

New York

Disability Accommodation Policy

Innovetive Petcare is committed to providing equal employment opportunities to all team members, including those with disabilities related to pregnancy, childbirth, or other medical conditions, in compliance with the ADA, the Pregnancy Discrimination Act, and applicable state and local laws. We will provide reasonable accommodations for qualified individuals to help them perform their job's essential functions, provided it does not cause undue hardship. If you require an accommodation, inform your Leader as soon as possible, and you may need to provide details such as the reason, description, and how it will help you perform your job. Innovetive Petcare will work with you to explore potential accommodations and may need your permission to obtain additional information from your medical provider, keeping all medical information confidential. We may provide an alternative accommodation if it meets your needs without causing undue hardship. If state or local laws offer greater protections, we will apply the law that benefits team members most. If a leave of absence is granted, it may run concurrently with FMLA (Family Medical Leave Act) or other applicable leave laws.

Meal Period Policy

Innovetive Petcare is committed to a safe and healthy work environment and complies with New York law regarding meal periods. Non-factory team members are entitled to a 30-minute unpaid meal period for shifts over six hours extending through 11 a.m. to 2 p.m., and a 45-minute unpaid meal period for shifts starting between 1 p.m. and 6 a.m. lasting more than six hours. All team members may take an additional 20-minute unpaid meal period between 5 p.m. and 7 p.m. if working from before 11 a.m. to after 7 p.m. The Company may limit meal periods to 30 minutes if no hardship is caused. You will not be required to work during meal periods unless permitted by law. Check with your Leader for specific procedures and schedules, and accurately record your meal periods. If you cannot take your scheduled meal period, are not relieved of all duties, or were prevented from taking a meal period, inform your Leader as soon as possible.

Leave for Blood and Bone Marrow Donation

Innovetive Petcare supports team members who wish to donate blood or bone marrow. Team members working an average of 20 or more hours per week are eligible for up to three hours of unpaid leave per calendar year to donate blood, with at least three working days' notice and documentation submitted to their Leader afterward. For bone marrow donation, team members may take unpaid leave, as determined by a physician, up to 24 hours without Company approval, with verification from the physician specifying the purpose and length of the leave.

Crime Victim/Witness Leave Policy

Innovetive Petcare provides unpaid leave for team members who need to comply with a subpoena, consult with the district attorney, provide a victim impact statement, or appear at a sentencing or parole hearing. You are eligible if you are the victim of a crime, the victim's next of kin or representative, a "Good Samaritan" who acted to prevent a crime or assist law enforcement, or if you are seeking to apply

for or enforce an order of protection. Notify your Leader at least one day before taking leave, and proof of the need for leave may be required. **Note for New York Employees:** New York employees are entitled to unpaid leave to appear as a witness, consult with the District Attorney, or exercise their rights under New York law, with notice given before the day of the activity.

Disability Benefits Policy

If you are unable to work for more than seven consecutive days due to a non-work-related illness, injury, or pregnancy-related disability, you may qualify for disability benefits. These benefits provide up to 26 weeks of partial wage replacement within a 52-week period, starting on the eighth consecutive day of disability.

The cost of disability insurance is paid by Innovetive Petcare, shared between you and Innovetive Petcare through payroll deductions.

If your disability lasts more than seven days, Innovetive Petcare will provide you with Form DB-271S, Statement of Rights, within five days of notification. This form explains how to file a claim. Claims must be filed within 30 days of the disability to avoid possible rejection. You must be under the care of a qualified healthcare provider to be eligible.

Please note that disability benefits provide wage replacement but do not guarantee job protection. You may be eligible for job-protected leave under the Family and Medical Leave Act (FMLA) or other state or local laws.

For more information about New York Disability Benefits, eligibility, or to obtain a claim form (Form DB-450), visit the New York State Workers' Compensation Board website at www.wcb.ny.gov.

Military Spouse Leave Policy

Innovetive Petcare provides up to 10 days of unpaid leave to team members who are spouses of military members on leave during deployment. To qualify, you must work an average of 20 or more hours per week and be the spouse of a U.S. Armed Forces, National Guard, or Reserves member deployed to a combat theater or zone during a military conflict. Notify your Leader as soon as reasonably possible if you need to take leave, and Innovetive Petcare may request documentation to support your request. You may choose to use available paid time off, which will run concurrently with military spouse leave.

Jury Duty Policy

Innovetive Petcare encourages team members to fulfill their civic duties related to jury service. If you are summoned, please notify your Leader as soon as possible to arrange scheduling.

You will be paid a minimum of \$40 per day for the first three days of jury service. After that, jury duty will be unpaid. Exempt team members will not face pay deductions for a partial week's absences. You may choose to use available PTO/vacation in place of unpaid leave.

Innovative Petcare may require proof of jury service as authorized by law and will not retaliate against team members who request or take leave under this policy.

New York Paid Family Leave (PFL) Policy

Innovative Petcare provides eligible team members with job-protected, paid time off under New York's Paid Family Leave (PFL) program. You may use PFL to bond with a new child, care for a family member with a serious health condition or assist during a family member's deployment abroad on active military service.

Eligibility depends on your work schedule: full-time team members working 20 or more hours per week become eligible after 26 consecutive weeks of employment, while part-time team members working less than 20 hours per week are eligible after completing 175 days of work.

PFL offers up to 12 weeks of leave at 67% of your weekly pay, capped at 67% of the statewide average. You may use PTO to receive full pay while on PFL, if applicable. The program is funded through employee payroll contributions, which are adjusted annually.

Qualifying events for PFL include bonding with a new child within 12 months of birth, adoption, or foster placement (not for prenatal conditions); caring for a family member with a serious health condition, even if they are outside New York or the U.S.; or supporting a family member deployed abroad on active military service.

While on PFL, your health insurance continues, but you are responsible for paying your portion of the premium. PFL runs concurrently with FMLA when eligible for both; however, you cannot receive short-term disability or workers' compensation benefits and PFL at the same time. There is a maximum of 26 combined weeks of short-term disability and PFL in any 52-week period.

If the need for leave is foreseeable, notify your Leader or HR 30 days in advance, or as soon as possible otherwise. Supporting documentation must be provided within 30 days of the start of leave, and additional proof may be requested as needed.

Upon returning from PFL, you will be reinstated to your original or an equivalent position with the same pay and benefits. For more information, contact HR or visit <https://paidfamilyleave.ny.gov/>.

Paid Sick Leave Policy for Part-time Team Members

Innovative Petcare provides paid sick leave to eligible team members in accordance with New York law. All part-time team members are eligible and may use sick leave for their own or a family member's illness, injury, or health condition, including diagnosis, care, or treatment. Leave is also available for absences related to being a victim (or having a family member who is a victim) of domestic violence, family offense, sexual offense, stalking, or human trafficking. This may involve obtaining services, safety planning, relocating, legal proceedings, or other necessary actions to ensure safety. Note that if you are responsible for the offense, you are not eligible for leave.

Family members include children, spouses, domestic partners, parents, siblings, grandchildren, grandparents, or the children or parents of a spouse/domestic partner. "Parent" includes biological, foster, step, adoptive parents, or those who stood in loco parentis, while "child" includes biological, adopted, foster children, legal wards, or those for whom you stand in loco parentis.

You accrue one hour of sick leave for every 30 hours worked, starting from your first day of employment, with up to 56 hours of sick leave available per leave year (any consecutive 12-month period). Sick leave can be taken in increments of up to four hours, and any unused leave carries over to the next year, although only 56 hours can be used per year. Sick leave is paid at your regular rate or the applicable minimum wage, whichever is higher.

If the need for leave is foreseeable, provide reasonable notice; otherwise, notify as soon as practical. For absences of three or more consecutive days, reasonable documentation (such as a statement from a medical provider or yourself) may be required without disclosing specific details. Your leave request will remain confidential unless required by law or necessary for workplace safety.

Paid Time Off – Full-time Policy

Innovative Petcare provides paid time off (PTO) to eligible full-time team members in compliance with New York law. All full-time team members are eligible for PTO as outlined in the handbook, which satisfies New York's required sick leave provisions.

PTO may be used for your own or a family member's illness, injury, or health condition, whether diagnosed or requiring medical care; for diagnosis, care, or preventive treatment; or due to domestic violence, family offense, sexual offense, stalking, or human trafficking involving you or a family member, including obtaining services, safety planning, legal proceedings, or other necessary actions to ensure safety. If you are responsible for the offense, you are not eligible for leave.

Family members include children, spouses, domestic partners, parents, siblings, grandchildren, grandparents, or the children or parents of a spouse/domestic partner. "Parent" includes biological, foster, step, adoptive parents, or those who stood in loco parentis, while "child" includes biological, adopted, foster children, legal wards, or those for whom you stand in loco parentis.

Full-time team members receive a set amount of PTO based on years worked; see the handbook for specific accrual amounts. Leave is prorated if employment begins mid-year, and you may roll over up to 56 hours of PTO per calendar year. PTO is paid at your regular rate or applicable minimum wage, whichever is greater.

If leave is foreseeable, provide reasonable notice; otherwise, notify as soon as possible. For absences of three or more consecutive days, reasonable documentation (such as a statement from a medical provider or yourself) may be required without disclosing specific details. Your leave request will remain confidential unless required by law or necessary to ensure workplace safety. A summary of your PTO is provided on your paycheck stub. PTO will not be paid out upon termination of employment.

Voting Leave Policy

Innovative Petcare encourages all team members to exercise their right to vote in public elections. If the polls are open for at least four consecutive hours before or after your work shift, you will be considered to have sufficient time to vote outside of working hours.

If you do not have sufficient time to vote outside of work hours, you may take up to two hours off at the beginning or end of your shift without loss of pay. Please request time off from your Leader at least two working days before Election Day to allow for scheduling that minimizes disruption to operations.

Innovative Petcare does not tolerate retaliation against team members who request or take leave under this policy. If you believe you are being retaliated against, report it immediately to your Leader or designated individual.

Attendance Policy

Innovative Petcare requires regular and punctual attendance from all team members. You are expected to arrive at work on time and ready to perform your duties. Failure to comply may result in disciplinary action, up to and including termination.

Notification Requirements:

- If you will be late or unable to return from a break on time, notify your Leader at least [Please see your hospital/clinic attendance policy] before your scheduled start time.
- In emergencies or unexpected circumstances, inform your Leader as soon as possible, including the expected duration of your absence and return date. You may need to provide documentation for the absence. Please refer to your site's attendance policy.
- If you become ill during the workday, notify your Leader immediately. You may be sent home if unable to perform your job effectively.

Absence Classification:

- **Excused Absences:** Approved in advance according to company policies.
- **Unexcused Absences:** Absent without permission or retroactive approval, including late arrivals and early departures.

Planned Absences:

Arrange planned absences (e.g., vacations, medical appointments) in advance and schedule them to minimize business disruption. Please see your site's attendance policy.

Use of Paid Time Off:

Innovative Petcare reserves the right to apply unused vacation, sick time, or other paid leave to unauthorized absences permitted by law. Absences due to approved leave, vacation, or legal requirements are exceptions to this policy.

No-Show Policy:

If you fail to report to work for three consecutive days without proper notification, Innovetive Petcare will consider this a voluntary resignation and proceed with the termination process.

Here is a more concise version that retains the essential details:

Lactation Accommodation Policy

Innovetive Petcare is committed to supporting nursing team members by providing paid break time for expressing breast milk for up to three years following the birth of a child. Nonexempt employees are entitled to 30 minutes of paid break time each time they have a reasonable need to express breast milk. If additional time is required, team members may use their regular paid breaks or mealtimes. Exempt employees will be paid for all lactation breaks in accordance with applicable law. Team members are not required to make up the time used for these breaks.

Notice and Scheduling:

Team members must provide advance written notice of their need for lactation breaks, preferably before returning to work from maternity leave. This notice can be submitted via email, text message, written correspondence, or any organizational chat app that retains messages. The notice should include the anticipated return-to-work date, the number of breaks needed during the day, and any preferred times for expressing milk. Any updates or changes to the break schedule should also be communicated with the supervisor.

Lactation Room:

A designated lactation room is available upon request. This room will be private, well-lit, sanitary, and equipped with a chair, a flat work surface, access to an electrical outlet, running water, and a refrigerator if available. The room will not be open to others during use, ensuring complete privacy.

To request use of the lactation room, team members should complete the Lactation Room Request Form or contact their Supervisor/Manager. The Company will respond within five business days. While the room may be used for other purposes, lactation needs will always be prioritized. Team members should coordinate with Management to address any scheduling conflicts.

Innovetive Petcare supports nursing team members in balancing their work and personal needs, and discrimination or retaliation for expressing breast milk will not be tolerated.

Sexual Harassment and Discrimination Policy

Purpose and Goals

Innovetive Petcare is dedicated to maintaining a workplace free from harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment based on their gender, gender identity, gender expression, or sexual

orientation. While often seen as gender-based discrimination, Innovative Petcare recognizes that discrimination can intersect with other identities, such as race, ability, or immigration status. This policy aims to educate employees on recognizing and addressing discrimination and provides tools to take action when it occurs. All employees, managers, and supervisors are required to work in a manner that prevents sexual harassment and discrimination in the workplace.

Policy Goals

Sexual harassment and discrimination are illegal. This policy aims to help employees understand their right to a harassment-free workplace, recognize what constitutes harassment, know the actions they can take to prevent and report it, and understand their protection from retaliation. The policy also outlines the process for investigating claims of harassment. Employees are encouraged to report sexual harassment or discrimination by filing a complaint internally with Innovative Petcare, with a government agency, or in court under federal, state, or local anti-discrimination laws.

Applicability

This policy applies to all employees, job applicants, and interns, whether paid or unpaid, and extends to additional covered individuals, such as contractors, vendors, consultants, or anyone providing services in our workplace. Any employee or covered individual who engages in harassment, discrimination, or retaliation will be subject to appropriate disciplinary action, which may include education, counseling, suspension, or termination, depending on the severity of the behavior.

Prohibition of Retaliation

Retaliation against anyone who reports an incident of sexual harassment or discrimination or participates in an investigation is prohibited. Employees and covered individuals are protected from retaliation if they reasonably believe they have witnessed or experienced such behavior. Disciplinary action will be taken against anyone who retaliates, up to and including termination.

Reporting and Investigation

All employees and covered individuals are encouraged to report any harassment or behavior that violates this policy, either verbally or in writing. Managers and supervisors are required to report any complaints or suspected harassment to the Human Resources Department. Innovative Petcare will conduct a prompt and thorough investigation whenever management receives a complaint or becomes aware of possible discrimination or sexual harassment. The investigation will be kept confidential to the extent possible, and corrective actions will be taken if discrimination or harassment is found to have occurred.

Understanding Sexual Harassment

Sexual harassment includes any harassment based on sex, sexual orientation, gender expression, gender identity, and the status of being transgender. It is unlawful when it subjects an individual to inferior employment conditions. Harassment does not need to be severe or pervasive to be illegal and can include any behavior that rises above petty slights or trivial inconveniences. Sexual harassment also

includes unwanted sexual comments, advances, propositions, or behaviors that contribute to a hostile work environment.

Examples of Sexual Harassment

Examples include physical acts of a sexual nature, such as touching or assault; unwanted sexual advances or propositions; sexually oriented gestures, remarks, or jokes; and sex stereotyping or discriminatory displays. Hostile actions based on sex, sexual orientation, gender identity, or gender expression, such as sabotaging work, name-calling, or misusing an individual's pronouns, are also forms of harassment.

Legal Protections and External Remedies

Sexual harassment is prohibited by federal, state, and local laws. Employees and covered individuals may seek legal remedies by filing a complaint with the New York State Division of Human Rights, the United States Equal Employment Opportunity Commission, or local agencies. Complaints may also be made internally using the complaint form attached to this handbook or by reporting the issue verbally or via email.

Conclusion

Innovative Petcare is committed to creating a discrimination- and harassment-free workplace. While this policy focuses on sexual harassment and gender discrimination, the protections apply to all forms of discrimination, including age, race, disability, and more. Employees and covered individuals should feel safe at work and are encouraged to report any violations of this policy.

