

## California

### Accommodations for Victims of Crime or Abuse

Innovative Petcare is dedicated to supporting employees who are victims of domestic violence, sexual assault, stalking, or any crime resulting in physical or mental injury. The Company will provide reasonable accommodations to employees who request accommodations for their safety at work, as long as the accommodation does not impose an undue hardship on the Company.

Reasonable accommodations may include but are not limited to:

- A transfer, reassignment, or modified schedule.
- A change in telephone number, workstation, or the installation of a lock.
- Assistance in documenting domestic violence, sexual assault, stalking, or other crime occurring in the workplace.
- Implementation of safety procedures or other adjustments to job structure, workplace facility, or work requirements in response to domestic violence, sexual assault, stalking, or other crimes.
- Referral to a victim assistance organization.

Upon receiving a request for an accommodation, the Company will engage in a timely, good-faith, interactive process with you to determine effective reasonable accommodations. If you no longer require an accommodation, you must notify the Company. Should circumstances change and you need a new accommodation, a new request must be made.

When requesting a reasonable accommodation, you may be asked to submit a signed, written statement certifying that the request is for an authorized purpose. Additionally, you may be asked to provide documentation demonstrating your status as a victim of domestic violence, sexual assault, stalking, or ongoing circumstances related to crime or abuse.

Acceptable documentation may include:

- A police report showing that you were a victim.
- A court order protecting you from the perpetrator or evidence from the court or prosecuting attorney that you appeared in court.
- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, health care provider, or counselor showing that your absence was due to treatment for injuries resulting from the crime or abuse.
- Any other documentation that reasonably verifies that the crime or abuse occurred.

If you are a victim, Innovative Petcare will also provide you with unpaid leave to obtain or attempt to obtain relief, including a temporary restraining order, restraining order, or other injunctive relief, to help ensure your health, safety, or welfare, or that of your child.

For the purposes of unpaid leave, a victim includes individuals who have experienced stalking, domestic violence, or sexual assault. It also includes those who have suffered physical injury or mental injury, including threats of physical harm as a result of a crime. Additionally, individuals whose immediate family member has died as a direct result of a crime are considered victims under this policy.

For the purposes of this policy, a "crime" refers to any crime or public offense, anywhere, that would constitute a misdemeanor or felony if committed in California, regardless of whether the perpetrator is arrested, prosecuted, or convicted.

Employees may use available paid time off for this leave.

Employees must provide reasonable advance notice of their intent to take leave for the reasons outlined above, unless advance notice is not feasible. If an unscheduled absence occurs, the employee must provide the following documentation within a reasonable amount of time after the absence:

- A police report indicating that the employee was a victim.
- A court order protecting or separating the employee from the perpetrator, or other evidence from the court or prosecuting attorney confirming their court appearance.
- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed health care provider, or counselor verifying treatment or services for physical or mental injuries resulting from the crime or abuse.

The Company will maintain the confidentiality of any employee requesting time off or an accommodation under this policy, except as required by federal or state law or as necessary to protect the employee's safety in the workplace.

### Leave for School Disciplinary Proceedings

The Company provides all employees who are parents or guardians of a child in kindergarten or grades 1 through 12 with unpaid time off to attend their child's school when required to participate in a portion of the school day due to the child's or ward's suspension. Employees must provide reasonable notice, as well as written documentation, to their supervisor that they are required to appear at their child's or ward's school.

### Victims of Crime or Abuse Leave

Innovative Petcare is committed to supporting employees who are victims of domestic violence, sexual assault, stalking, or a crime resulting in physical or mental injury, or the threat of such injury. Employees are entitled to take time off for related legal proceedings, including but not limited to obtaining a restraining order, or other court-ordered relief to help ensure their health, safety, and welfare or that of their child. This leave also extends to employees whose immediate family member is deceased as a direct result of a crime.

Immediate family members eligible under this policy include the following:

- Child (biological, adopted, foster, stepchild, legal ward, child of a domestic partner, or a child for whom the employee stands in loco parentis, regardless of age)
- Parent (biological, adopted, foster, stepparent, legal guardian of the employee or the employee's spouse or domestic partner, or a person who stood in loco parentis when the employee or their spouse or domestic partner was a minor child)
- Spouse or Domestic partner
- Sibling (biological, foster, adoptive, stepsibling, or half-sibling)
- Any other person whose close association with the employee is considered equivalent to a family relationship.

Employees must provide reasonable advance notice of their need for Victims of Crime or Abuse Leave unless advance notice is not feasible. In the event that advance notice is not possible, or if an unscheduled absence occurs, the employee must provide documentation certifying their absence under this policy. Acceptable documentation includes:

- A police report indicating that the employee was a victim;
- A court order protecting or separating the employee from the perpetrator of the crime;
- Evidence from a court or prosecuting attorney confirming the employee's appearance in court;

- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, or licensed health care provider, verifying that the employee was receiving treatment or services for injuries or abuse;

The Company will make every reasonable effort to keep the employee's request for leave under this policy confidential, to the extent permitted by law.

Victims of Crime or Abuse Leave is unpaid; however, eligible employees may use any unused paid time off to cover this leave.

### Witness and Victim of Crime Leave

Innovative Petcare provides unpaid leave for employees who are either victims or witnesses of a violent felony or serious felony, as well as for family members of victims, to attend judicial proceedings related to the crime. Family members under this policy include a spouse, domestic partner, child, stepchild, sibling, stepsibling, parent, or stepparent.

When the need for leave is foreseeable, you are required to provide documentation of the scheduled proceeding. Such notice is typically provided to the victim by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office, or a victim/witness office. If advance notice is not possible, you must provide appropriate documentation within a reasonable time following the absence.

Any absence from work to attend judicial proceedings will be unpaid unless you choose to use available paid time off.

### Bone Marrow and Organ Donation Leave

Innovative Petcare provides paid leave to employees who have been with the Company for at least 90 days for the purpose of donating organs or bone marrow. Employees may take up to 30 paid business days in any one-year period for organ donation and up to five paid business days in any one-year period for bone marrow donation. The one-year period is measured from the date the leave begins.

Additionally, the Company will offer an unpaid leave of up to 30 business days in a one-year period for organ donation, with the same one-year measurement from the date the leave begins.

Employees are required to provide as much advance notice as possible when requesting leave for organ or bone marrow donation. Please submit verification from a physician to Human Resources confirming the donation and the medical necessity of the procedure.

Prior to taking paid leave under this policy, employees must use two weeks of accrued paid time off for organ donation or five days of paid time off for bone marrow donation.

Leave taken under this policy does not constitute a break in service for health insurance coverage, accrual of vacation or sick pay, or seniority. However, this leave may not run concurrently with leave under the federal Family and Medical Leave Act or California Family Rights Act.

### Bereavement Leave

Innovative Petcare will provide eligible employees with up to five days of unpaid bereavement leave in accordance with the California Fair Employment and Housing Act.

To qualify for bereavement leave, employees must have been employed with The Company for at least 30 days prior to the start of the leave. Bereavement leave is available following the death of a family member, which includes a spouse, child, sibling, grandparent, grandchild, domestic partner, or parent-in-law.

Eligible employees will be provided up to five days of unpaid bereavement leave in the event of the death of a family member. The five days of bereavement leave do not have to be taken consecutively and the leave must be completed within three months of the date of the family member's death. You may elect to use any available paid time off to take during the otherwise unpaid bereavement leave. Bereavement leave will run concurrently with other federal/state laws where permitted by law.

If the need for leave is foreseeable, employees should provide as much advance notice as possible. For unforeseeable circumstances, notice should be given as soon as practical.

In accordance with state law, the Company may require documentation of the family member's death within 30 days from the first day of leave. Acceptable documentation includes, but is not limited to, a death certificate, published obituary, or written verification from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency. The Company will maintain confidentiality regarding requests for bereavement leave and any related documentation.

### Reproductive Loss Leave

You may be eligible for up to five days of unpaid leave in the event of a reproductive loss. Reproductive loss includes a failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction (such as artificial insemination or embryo transfer). To qualify for this leave, employees must have been employed for at least 30 days.

If eligible, reproductive loss leave must be taken within three months of the date of the reproductive loss event. In cases where multiple reproductive loss events occur within a 12-month period, the maximum allowable reproductive loss leave is 20 days in that period.

Reproductive loss leave days do not need to be taken consecutively, and you may use available paid time off during this leave. The leave will run concurrently with other leave entitlements, where permissible by applicable law. Innovetive Petcare will maintain the confidentiality of any request for reproductive loss leave.

### Civil Air Patrol Leave

Innovetive Petcare will provide eligible employees with up to 10 days of unpaid Civil Air Patrol leave per calendar year to participate in emergency operational missions of the California Wing of the Civil Air Patrol. To qualify for this leave, you must have been employed for at least 90 days and be a volunteer member of the California Wing.

Leave for any single emergency operation may not exceed three days unless an extension is granted by the governmental agency overseeing the mission and approved by the Company. You are not required to use any paid leave for this time off.

If you qualify for Civil Air Patrol leave, please provide as much advance notice as possible regarding the expected start and end dates of your leave. Innovetive Petcare is not obligated to grant leave if you are required to respond to an emergency as a first responder or disaster service worker for any local, state, or federal agency at the same time.

The Company may request certification from the Civil Air Patrol verifying your eligibility for this leave, and the leave may be denied if certification is not provided.

Upon your return, you will be reinstated to your previous position or to one with equivalent seniority, benefits, pay, and other employment terms and conditions

## California State Disability Insurance

If you are unable to work for at least eight days due to a non-work-related illness, injury, or pregnancy-related disability, you may be eligible for disability insurance benefits. Disability insurance is part of California's State Disability Insurance (SDI) program, administered by the California Employment Development Department (EDD) and funded through SDI payroll deductions. This program provides eligible employees with up to 52 weeks of partial wage replacement. The amount you receive is based on a percentage of your wages earned during a designated 12-month base period, which is determined by the start date of your claim.

To apply for this benefit, you must submit written notice of your disability, along with a doctor's certification indicating the nature of your condition and your anticipated return-to-work date. Please note that the SDI program does not entitle you to a leave of absence, job protection, or job reinstatement.

You are responsible for promptly filing your claim and any other required forms with the EDD. For more information on the SDI program, including eligibility criteria and benefit details, or to file a disability insurance claim, visit the EDD website at [www.edd.ca.gov](http://www.edd.ca.gov).

Innovative Petcare will be notified when you file a disability insurance claim.

## California's Military Spouse Leave

Innovative Petcare provides up to 10 days of job-protected, unpaid leave to employees who are the spouse or registered domestic partner of a military member who is home on leave during a period of military deployment.

To be eligible for military spouse leave you must:

- Work an average of 20 or more hours per week; and
- Be the spouse or registered domestic partner of a member of the Armed Forces, National Guard, or Reserves who is on leave from deployment during a period of military conflict.

Notify your supervisor of your need for leave within two business days from the day you receive official notice that your spouse or registered domestic partner will be on leave from deployment. You must also provide written documentation certifying that your spouse or registered domestic partner will be on leave from deployment during the time you are requesting leave.

You may elect to use any available paid time off for which you are eligible under The Company's policy for the purpose of taking military spouse leave, and such paid time off will run concurrently with the leave afforded under this policy.

## Paid Family Leave Insurance

California's Paid Family Leave (PFL) insurance program provides eligible employees with up to eight weeks of partial wage replacement in any 12-month period to take time off from work to:

- Bond with a new child (either by birth, adoption, or foster care placement);
- Care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner); or
- Participate in a qualifying exigency related to the covered active duty, or call to covered active duty, of your spouse, domestic partner, child, or parent in the U.S. Armed Forces.

The 12-month period begins on the day a claim is submitted.

PFL insurance is funded entirely by workers through state disability insurance (SDI) payroll deductions. If you are currently receiving benefits from SDI or workers' compensation insurance, you may not be eligible to receive PFL benefits. The California PFL insurance program does not create a right to a leave of absence, job protection, or job reinstatement.

The PFL insurance program makes benefits available to eligible employees through the California Employment Development Department (EDD). Apply for PFL insurance directly with the EDD. Contact the EDD for information on eligibility or to obtain a claim form. Medical and other documentation may be required.