



EMPLOYEE HANDBOOK

BDME Supply Group, LLC.

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At Barber DME, we believe in more than just doing a job. We believe in doing work that matters. Serving those who protect us is not only our mission—it is our privilege. Every team member plays an essential role in making that mission possible.

As you begin or continue your journey with us, know that this work is about your personal growth, your business acumen, and your commitment to teamwork and accountability. My goal is that your experience here stretches you, sharpens you, and strengthens you so that you become more skilled, more confident, and more grounded in purpose, with a clear understanding that real success happens when we honor both the business we're building and the people we're serving.

Whether you work remotely, in the store, or in the warehouse, you are held to a standard of excellence because what we do directly impacts the lives of the people we serve. Working at Barber DME is both an opportunity and a responsibility, and I have full confidence in your ability to rise to that standard.

This handbook is designed to give you clarity, guidance, and consistent expectations. It reflects our commitment to structure, fairness, and transparency across the organization. I encourage you to take time to read it carefully, keep it as a reference, and remember that my door and the doors of our leadership team are always open when you have questions or need support.

We are excited for what lies ahead and look forward to seeing the impact you will make as part of the Barber DME family.

— LaTaunya Johnson

Chief Operating Officer (COO)



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FOREWORD

You have just joined our group or have been at Barber DME Supply Group, LLC. (hereinafter “BDME”) for a while, we are confident that you will find us to be a dynamic and rewarding workplace, and we look forward to a productive and successful association. We consider the employees of BDME to be one of its most valuable resources. This handbook has been written to serve as the guide governing our relationship.

BDME is a retail sales organization and its mission is to serve those who protect us and provide us the freedoms we enjoy.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to your manager. Neither this handbook nor any other company document confers any contractual rights or relationship, either expressed or implied, with the company. Nor does it guarantee any fixed terms and conditions for your work. Your period of work with BDME 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 with the giving of notice as outlined in your contract. No supervisor or other representative of the company (except the Managing Member) has the authority to enter into any agreement with you for any specified period of time or to make any agreement contrary to the above.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

This handbook and the information in it is confidential and privileged. No portion of this handbook should be disclosed to anyone except BDME employees whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of any written insurance policies are controlling and override any statements made in this or other documents.



DIVERSITY

Equal Employment Opportunity Statement

BDME provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. BDME complies with applicable state and local laws governing nondiscrimination in hiring in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

BDME values diversity and believes that diversity of backgrounds brings a variety of ideas, perspectives and experiences that will create a productive work environment in which talents are fully utilized. All company policies, remuneration opportunities, hours of work, performance reviews, corrective or other procedures are designed to promote equal opportunity and protection for all personnel. Religious or cultural beliefs and background, or other issues of diversity are also recognized, respected and considered when providing services, supplies and care to our clients and customers.

BDME expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, veteran status or cultural differences. Improper interference with the ability of BDME employees to perform their expected job duties is absolutely not tolerated and will result in the appropriate corrective action.

Anti-Harassment Policy and Complaint Procedure

BDME 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 opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, BDME expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of BDME to ensure equal opportunities without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. BDME prohibits any such discrimination or harassment.



BDME encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of BDME to promptly and thoroughly investigate such reports. BDME prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

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 verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) 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 unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or unwanted touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of their relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere



on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to BDME (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.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, manager or any member of management. Or they can email such issue to hq@bdmesupply.com.

When possible, BDME encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. BDME recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

BDME encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, immediate and early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.



Confidentiality will be maintained throughout the investigatory process to the extent consistent with conducting an adequate investigation. Corrective action will be taken as needed, up to, and including, termination.

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. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action as needed, up to, and including termination.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of BDME 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 our 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.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to BDME. Contact the office manager with any questions or requests for accommodation.



WORKING AT BDME

Employee Classification Categories

All employees will be designated as either an independent contractor (contracted worker) or an employee. An independent contractor is a self-employed person who provides a service and is hired by BDME to perform a specific task. Because an independent contractor is not considered an employee, they are not covered under most federal employment statutes, including, but not limited to the Fair Labor Standards Act (hereinafter “FLSA”). Employees, on the other hand, are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help all employees understand employment classifications and employees’ employment status and benefit eligibility. These classifications do not guarantee employment nor do they guarantee employment for any specified period of time. The right to terminate both the independent contractor relationship and the employment-at-will relationship at any time is retained by BDME.

Independent (1099) contractors are not employees and their work is therefore not covered by FLSA. Minimum wage requirements, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time employees do not apply.

Non-exempt (W-2) employees are employees whose work is covered by FLSA. They are NOT exempt from the law’s requirements concerning minimum wage and overtime.

Exempt (W-2) employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees are employees who hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

BDME has established the following categories for nonexempt and exempt employees:

- **Regular, full-time:** Employees who are not in a temporary status and who are regularly scheduled to work the company’s full-time schedule of 40 hours per week with an average of at least 35 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- **Regular, part-time:** Employees who are not in a temporary status and who are regularly scheduled to work at least 20 hours per week but less than the full-time schedule of at least 35 hours each week. Regular, part-time employees may be eligible



for some of the benefits offered by the company subject to the terms, conditions and limitations of each benefits program.

- **Temporary, full-time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who 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.
- **Temporary, part-time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who 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.

Temporary employees are not eligible for company benefits unless specifically stated otherwise in company policy or are deemed eligible according to plan documents.

Background and Reference Checks

To ensure that individuals who join BDME are well qualified and to ensure that BDME maintains a safe and productive work environment, BDME maintains the right to conduct pre-employment background checks on all applicants who accept an offer of employment or who are hired as independent contractors. Background checks may include verification of any information on the applicant's resume or application form.

An offer of hire may be conditioned on receipt of a background check report that is acceptable to BDME. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead BDME to deny a hire, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from being hired.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.



BDME also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Internal Transfers/Promotions

Employee performance reviews may be conducted annually, from the date of hire. Any reassignment of work requirements, will be given at the end of said review.

Nepotism, Employment of Relatives and Personal Relationships

BDME wants to ensure that the relationship, or potential relationship, between close relatives does not create situations where conflicts of interest or favoritism will negatively affect corporate practices. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

BDME strongly discourages non-professional relationships between employees. If employees begin a dating relationship or become relatives, partners or members of the same household, and if one party is in a supervisory position, that person is required to inform management of the relationship. Management will review the potential for conflict and determine if one or more parties need to be moved. Failure to inform management of a familial relationship is grounds for disciplinary action, up to and including termination of one or both parties.

BDME reserves the right to apply this policy in its sole discretion to situations where there is a conflict, or the potential for conflict, because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their duties to the best of their ability and to the standards as set forth in their job description or as otherwise established.

BDME supports the use of progressive discipline to address issues such as poor work performance, misconduct and absenteeism. Our progressive discipline policy is designed to



provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, best practices standards, and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. BDME reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, whether counseling and/or training have been provided, the employee's work record, the egregiousness of the conduct, and the impact the conduct and performance issues have on our organization.

The following outlines BDME's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
Written warning: Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's file. Employees should recognize the grave nature of the written warning.
- **Probation:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when they have demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on probation. Probation status will last for a predetermined amount including and up to 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. The employee will not accrue any paid time-off during probation. At the end of probation, if established goals are not met, dismissal may occur.

BDME reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge. Notwithstanding the above, BDME reserves the right to terminate an employee at will, and with or without notice.



Separation of Working Relationship

Separation of a work relationship within our organization can occur for several different reasons.

- **Resignation:** Although we hope your time with BDME will be a mutually rewarding experience, we understand that varying circumstances cause individuals to voluntarily resign. Resigning employees are encouraged to provide thirty (30) days' notice. If an employee provides less notice than requested, BDME may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given. An employee who resigns without proper notice will be ineligible to receive accrued benefits.
- **Retirement:** Employees who wish to retire are required to notify the office manager in writing at least one (1) month before the planned retirement date.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their scheduled shift on the third day. The supervisor shall, at the expiration of the third workday, initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire. If the employee who is separated due to job abandonment is an employee of BDME, that employee will also be ineligible to receive accrued benefits.
- **Termination:** Employees of BDME are employed on an at-will basis, and the company retains the right to terminate an employee at any time.
- **Employment Verification/Recommendation:** Upon inquiry BDME at its discretion, may provide a statement verifying a current or prior Employee's employment. Such as statement if requested, will include the position title, job description, compensation offered, and dates of employment. No personal recommendations will be provided.

Return of Company Property

The separating employee must return all company property at the time of separation, including uniforms, cellular phones, keys, PCs, laptops, tablets, any company property provided, and identification cards as issued. Failure to return the company property may result in deductions from the final paycheck. A separated employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

The separating employee shall contact their manager as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on.



If eligible, an employee's accrued vacation leave will be paid in the last paycheck, as discussed in this Handbook.

Rehire

Former employees who left BDME in good standing and were classified as eligible for rehire may be considered for re-employment. An application must be submitted to the Company, and the applicant must meet all minimum qualifications and requirements of the position.

Supervisors must obtain written approval from the Managing Member or designee prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits. Any incentives offered to a rehired independent contractor will be the same as those offered to a newly hired contractor.

Any employee who is terminated for violating company policy or who resigned in lieu of termination due to a policy violation will be ineligible for rehire.

WORKPLACE SAFETY

Drug-Free Workplace

BDME has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, BDME is committed to the elimination of drug and/or alcohol use and abuse in the workplace. BDME is an interstate organization so it complies with Federal laws if they are more restrictive than the State law.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of BDME. The store managers and Senior Management are responsible for policy administration.



Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug and alcohol problems is available from the store manager and senior management, who have been trained to make referrals and assist employees with drug and alcohol problems.

All employees must report to work unimpaired and free of any adverse effects of illegal drugs (as defined under Federal laws) or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their ability to work safely and effectively, and must disclose any work restrictions to their supervisor. Employees are not required, however, to disclose underlying medical conditions unless directed to do so.

Work Rules

The following work rules apply to all employees and are prohibited by BDME:

- Whenever employees are working, are operating any company vehicle, are present on company premises, or are conducting related work off-site, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - Being under the influence of, or consuming, alcohol or an illegal drug as defined in this policy.
- BDME will not tolerate the presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing company business or while in a company facility.
- BDME will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.
- BDME will not tolerate the presence of guns, ammunition, knives or any weapons in the workplace, even if the employee has a valid permit. All weapons must be kept safe, outside of the Company premises, in an appropriate and locked case.



Required Testing

The company retains the right to require testing at the following times:

- **Pre-hire:** All applicants may be required to pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing when required will result in disqualification of further hiring consideration.
- **Reasonable suspicion:** Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. The Chief Operating Officer (COO) must be consulted before sending an employee for reasonable suspicion testing.
- **Post-accident:** Employees are subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
- **Follow-up:** Employees who have tested positive, or otherwise violate this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history, BDME may, but is not required to, offer an employee who violates this policy or tests positive, the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms.

Consequences

Applicants who refuse to cooperate in a required drug test or who test positive will not be hired.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated.

The first time an employee tests positive for alcohol or illegal drug use under this policy, or is determined to have consumed alcohol or an illegal drug in violation of this policy, that employee will be subject to discipline up to and including discharge.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to senior management shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.



Inspections

BDME reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal drugs, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

Crimes Involving Drugs

BDME prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Workplace Bullying

BDME defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the company’s Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the company will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. BDME considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.



- **Gesture bullying:** Nonverbal threatening gestures that convey threatening messages.
- **Exclusion:** Physically excluding or disregarding a person in work-related activities.

Violence in the Workplace

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. BDME resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. BDME treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, the president or another senior member of BDME. When reporting a threat or incident of violence or intimidation, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform their immediate supervisor, senior manager or president of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. BDME will not retaliate against employees making good-faith reports. BDME is committed to supporting victims of intimate partner violence by providing referrals, assistance programs and community resources and providing time off for reasons related to intimate partner violence.

BDME will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. BDME will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, BDME may suspend employees suspected of workplace violence or threats of violence, either with or without pay for employees, pending investigation.

Anyone found to be responsible for threats of, or actual violence, intimidation, or other conduct that is in violation of these guidelines, will be subject to prompt disciplinary action up to and including termination of employment.



BDME encourages employees to bring their disputes to the attention of their supervisors, store manager other senior managers or the president, before the situation escalates. BDME will not discipline employees for raising such concerns.

Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize themselves with the emergency plan for the working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee to complete an Incident Report for each safety and health infraction that occurs. Failure to report such an infraction may result in disciplinary action, including termination.

Furthermore, management requires that every person in the organization assumes the responsibility for individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client or company property at risk can lead to disciplinary action, up to and including termination.

Smoke-Free Workplace

It is the policy of BDME to prohibit smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." This policy includes a prohibition covering the use of e-cigarettes or other "vaping" devices.

The smoke-free workplace policy applies to:

- All areas of company buildings.
- All company-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the company.



- All visitors (customers and vendors) to the company premises.
- All contractors and consultants and/or their employees working on the company premises.
- All employees, temporary employees and student interns.

Smoking is permitted in parking lots only.

Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.

WORKPLACE EXPECTATIONS

Confidentiality

Our clients, customers and other parties with whom we do business entrust the company with important information. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a “need to know,” and that every employee will take every precaution to protect confidential information of the Company’s clients, customers and other parties. If an employee questions whether certain information is considered confidential, they should first check with their immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries from the media and requests for information must be referred to the Managing Member, president, senior manager, or store manager. The senior manager or store manager shall in turn contact the Managing Member.

Defamation of Character

Employees are expected to maintain professionalism in all communications and interactions. Any form of defamation of character—whether verbal, written, or electronic—that includes false, harmful, or misleading statements about BDME, its employees, management, customers, vendors, or business partners is strictly prohibited. Such conduct undermines trust, damages working relationships, and is contrary to the cooperative spirit of our workplace. Employees found to have engaged in defamatory behavior may be subject to



disciplinary action, up to and including termination. Furthermore, BDME specifically reserves the right to institute proceedings in a court of law to enforce its rights and reputation.

Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of BDME may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, working with or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while working with BDME.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all company employees.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their supervisor or store manager. Failure to disclose a conflict of interest will be grounds for disciplinary action, up to and including, discharge.

Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below:

Activities and conduct away from the job must not compete with, conflict with or compromise the company interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by BDME. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or



application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If BDME determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

Workstation Requirement

BDME requires employees whose roles are tied to warehouse functions, logistics, distribution, and operational support to be physically present at their assigned workstation during all scheduled work hours. Being available by phone, email, or other electronic means does not fulfill this requirement. Employees must report to their designated work location on time and be prepared to perform all assigned duties, and failure to comply with this policy may result in corrective action in accordance with company attendance and disciplinary procedures.

Attire and Grooming

It is important for all employees to project a professional image while at work by being appropriately dressed and well-groomed. Employees are expected to report to work in clean clothing and footwear, maintaining good personal hygiene at all times. Clothing must be professional in appearance, neat, and suitable for a healthcare and retail environment.

Approved work attire includes scrub tops, scrub bottoms, under-scrub tops, scrub jackets, and scrub dresses or skirts, all in solid colors. Shoes must always be closed-toe and in good condition, such as work clogs without open holes, slip-ons, sneakers, or dress shoes. On Thursdays, employees may wear the BDME-issued polo shirt with dress pants or slacks in black, navy, gray, or khaki, along with the BDME quarter-zip jacket, if purchased. Non-approved attire includes jeans, high heels, Crocs with open holes, sandals, slides, backless shoes, tank tops, T-shirts, and patterned scrubs.



BDME is an inclusive company and does not prohibit tattoos or piercings. However, in professional or business environments, employees are expected to use good judgment by covering tattoos and removing or limiting piercings when possible to maintain a polished and professional appearance.

Management reserves the right to determine the appropriateness of attire or grooming. Employees who are improperly dressed may be counseled and, in serious cases, sent home to change. Continued disregard for this policy may result in disciplinary action, up to and including termination.

For complete details, employees should review the official BDME Dress Code Policy, available through the Employee Training Portal.

Employee Training Portal

BDME introduced a dedicated Employee Training Portal (E-Portal) designed to support both new and existing employees. Developed and maintained by the Marketing Department, the portal provides employees with access to training on updated policies and procedures, as well as step-by-step guides for navigating vendor systems, classifications, and sales orders. The portal also serves as a secondary reference tool for employees who need a refresher or assistance with common workflows.

Completion of assigned training through the portal is mandatory. Employees are expected to complete their assigned modules within the designated timeframes. Failure to complete required training may result in corrective action, up to and including termination.

Electronic Communication and Internet Use

The following guidelines have been established for using the Internet, cellular phones and e-mail in an appropriate, ethical and professional manner:

- An employee shall not use their cellular phone or other device for personal business during working hours unless the employee is on a break and away from customers and/or clients.
- Internet, company-provided equipment (e.g., cellular phone, laptops, computers) and services may not be used for personal use and or for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.



- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon BDME or be contrary to BDME's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cellular phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved and transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the company.

Right to Monitor

All company-supplied technology and company-related work records belong to the company and not to the employee. All company sponsored work products belong to the company and not to the employee. BDME routinely monitors use of company-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination.

Social Media—Acceptable Use

Below are guidelines for social media use:

- Maintain the confidentiality of trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.



- Do not create a link from your blog, website or other social networking site to BDME's website without identifying yourself as an associate of BDME and without first obtaining the approval from senior management.
- Express only your personal opinions. Never represent yourself as a spokesperson for BDME. If BDME is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of BDME, fellow associates, members, customers, suppliers or people working on behalf of BDME. If you do publish a blog or post online related to the work you do or subjects associated with BDME, make it clear that you are not speaking on behalf of BDME. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of BDME."

BDME may monitor content displayed on the Internet. Policy violations may result in discipline up to and including termination.

Solicitations, Distributions and Posting of Materials

BDME prohibits the solicitation, distribution and posting of materials on or at company property by any employee or private party, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by BDME management and company-sponsored programs related to BDME's products and services.

Provisions:

- Nonemployees may not solicit employees or distribute literature of any kind on company premises at any time.
- Employees may only admit nonemployees to work areas with management approval or as part of a company-sponsored program. These visits should not disrupt workflow. An employee must accompany the nonemployee at all times. Former employees are not permitted onto company property except for official company business.
- Employees may not solicit other employees during work times, except in connection with a company-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a company-sponsored event
- The posting of materials or electronic announcements are permitted with approval from management.

Violations of this policy should be reported to your supervisor or the store manager.



Mandatory Meetings-Attendance and Conduct

Company meetings are an important part of Barber DME Supply Group's communication and operations. Meetings are used to:

- Share important company announcements and operational updates.
- Communicate changes to policies, procedures, and business initiatives.
- Review company goals and performance.
- Increase understanding of each department's role and responsibilities.
- Promote teamwork, collaboration, and consistent business practices.

Employees are expected to:

- Attend all required meetings unless excused by their supervisor.
- Arrive on time and remain for the entire meeting.
- Come prepared and actively participate when appropriate.
- Conduct themselves in a professional and respectful manner.
- Notify their supervisor as soon as possible if they are unable to attend a required meeting.

Virtual Meeting Expectations

When attending virtual meetings, employees must:

- Join from a quiet, professional location with minimal background noise and distractions.
- Dress appropriately in accordance with the Company's dress code.
- Keep their camera on throughout the meeting unless prior approval has been granted by their supervisor or extenuating circumstances exist.
- Remain attentive and avoid multitasking or engaging in unrelated activities during the meeting.

Failure to attend required meetings or to comply with these expectations may result in corrective action, up to and including disciplinary action, in accordance with Company policy.

Personnel Files

Employee files are maintained by corporate office and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.



All personnel files are to be securely maintained at all times during the workday and are never to be left unattended or unsecured on a desk or on an open computer screen.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Individual personnel file access by a current employee or a former employee upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed within the office of the manager. Personnel files may not be taken outside the department.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Reserve Associate

The Reserve Store Associate is responsible for providing exceptional customer service while supporting the daily operations of the BDME retail location. This role assists patients with product selection, processes orders and payments, maintains accurate documentation, and ensures the sales floor and work areas remain organized, safe, and compliant with company and regulatory standards. The Reserve Store Associate supports inventory management, follows established policies and procedures, and contributes to a positive, professional, and efficient environment for patients, caregivers, and team members.

Store Coverage

To ensure the store location is not closed to the public, employees can arrange coverage with a Reserve Associate. Reserve Associates are available for circumstances outlined below:

- Inventory Cycle Counts
- Training Sessions
- Scheduled Meetings
- Company or Location Events

For a Reserve Associate to cover the store, the employee must submit the Reserve Associate Assistance form on the Employee Portal. This is to be submitted outside of regular Time Off Requests.



COMPENSATION

Performance and Salary Review

Performance reviews and goals will be conducted on a six (6) month cycle commencing from the employee's date of hire. The performance review will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement, and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.

Performance will be assessed using the following categories:

- Focus Area for Growth – Performance is below expectations and requires improvement.
- Developing – Making progress but not yet consistently meeting expectations.
- Meets Expectations – Reliably performs duties and responsibilities at the expected level.
- Strong – Often performs above expectations and demonstrates strong capability.
- Exceeds Expectations – Consistently performs at a high level, going above and beyond role requirements.

Merit increases are based on employee performance and company financials; encouraged but not guaranteed. A performance review will not always result in a wage increase.

For employees, salary adjustments are occasionally requested or warranted at times other than the employee's scheduled review. All salary increases and rate adjustments must be approved by the company's President and Managing Member. The company's Managing Member and senior management will review all salary increases and rate adjustments to ensure internal equity and compliance with company policies and guidelines.

Time Reporting

All employees must accurately record hours worked in BDME's designated timekeeping system. Non-exempt (W-2) employees are responsible for recording their actual start and end times, as well as meal breaks, each day. Employees are expected to submit time records promptly as directed. Altering, falsifying, or recording time for another employee is strictly prohibited and will lead to adverse action and may include termination.



If an employee forgets to clock in or out, the error must be corrected immediately by following BDME's reporting process. The employee must leave a note in the system before submitting their next punch and send an email to the managing party, explaining what punch is being edited, the reasoning for it, and whether the adjusted time entry was approved or unapproved. This ensures that payroll has the necessary information to make corrections without delay.

Notes should be submitted in the following format: "Time needs to be adjusted for 09/29/25 for lunch, the time should reflect 2:05 p.m."

Examples include:

- If you forget to clock in, immediately clock in once you notice, submit a note, and continue your punches as normal.
- If you forget to clock out for lunch, immediately clock out when you realize it with a note, then clock back in with a note, and clock out at the end of the shift as usual. This creates a correction line item for payroll.
- If you forget to clock out at the end of the day and realize it the next morning, leave a note attached to your morning clock-in punch explaining the missed clock-out.

Employees who repeatedly fail to follow timekeeping procedures may be subject to corrective action. Continued failure may result in termination.

Payment of Wages

Employees are required to electronically submit their time sheets to their supervisor for approval. W-2 employees are paid on a biweekly schedule, with paychecks distributed on Friday. Each paycheck covers all hours worked within the pay period and reflects applicable deductions. Employees are expected to review their pay stubs regularly and promptly report any discrepancies to their supervisor for review or potential correction.

1099 contractors are paid on a weekly schedule. Payroll for contractors is submitted every Monday for the prior workweek, and payment is issued that Friday. For example, if you work on Monday, September 29, 2025, payroll will be submitted on Monday, October 6, 2025, and you will receive payment on Friday, October 10, 2025. Contractors are encouraged to refer to a calendar to ensure clarity on pay dates.



All other wage-related procedures remain the same, including distribution of pay, final paychecks upon separation, replacement of lost checks, the option of direct deposit, and W-4 election changes through the payroll department.

Meal/Rest Periods

The scheduling of meal periods for employees at BDME is set by the employee's immediate manager with the goal of providing the least possible disruption to company operations.

Mandatory Meal Period

Employee meal periods are important to company productivity and employee health.

Employees who work at least seven (7) consecutive hours will be provided a 30-minute meal period. The scheduling of meal periods will be determined by the employee's immediate manager, with the goal of minimizing disruption to operations. Non-exempt (W-2) employees must clock out for the 30-minute meal break and must be completely relieved of all job duties during this time.

Employees are expected to adhere to their assigned schedules and to take meal and rest periods at the times established by management. Lunch periods may not be used to offset late arrivals, early departures, or to cover other time off.

Impermissible Use of Meal Period

Lunch period may not be used to account for an employee's late arrival or early departure or to cover time off for other purposes.

Overtime Pay (nonexempt employees)

Non-exempt (W-2) employees who exceed 40 hours of work time in a workweek will be paid time and one half.

Paid leave, such as holiday, sick or vacation pay, does not apply toward work time.

The workweek begins at 12:00 a.m. on Monday morning and ends at 11:59 p.m. on Sunday night.



Employees are required to obtain approval from managers prior to the use of overtime.

Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule.

During busy periods, employees may be required to work extended hours.

On-Call Pay (Non-exempt employees)

An on-call employee who is called back to work outside of their normal work schedule shall be paid for the time worked.

Time worked while on call will be calculated at the employee's regular rate of pay. If an employee is called back to work, they will be paid for travel time. If an on-call employee is not called back, no pay will be earned. Overtime compensation is applicable only when total hours worked exceed 40 hours in a workweek.

Employee Travel and Reimbursement

Employees will not be reimbursed for gasoline expenses unless specifically detailed in that employee's contract. No other expenses will be reimbursed by the company except for approved travel for managers.

TIME OFF/LEAVES OF ABSENCE

Holiday Pay

BDME follows the operating schedule of the Army & Air Force Exchange Service (AAFES) and will remain open whenever the Exchange is open, unless an approved closure is granted.

BDME recognizes the following Federal holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day



- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

If a holiday falls on a weekend, BDME observes the Federally scheduled holiday.

All military installations will post or announce holiday closure notices in advance. When a BDME store receives a closure notice from AAFES, the store is required to forward that notice by email to both the Marketing Department and the Managing Member. The store must receive written confirmation of the closure from the Marketing Department or the Managing Member prior to closing.

Employees who wish to observe a religious holiday not recognized by the company may request unpaid time off, which will be considered in accordance with scheduling needs of the Company.

Time Off and Attendance

Reliable attendance and punctuality are essential to the effective operation of BDME. All employees are required to obtain approval prior to taking any planned time off. Employees are solely responsible for ensuring that appropriate coverage has been secured for their scheduled shifts prior to submitting any time-off request. Requests submitted without confirmed coverage may be denied at managements discretion. Time off is not considered approved unless and until formal acknowledgment is received from the appropriate managing party. Employees are expected to provide as much advance notice as possible when requesting time off. A 30-day notice is required whenever possible; however, the minimum notice BDME will consider is two (2) weeks. Requests submitted with less than two weeks' notice will be denied. To maintain fairness and ensure adequate staffing, employees may submit no more than two (2) time-off requests within any 30-day period. Once available PTO has been fully used, additional requests for unpaid time off may be considered at management's discretion based on staffing and coverage needs. If a request is denied and the employee chooses to take the time off anyway, the absence will be considered unauthorized and will be subject to disciplinary action in accordance with BDME's progressive discipline policy.



Submission Procedures

Because coverage must be secured prior to submission, time-off requests submitted without confirmed coverage may be denied at management's discretion.

W-2 Employees:

- Must submit their time-off request through ADP.

1099 Employees:

- Must submit their time-off request using the Time Off Request Form on the Employee Portal.

Employees must also send a reminder email to the managing party seven (7) days prior to the scheduled day off to reconfirm that coverage has been secured.

Employees are responsible for ensuring their request has been received and reviewed. If acknowledgment has not been received within 24–48 hours, the employee must follow up with the managing party to confirm the status of the request.

Medical Documentation

If time off is taken due to illness, injury, medical appointments, or other medical-related reasons, a physician's note or appropriate medical documentation must be provided upon the employee's return to work.

Attendance Expectations and Disciplinary Action

Employees who arrive late will be docked pay corresponding to their arrival time. Making up time at the end of the day does not negate lateness. Absenteeism, tardiness, or unauthorized schedule variations place a burden on operations and may result in corrective action, up to and including termination. Not reporting to work and not calling is considered a no-call/no-show. The first instance results in a final written warning, the second instance results in termination, and three consecutive days of no-call/no-show will be considered job abandonment and voluntary resignation.

Emergency and Bereavement Notification

An emergency or bereavement absence is defined as any unforeseen, unavoidable, or qualifying family loss circumstance that prevents an employee from reporting to work for a scheduled shift or results in the employee arriving one (1) hour or more after their scheduled start time. This includes, but is not limited to, sudden illness or injury, death of an



immediate or qualifying family member, family emergencies, vehicle failure, severe weather, or other circumstances beyond the employee's reasonable control.

Immediate Notice Requirement

Employees must notify their managing party no less than one (1) hour prior to their scheduled start time. Notification must be made by direct communication (phone call) or company-approved electronic communication. Leaving a voicemail or sending an email does not constitute proper notification unless receipt is confirmed by the managing party.

Failure to provide timely notice may result in the absence being classified as unexcused and may be subject to disciplinary action.

Documentation Requirement

Employees are required to submit the Emergency Notification Form via the Employee Portal no later than the close of the same business day in which the emergency or bereavement occurs. The form must include the reason for the absence or delay, the expected return-to-work date, and any relevant supporting details.

- **Medical-related absences** require a physician's note or appropriate medical documentation upon return to work.
- **Bereavement-related absences** require supporting documentation, such as an obituary, funeral program, death certificate, or other acceptable verification.

Failure to provide required documentation may result in the absence being considered unexcused and may lead to corrective action.

Personal Days

Every non-probationary full-time employee shall earn five paid personal days at the completion of the year. If the employee uses the personal days and leaves BDME then BDME shall remove the unearned time from the employee's last paycheck.

Any requests for personal days should be submitted to supervisors well in advance to ensure proper function of BDME. All store employees report to their Managing Member.



An employee's failure to call in or otherwise notify the supervisor of a day taken off will be treated as a no call/no show event. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

Inclement Weather policy

Each store shall follow the guidance issued by the Service Business Manager (SBM). If a location is closed due to inclement weather, the company shall follow a liberal leave policy. Employee shall be given the choice to use unpaid leave or may make up the time during the same or next pay period. Please consult your supervisor.

Military Leave of Absence

BDME is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, re-employment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under applicable law or company policy. If any employee believes that they have been subjected to discrimination in violation of company policy, the employee should immediately contact their immediate supervisor or corporate office

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact their supervisor or senior manager to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave and job restoration upon completion of leave, contact their immediate supervisor and/or corporate office.



Maternity Leave

A full-time employee that does not qualify for maternity leave under the FMLA may be eligible for maternity leave through BDME. The Company will offer up to eight (8) weeks of maternity leave for an eligible employee who has been employed by the BDME for a minimum of 90 consecutive days. The eight (8) weeks of maternity leave will consist of one (1) week of paid leave and seven (7) weeks of unpaid leave. Vacation days and personal days may be combined so long as the total paid time off does not exceed eight weeks. Each eligible employee should contact their supervisor on the procedures for requesting maternity leave. At least a 30-day notice is required.

An employee who's request for maternity leave has been granted will be provided with a continuation of their medical and health care benefits in existence at the commencement of their leave. BDME will continue to make its contribution into the employee's health and medical benefits during the employee's maternity leave. The employee's contribution towards the cost of the benefits will be deducted from that employee's pay during the first two (2) weeks of paid leave. During the six (6) weeks of unpaid leave, the employee will be responsible for forwarding to BDME payment representing that employee's share of the costs of benefits in a lump sum payment. If the employee fails to make the payment, then the medical benefits will be discontinued.

An employee who fails to return to work upon the conclusion of their assigned maternity leave shall be considered to have voluntarily resigned their position. Any unpaid insurance premiums shall, upon notice, cause the employee's medical benefits to be cancelled retroactively to the date of last payment.

Leave Without Pay

It is the responsibility of every employee to manage their leave so that no shortages occur in any given year. Any leave taken beyond that employee's available personal leave balance will be unpaid unless otherwise required under state or federal law. Management is not required to approve requested time off when an employee has exhausted their allotted time. Instead, the employee must complete a Leave Request form detailing in writing the reason the employee is requesting time off without pay. If the request for leave without pay is denied, the supervisor must provide an appropriate reason for the denial on the Leave Request form. An employee must first exhaust all their allotted time before leave without pay can be requested.

Repeated requests for leave without pay interferes with BDME's ability to conduct its routine business efficiently. For that reason, the repeated request for leave without pay after the



exhaustion of available leave will be noted on the employee's performance appraisal, and will result in appropriate corrective action up to and including termination.

Please contact your supervisor or store manager for more information on the procedures for requesting a personal leave of absence.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from their employment. Extensions of leave will only be considered on a case-by-case basis.

Family and Medical Leave Act (For Informational Purposes Only)

Upon hire, BDME provides all new employees with notices required by the U.S. Department of Labor (DOL). As a small employer, BDME is not bound by the dictates of the FMLA. The function of this section is to provide employees with a general description of the FMLA.

General Provisions

Under the FMLA, an eligible employee may be granted up to 12 weeks of leave (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. 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. An employee who is not eligible to take family or medical leave under the FMLA must look to their individual disability policy for coverage.

Eligibility

To qualify to take family or medical leave under the FMLA, the employee must meet the following conditions:

- The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.



- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the FLSA determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- The employee must work in a work site where 50 or more employees are employed by the company within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

To qualify as FMLA leave, the employee 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 a newly placed child.
- To care for a spouse, child or parent with a serious health condition.
- The serious health condition (described below) of the employee.
 - An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.



Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with the office manager.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty means:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. §101(a)(13)(B).

The leave may commence as soon as the individual receives the call-up notice. (*Son or daughter* for this type of FMLA leave is defined the same as for *child* for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.



- Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term *covered service member* means:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term *serious injury or illness* means:

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on



active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Amount of Leave

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If spouses both work for the company and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for the company and each wish to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

Employee Status and Benefits During Leave

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

Use of Paid and Unpaid Leave



All paid vacation, personal and sick leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including employees' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 work weeks (or 26 work weeks to care for an injured or ill service member over a 12-month period).

Certification for the Employee's Serious Health Condition

The company will require certification for the employee's serious health condition. The employee 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 the Family Member's Serious Health Condition

The company will require certification for the family member's serious health condition. The employee 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 of Qualifying Exigency for Military Family Leave

The company will require certification of the qualifying exigency for military family leave. The employee 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 or 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 employee 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.

Recertification

The company may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of their leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide their supervisor with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, the office manager will provide the employee with the DOL Notice of Eligibility and Rights. When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave.

Intent to Return to Work from FMLA Leave

The company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.



BENEFITS

Medical and Dental Insurance

The company offers regular full-time employees who have been employed by BDME for 30 days, and who work a minimum of 30 hours per week, the option to enroll in a company sponsored medical, vision and/or dental plan. The company will pay for one-half of the medical insurance benefits for the employee only. The employee will be responsible for the remaining one-half of the total chargeable to the employee, and 100 percent of the amount chargeable for an election made for the spouse and/or any dependents of the employee. Employees have up to 30 days from their date of hire to make medical, vision and dental plan elections. Once made, elections are fixed for the remainder of the plan year, and will be deducted from the employee's payroll in equal bi-monthly deductions. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact hq@bdmesupply.com to determine if a family status change qualifies under the Plan document and IRS regulations.

At the end of each plan year during open enrollment, employees may change medical, vision and dental elections for the following plan year.

Group Life Insurance

The company offers regular full-time employees (scheduled for and working a minimum of 30 hours per week), who have been employed by BDME for 90 days, a corporate based group term life policy along with an accidental death and dismemberment policy.

Short-Term Disability Benefits

The company offers regular full-time employees (scheduled for and working a minimum of 30 hours per week) who have been employed by BDME for 90 days, a personal short-term disability plan. If elected, the company's short-term disability plan is a benefit that provides partial pay for employees who are unable to work due to illness, injury or disability not related to work, after an absence of more than thirty (30) consecutive calendar days. Benefits begin on the 31st day of disability and continue for related absences up to a maximum of 6 months. Employees will not be able to return to work without submitting to corporate office a note from a physician or licensed health care professional authorizing the employee's return.



401(k) Plan

The company offers a voluntary pretax salary reduction plan in which regular full-time and regular part-time employees (scheduled for and working a minimum of 20 hours per week), who are 21 years of age or older, may elect to participate beginning with the first payroll period administratively feasible after employment. The "window" periods during which an employee may change the dollar amounts or the percentages of their contributions are January 1st, March 1st, July 1st and October 31st of each year. Notices of these "window" periods and other information regarding the Plan may be circulated to all employees periodically throughout the year.

Further details about the plan may be obtained from corporate office.

Workers' Compensation Benefits

The company is covered under statutory state employees' compensation laws. Employees who sustain work-related injuries must immediately notify their department supervisor.

Remote Work Through Electronic Means

BDME's policy is to not allow remote work. Remote work is permitted only for W-2 employees under very limited, pre-approved special circumstances and only when it is in the best interest of the Company.

Remote work is not a standard benefit and is approved for a limited number of W-2 employees only. All remote work arrangements must receive prior written approval from the Chief Operating Officer (COO) before any remote work is performed.

Approval may be modified or revoked at any time at the Company's discretion. Remote employees must meet all performance, confidentiality, and policy compliance standards as if working onsite. Failure to obtain approval or comply with this policy may result in disciplinary action.

Professional Development and Training

BDME provides financial support for approved employee certification and training programs that directly relate to an employee's position and the Company's operational needs. All certifications and training must receive prior written approval from management, and participation is voluntary.



Employees who receive Company-paid certification or training are required to remain employed with BDME for a minimum of two (2) years following completion of the certification or training. Employees who separate from employment for any reason before completing the required two-year employment commitment will be responsible for reimbursing BDME for the full cost of the certification or training paid on their behalf.

All participating employees must sign a separate Training Investment Agreement acknowledging and agreeing to these terms prior to the Company issuing payment for any certification or training expenses.

STATE ADDENDA

Colorado Addendum

Pregnancy Accommodations

In compliance with Colorado law, BDME will not discriminate against employees because of pregnancy, childbirth or related conditions. If employees request reasonable accommodation due to health conditions related to pregnancy or the physical recovery from childbirth, the Company will endeavor to provide a reasonable accommodation to enable applicants and employees to perform the essential functions of the job, unless the accommodation would impose an undue hardship on the operation of the business. The Company will engage in a timely, good faith, and interactive process with the employee to determine effective, reasonable accommodations for conditions related to pregnancy, physical recovery from childbirth or a related condition.

Reasonable accommodations may include, but are not limited to: more frequent or longer break periods; more frequent restroom, food and water breaks; acquisition or modification of equipment or seating; limitations on lifting; temporary transfer to a less strenuous or hazardous position if available, with return to the current position after pregnancy; job restructuring; light duty, if available; assistance with manual labor; or modified work schedules.

The Company will not require employees affected by pregnancy, physical recovery from childbirth or a related condition to accept an accommodation that they choose not to



accept if they did not request an accommodation or if the accommodation is not necessary for the employees to perform the essential functions of the job, nor will the Company require a pregnant employee to take leave if another reasonable accommodation is available which will permit the employee to continue working.

The Company reserves the right to require employees to provide a note stating the necessity of a reasonable accommodation from a licensed health care provider before providing a reasonable accommodation.

The Company will not take adverse action against pregnant employees who request or use a reasonable accommodation related to pregnancy, physical recovery from childbirth or a related condition. The Company will not deny employment opportunities to employees based on the need to make a reasonable accommodation related to pregnancy, physical recovery from childbirth or a related condition. If employees have any questions about this policy or would like to request a reasonable accommodation, they should contact their immediate supervisor.

Overtime

Non-exempt Colorado employees are entitled to overtime pay at one and one-half times (1.5) their regular rate of pay for all hours worked in excess of 12 hours in a day, 12 hours consecutively (without regard to the starting and ending time of the workday), or 40 hours per workweek, whichever calculation results in the greater payment of wages. Time paid but not worked, such as personal time, will not be counted as hours worked in calculating hours worked for purposes of determining if overtime pay is due.

Georgia Addendum

Lactation Accommodations

BDME supports the legal right and necessity of employees who choose to express milk in the workplace. The Company promotes a breastfeeding-friendly work environment and supports lactating employees.

The Company will provide break time of reasonable duration to employees who wish to express breast milk at the worksite during working hours. Any break time provided under the law will be paid at the employee's regular rate of compensation. The Company will provide the use of a private location, other than a restroom, for the



employee to express milk in private at the worksite. Employees can contact their immediate supervisor with questions regarding this policy.

Kentucky Addendum

Adoption Leave

Employees are entitled to an unpaid leave of absence of up to six (6) weeks for the purposes of adopting a child under the age of seven (7). Advance written notice is required. The Company may require verification of adoption. Leave runs concurrently with any other leave provided by the Company. Employees may use accrued time off for this purpose.

Maryland Addendum

Pregnancy Accommodations

In compliance with Maryland law, if a pregnant employee requests an accommodation for a disability caused or contributed to by pregnancy, BDME will explore reasonable accommodations with the pregnant employee, and it will endeavor to provide a reasonable accommodation unless doing so would impose an undue hardship on BDME. Such accommodations may include:

1. Changing the employee's job duties;
2. Changing the employee's work hours, relocating the employee's work area;
3. Providing mechanical or electrical aids;
4. Transferring the employee to a less strenuous or less hazardous position;
5. Providing leave.

The Company may require a certification from the employee's health care provider concerning the medical advisability of a reasonable accommodation to the same extent a certification is required for other temporary disabilities. A certification should include:

1. The date the reasonable accommodation became medically advisable;
2. The probable duration of the reasonable accommodation; and
3. An explanatory statement as to the medical advisability of the reasonable accommodation.



Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact their immediate supervisor.

Nevada Addendum

Pregnancy Accommodations

According to the Nevada Pregnant Workers' Fairness Act (effective October 1, 2017) (the "Act"), employees have the right to be free from discriminatory or unlawful employment practices based on pregnancy, childbirth or a related medical condition and are entitled to reasonable accommodation. Under the Act, the Company may not:

- Deny a reasonable accommodation to employees and applicants, upon request, for a condition related to pregnancy, childbirth or a related medical condition, unless an accommodation would impose an undue hardship on the business of the Company;
- Take adverse employment actions against the employee or applicant based on a need for a reasonable accommodation;
- Deny an employment opportunity to a qualified employee or applicant based on a need for a reasonable accommodation; and
- Require the employee or applicant to accept an accommodation that the employee or applicant did not request or chooses not to accept or to take leave from employment if an accommodation is unavailable.

Reasonable accommodations may include, but are not limited to:

1. Modifying equipment or providing different seating;
2. Revising break schedules, which may include revising the frequency or duration of breaks;
3. Providing space in an area other than a bathroom that may be used for expressing breast milk;
4. Providing assistance with manual labor if the manual labor is incidental to the primary work duties of the employee;
5. Authorizing light duty;
6. Temporarily transferring the employee to a less strenuous or hazardous position; or
7. Restructuring a position or providing a modified work schedule.



Under the Act, the Company may require the employee to submit written medical certification from the employee's physician substantiating the need for an accommodation because of pregnancy, childbirth or related medical conditions, and the specific accommodation recommended by the physician.

Any employee who needs to request an accommodation due to pregnancy, childbirth or a related condition or who has questions regarding this policy should contact their immediate supervisor.

Virginia Addendum

Pregnancy Accommodations

In compliance with Virginia law, BDME will provide reasonable accommodation to the known limitations of a person related to pregnancy, childbirth or related medical conditions, unless the Company can demonstrate that the accommodation would impose an undue hardship on the Company.

The Company will not:

- Take adverse action against individuals who request or use a reasonable accommodation pursuant to this policy, including failure to reinstate any such employee to their previous position or an equivalent position with equivalent pay, seniority and other benefits when the need for a reasonable accommodation ceases;
- Deny employment or promotion opportunities to an otherwise qualified individual because the Company will be required to make reasonable accommodation to the known limitations of such individual related to pregnancy, childbirth or related medical conditions; or
- Require employees to take leave if another reasonable accommodation can be provided to the known limitations related to the pregnancy, childbirth or related medical conditions.

The Company will endeavor to engage in a timely, good faith interactive process with employees who request an accommodation pursuant to this section to determine if the requested accommodation is reasonable and, if such accommodation is determined not to be reasonable, discuss alternative accommodations that may be provided.



Reasonable Accommodations

Reasonable accommodations may include, but are not be limited to:

1. More frequent or longer bathroom breaks;
2. Breaks to express breast milk;
3. Access to a private location other than a bathroom for the expression of breast milk;
4. Acquisition or modification of equipment or access to or modification of employee seating;
5. A temporary transfer to a less strenuous or hazardous position;
6. Assistance with manual labor;
7. Job restructuring;
8. A modified work schedule;
9. Light duty assignments; and
10. Leave to recover from childbirth.

Any questions about or requests for a reasonable accommodation pursuant to this policy, should be directed to their immediate supervisor.

Washington Accommodations

Pregnancy Accommodations

In compliance with Washington law, BDME will not discriminate against the employee in relation to pregnancy and pregnancy-related health conditions. The Company will endeavor to provide reasonable accommodations for conditions related to pregnancy and pregnancy-related health conditions, including the need to express breast milk.

Reasonable accommodations include:

1. Providing more frequent, longer or flexible restroom breaks;
2. Modifying a no food or drink policy;
3. Job restructuring, part-time or modified work schedules, reassignment to a vacant position or acquiring or modifying equipment, devices or the employee's work station;
4. Providing seating or allowing the employee to sit more often if the employee's job requires the employee to stand;



5. Providing for a temporary transfer to a less strenuous or less hazardous position;
6. Providing assistance with manual labor and limits on lifting;
7. Scheduling flexibility for prenatal visits;
8. Providing reasonable break time for an employee to express breast milk each time the employee needs to express the milk and providing a private location, other than a bathroom; and
9. Any further pregnancy accommodation the employee may request, and to which the Company must give reasonable consideration in consultation with information provided on pregnancy accommodation by the Washington Department of Labor and Industries or the attending health care provider of the employee.

The Company may request that the employee provide a written certification from the employee's treating health care professional regarding the need for reasonable accommodation except for accommodations listed in points 1, 2, 4, and 8 above or limits on lifting in point 6 of more than 17 pounds. The employer may refuse accommodations listed in points 3, 5, 6 (for lifting, only if involves 17 pounds or less), 7, 8, and 9 if the accommodation would pose an undue hardship on the Company's program, enterprise or business.

The Company is not required to create additional employment that would not otherwise have been created or discharge any employee, transfer any employee with more seniority or promote any employee who is not qualified to perform the job, unless the Company does so or would do so for other classes of employees who need accommodation.

The Company will not take adverse action against the employee who requests, declines or uses an accommodation under this policy. Further, the Company will not deny employment opportunities to an otherwise qualified employee or prospective employee if such denial is based on the Company's need to reasonably accommodate the employee's or prospective employee's condition related to pregnancy, childbirth or a related medical condition. Additionally, the Company will not require the employee to take leave if another reasonable accommodation can be provided for the employee's pregnancy and pregnancy-related health conditions.

If employees have any questions about or would like to request a reasonable accommodation pursuant to this policy, they should contact their immediate supervisor.



Handbook Receipt and Acknowledgment

I acknowledge that I have received a copy of the Barber DME Supply Group, LLC Employee Handbook. I understand that it is my responsibility to read and comply with the policies contained within this handbook, as well as any revisions made by BDME in the future. Failure to comply with the Employee Handbook, may result in disciplinary action up to and including termination of employment.

This handbook describes important information about BDME, and I understand that I should consult with my manager regarding any questions not answered in the handbook. I acknowledge that my relationship with BDME is at-will. Accordingly, either I or BDME may terminate the relationship at any time, with or without cause and with or without notice, provided there is no violation of applicable federal or state law or breach of a signed contract.

I further understand and agree that no employee of BDME, other than the Managing Member, has any authority to enter into an agreement for employment for any specified period of time or to make any agreement contrary to the above. Any such agreement must be in writing and signed by the Managing Member.

I understand that this handbook and the policies contained within supersede any prior policies, oral or written, regarding the terms and conditions of my work with BDME. By distributing this handbook, BDME expressly revokes any previous policies or procedures inconsistent with the policies contained herein. I acknowledge that BDME reserves the right to revise, supplement, or rescind policies, practices, or benefits described in this handbook at any time, as it deems appropriate.

By signing below, I confirm that I have received, read, and understood this handbook.

Employee Name: _____

Employee Signature: _____

Date: _____

