

## Missouri

### Criminal Legal Proceedings Leave Policy

Innovative Petcare provides unpaid leave for Employees who need to attend criminal legal proceedings as a witness, or because they or a close family member have been victimized by a criminal act. You must inform your Manager or Supervisor as soon as possible to arrange scheduling, and the Company may request proof of your need to attend, as permitted by law.

This leave is unpaid; however, exempt Employees may receive pay as required by law. You may choose to use available PTO or vacation time for any unpaid leave. If you are excused or released from the proceedings during regular work hours, you are expected to return to work.

This policy does not apply to Employees seeking leave due to their own criminal conduct. Innovative Petcare will not retaliate against Employees who request or take leave under this policy.

### Voting Leave Policy

If your work schedule prevents you from having three consecutive hours off when the voting polls are open, you may take up to three hours off work to vote, provided you give prior notice to Innovative Petcare. The timing of this leave will be coordinated with your Manager or Supervisor.