Louisiana Associate Handbook Amendment

Maternity Leave

At Edifice Protection Group Inc., a female associate is eligible for up to six (6) weeks of job-protected maternity leave. The leave of absence will be without pay unless the customer of EPG pays for vacation time. In that case, an associate will be required to use any vacation time accrued.

If it is necessary for a female associate to be absent from work due to medical complications due to pregnancy which exceeds the six (6) week time period, the associate will be allowed up to 4 months of leave. A doctor's certification must be submitted verifying the associate's inability to return to work due to medical conditions. The associate is required to submit a doctor's certification of continued disability once every two weeks of their disability.

The Company asks for reasonable notice of the date the leave will begin and the estimated duration.

An associate will be reinstated to the same or an equivalent position with the same pay, benefits, terms and conditions of employment; unless the employee is unable to perform the functions of the position upon returning because of a physical or mental condition, including the continuation of a serious health condition.

Jury Duty

Beyond EPG's standard jury duty policy, associates living in Louisiana called or subpoenaed to serve on a state petit or grand jury or central jury pool will be granted a leave of absence by the employer of up to one day for the period of time required for jury duty. The leave of absence will be granted without loss of wages or any other benefits such as sick, emergency, or personal leave.

School Visitation Leave

Associates may be eligible for unpaid leave to participate in school-related activities for their children that are scheduled during work hours. An associate must submit a request in writing to their supervisor in order to obtain approval for such leave. Reasonable notice is requested to accommodate an associate's request for leave.

First Responders to Homeland Security Emergencies Leave

Any associate of EPG will be allowed a temporary leave of absence to respond to a Homeland Security Emergency. All first responders must give notice to EPG of their call to service as soon as practical including day of departure, as well as probable length or duration of service.

An associate called to duty by or pursuant to an operations plan of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) may, upon release from duty or recovery from disease or injury resulting from such activities, be reinstated in or restored to the same or comparable position of employment. Such position or a comparable position will be at no less compensation, seniority, status, or benefits than the employee was receiving at the time of the call to duty. However, if the associate is not qualified or capable of performing the essential functions of the same position by reason of disability sustained during the call of duty, but is otherwise qualified by reason of education, training, or experience to perform another vacant position, EPG will employ the employee in that other or comparable vacant position, the essential functions of which the employee is physically capable and qualified to perform that will provide like seniority, status, benefits, and compensation, provided the employment does not pose a direct threat or significant risk to the health and safety of the associate or others that cannot be eliminated by reasonable accommodation. This does not apply to a temporary or casual position held at the time of the call to duty.

Associates released from duty must report to EPG or contact their supervisor within 72 hours after release from duty or recovery from disease or injury resulting from the associate's activities. Failure to report within said time period will be considered a voluntary resignation from employment from Edifice Protection Group Inc.

Acknowledgement of State Associate Handbook Amendments

I hereby acknowledge that I have received a copy of my state's amendments of the associate handbook and have read and understand all of its provisions. I agree to abide by the provisions of these Amendments at all times during my employment.

I understand that the Company retains the right and sole discretion to modify, delete, or add to any of the policies set forth in the Amendment, and the President of the Company may do that only in writing. I understand that no supervisor has the authority to modify, delete, or add to the policies in the Amendments, and that in the event of a conflict between the terms of the Amendment and anything told to me by a supervisor or co-worker, the terms of the Amendment and state law shall govern.

Associate Signature

Date Signed

Print Associate Name