



FLIPBOARD

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EMPLOYEE HANDBOOK

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EMPLOYEE HANDBOOK

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INTRODUCTION

Welcome to Flipboard! This Employee Handbook (the “Handbook”) and its Appendices are designed to familiarize employees with the policies, practices, and benefits of Flipboard, Inc. (the “Company”). Although the Handbook and its Appendices are not a contract and are not intended to create any express or implied contractual obligations, employees are required to read and understand the provisions of the Handbook and the Appendices (as applicable).

This Handbook applies to all Company employees, unless otherwise noted in the Handbook. Policies applicable only to employees in certain states can be found in the Appendices to this Handbook.

All previously issued handbooks and any inconsistent policy or benefit statements or memoranda are superseded. Circumstances will undoubtedly require that the policies, practices, and benefits described in the Handbook and Appendices change from time to time. Accordingly, except for the at-will employment policy, the Company reserves the right to revise, modify, rescind, delete, or add to the provisions of this Handbook and its Appendices from time to time in its sole and absolute discretion. The Company will attempt to provide employees with notice of such changes when they occur. No oral statements or representations can, in any way, change or alter the provisions of this Handbook or its Appendices.

AT-WILL EMPLOYMENT

Employment at the Company is employment at-will. Employment at-will may be terminated with or without cause, for any reason or for no reason, with or without notice, at any time by an employee or the Company. Nothing in this Handbook or in any document or statement limits the right to terminate employment at-will. With the exception of the CEO who can only do so in writing, no employees of the Company have any authority to enter into any agreement for employment for a specified period of time or to make any agreement or representation contrary to the Company’s policy of employment at-will.

EQUAL EMPLOYMENT OPPORTUNITY AND POLICY PROHIBITING HARASSMENT, DISCRIMINATION, AND RETALIATION¹

The Company is an equal opportunity employer and makes employment decisions on the basis of merit and business needs. The Company does not discriminate against (in any aspect of employment, including, but not limited to, recruiting and hiring, job assignment, compensation, opportunities for advancement, promotion, transfers, evaluation, benefits, training, discipline, and termination), nor does it tolerate harassment by any person, including, but not limited to, co-workers, managers, and third parties, on the basis of race, color, religion (including, but not necessarily limited to, religious creed, dress, and grooming practices), citizenship, political activity or affiliation, marital status, age

¹ This policy, like all policies in this Handbook, can be modified unilaterally by the Company at any time without notice. Modification may be necessary to maintain compliance with local, state, and federal laws and/or accommodate organizational changes within the Company.

(40 and older), national origin (including, but not necessarily limited to, language use and possession of a driver's license issued to undocumented persons unable to obtain a driver's license under federal law), ancestry, mental or physical disability (including, but not necessarily limited to, HIV and AIDS disabilities), genetic information, medical condition (including, but not necessarily limited to, cancer), military and veteran status, sexual orientation, gender identity, gender expression, sex, gender, pregnancy, taking or requesting statutorily protected leave, or any other characteristics protected under applicable federal, state, or local laws.

Harassment may take many forms, but the most common forms include: *verbal harassment* (e.g., jokes, epithets, slurs, negative stereotyping, and/or unwelcome remarks about an individual's body, color, physical characteristics, appearance, or sexual practices, or gossiping about sexual relations); *physical harassment* (e.g., physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, or leering at a person's body); or *visual harassment* (e.g., offensive or obscene pictures or emails, gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, and/or any other written or graphic material that denigrates or shows hostility or aversion toward an individual, because of a protected characteristic, that is placed or circulated in the workplace).

Harassment may be sexual in nature. Sexual harassment includes harassment of women by men, of men by women, same-sex harassment, and harassment by/toward anyone who does not identify as a man or woman. Sexual harassment is unlawful whether it involves co-worker harassment, harassment by a supervisor or manager, or by persons doing business with or for the Company. There are two distinct categories of sexual harassment: (1) *quid pro quo* (when an individual's submission to, or rejection of, unwelcome sexual conduct is used as a basis for employment decisions affecting that individual, including granting of employment benefits); and (2) hostile environment (when unwelcome sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment, even if it does not lead to tangible or economic job consequences). Sexually harassing conduct does not need to be motivated by sexual desire to be considered unlawful and against Company policy. Sexual harassment may include sexual conversations or jokes, commenting about an employee's or another individual's physical appearance, and conversation about one's own or someone else's sex life. This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular sex or gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment.

Retaliation by any person, including, but not limited to, co-workers, managers, and third parties, for reporting any incidents of harassment or discrimination, or perceived harassment or discrimination, for making any complaints of harassment or discrimination, or participating in any investigation of incidents of harassment or discrimination, or perceived harassment or discrimination, is strictly prohibited. Any report of retaliation by one accused of harassment or discrimination, or by coworkers, supervisors, or managers, will also be promptly and thoroughly investigated. If a complaint of retaliation is substantiated, appropriate disciplinary action, up to, and including, termination of employment, will be taken.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Company will make reasonable accommodations for the known physical and mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. To comply with the Massachusetts Pregnant Workers

Fairness Act (the “Act”), or any other similar federal, state, or local law, the Company will also engage in the interactive process to make reasonable accommodations for employees who are pregnant or have a condition related to pregnancy. The Company will only deny a requested accommodation if it imposes an undue hardship on the Company. Massachusetts employees may obtain further information about their rights under the Act by visiting the following website: <https://www.mass.gov/files/documents/2018/01/24/Guidance%20on%20Pregnant%20Workers%20Fairness%20Act%20%202018-01-23.pdf>.

If employees believe they have been subjected to harassment or discrimination of any kind or any conduct that violates this policy, employees must immediately report the facts of the conduct to their manager or the People Team (sometimes referred to as “HR”), or both. If, for any reason, employees do not feel comfortable discussing the matter with their manager, employees should bring the matter to the attention of the Head of People, Manager, or the CEO. The important thing is that employees bring the matter to the Company’s attention promptly so that any concern of harassment or discrimination can be investigated and addressed appropriately. If employees are managers, they must report any complaints of misconduct, including harassment or discrimination, to the People Team or the CEO as soon as possible so the Company can attempt to resolve the claim internally. All complaints will be promptly and thoroughly investigated by qualified personnel in a fair and impartial manner. The investigation will be documented and tracked, and the Company will keep all information disclosed during the course of the investigation confidential, except as necessary to conduct the investigation and take any remedial action, and in accordance with applicable law. All employees and managers have a duty to cooperate in the investigation of alleged harassment or discrimination. In addition, failing to cooperate or deliberately providing false information during an investigation is grounds for disciplinary action, up to and including termination of employment. At the conclusion of its investigation, if the Company determines a violation of policy has occurred, it will take effective remedial action commensurate with the severity of the offense. This action may include disciplinary action against the accused party, up to, and including, termination of employment. Steps will be taken, as reasonable and necessary, to prevent any further violations of policy.

In addition to the Company’s internal complaint procedure, employees should also be aware that the federal Equal Employment Opportunity Commission (“EEOC”) and state agencies investigate and prosecute complaints of harassment, discrimination, and retaliation in employment. Civil remedies available in harassment and discrimination claims may include damages for emotional distress, hiring or reinstatement, back pay or promotion, and chances in policies or practices. Information about the EEOC’s complaint procedure can be found at www.eeoc.gov. Employees may also contact the EEOC at: 1-800-669-4000 (English) or 1-800-669-6820 (TTY). Information about the DFEH can be found at www.dfeh.ca.gov.

Employees should consult Exhibit B, which contains information about agencies they may contact to help them investigate, prosecute, and/or adjudicate any harassment-related complaints. Notwithstanding, if the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime and employees should contact the local police department.

ARBITRATION POLICY

In the event of any dispute or controversy arising out of, relating to, or in connection with an employee’s employment, including, but not limited to, claims of harassment, discrimination, and

wrongful termination, it is the Company's policy that all such disputes must be settled by binding arbitration as set forth in the At-Will Employment, Confidential Information, Invention Assignment and Arbitration Agreement all employees are required to sign. The At-Will Employment, Confidential Information, Invention Assignment and Arbitration Agreement specifically provides for arbitration of all employment-related claims and **waives any right to a trial by jury.**

IMMIGRATION LAW COMPLIANCE

All offers of employment are contingent on verification of an employee's right to work in the U.S. or Canada as appropriate. If an employee, at any time, cannot verify the employee's right to work in the U.S. or Canada, the Company may be obligated to terminate the employee's employment.

PROTECTED ACTIVITY NOT PROHIBITED

Nothing in this Handbook or any other Company policy or document limits or prohibits employees from engaging in any "Protected Activity." "Protected Activity" means (i) discussing the terms, wages, and working conditions of their employment as protected by applicable law; and/or (ii) discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that employees have reason to believe is unlawful and/or (iii) filing and/or pursuing a charge, complaint, or report, or otherwise communicating with or participating in any investigation or proceeding that may be conducted by state, federal, local, or other governmental agency, including the Securities and Exchange Commission, the Occupational Safety and Health Administration, the Equal Employment Opportunity Commission, and the National Labor Relations Board ("Government Agencies").

In connection with such Protected Activity, employees are permitted to disclose documents or other information as permitted by law, and without giving notice to, or receiving authorization from, the Company. Notwithstanding the preceding, employees are required to take all reasonable precautions to prevent any unauthorized use or disclosure of any Company trade secrets, proprietary information, or confidential information that does not involve unlawful acts in the workplace or the activity otherwise protected herein.

Protected Activity does not include the disclosure of any Company attorney-client privileged communications or attorney work product.

In addition, pursuant to the Defend Trade Secrets Act of 2016, employees are notified that an individual will not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that (i) is made in confidence to a federal, state, or local government official (directly or indirectly) or to an attorney *solely* for the purpose of reporting or investigating a suspected violation of law, or (ii) is made in a complaint or other document filed in a lawsuit or other proceeding, if (and only if) such filing is made under seal. In addition, an individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the individual's attorney and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal and does not disclose the trade secret, except pursuant to court order. Employees may keep a copy of this Handbook, as well as personnel documents related themselves, after termination of employment

BACKGROUND CHECKS

Flipboard, Inc. (the “Company”) may conduct background checks on applicants, employees and contractors. Background checks will be completed by HireRight, our third-party vendor. The Company will consider job duties, among other factors, in determining what constitutes a satisfactory completion of a background check. All information obtained as a result of a background check will be used solely for purposes of evaluating the employee’s suitability for employment and will not be used to discriminate on the basis of race, color, religion/creed, sex/gender, age, sexual orientation, gender identity/expression, national origin, genetic information, marital/familial status, disability, military, veteran status, or any other protected status.

The Company will conduct all background checks in accordance with the Fair Credit Reporting Act (FCRA) and other applicable federal, state, and local laws.

Prior to the background check being conducted, the applicant or employee will be required to complete disclosure and authorization forms authorizing the Company to conduct specific background checks. This authorization will be made in either electronic or written form and will remain valid throughout the employee’s employment with the Company, as allowed by applicable law. New hires may be asked to provide the necessary authorizations after an offer of employment is made. Failure to timely complete an authorization may result in termination of the employee’s employment or termination of the Company’s consideration of an applicant’s application. Falsification or omission of information may result in denial of employment or discipline, up to and including termination.

All background check information will be kept confidential and will only be shared with individuals who have a business need to know. Background check reports will be retained in accordance with the Company’s document retention procedures and federal and state regulations.

The existence of a criminal record will not automatically disqualify an applicant from employment nor will it automatically lead to termination of an employee’s employment. The Company will undertake an individualized assessment of the background report in making employment decisions, in accordance with applicable law.

Prior to taking any adverse action in whole or in part on information in the background check, the applicant or employee will be provided with a pre-adverse action notice along with a copy of his or her background check, a summary of rights under the FCRA, and any other applicable documents as required under the FCRA or state law.

Applicants, employees and contractors will be afforded an opportunity and an appropriate time period to provide information or data that explains any discrepancies or inaccuracies contained in the background report before an employment decision is made. If after that time period, adverse action is still deemed necessary, the applicant, employee or contractor will be provided with an adverse action notice regarding that decision.

Please contact the Legal or People Team with any questions regarding the Company’s Background Check Policy.

EMPLOYMENT STATUS, WORK HOURS, AND WAGES

WORKWEEK AND WORK SCHEDULES

The Company's workweek runs from 12:00 a.m. on Sundays through 11:59 p.m. on Saturdays. The Company is normally open for business between the hours of 9:00 AM and 5:00 PM local time, Monday through Friday. Managers will assign employees their individual work schedule.

MEAL AND REST PERIODS

This policy only applies to non-exempt California employees.² Such employees who are scheduled to work, or do work, more than five hours in a day are entitled to and expected to take an unpaid, off-duty meal period of at least 30 minutes. Meal periods must begin no later than the end of the fifth hour of an employee's work period. If employees are scheduled to work, or do work, more than five hours, but fewer than six hours, they may waive the meal period. Such waiver is normally expected to be done in writing and in advance of the meal period. A second meal period is required after 10 hours of work. The second meal period must begin no later than the end of the 10th hour of work. If employees are scheduled to work no more than 12 hours, they may waive the second meal period in writing and in advance of the meal period, but only if the first meal period was not waived. Employees will be relieved of all duties for the full 30 minute meal period and are free to leave the premises during their meal period(s). Failure to take full meal periods is a violation of Company policy, which will subject employees to discipline, up to, and including, termination of employment, unless employees: (1) acknowledge on their time sheet that the full meal period(s) was provided, but that they voluntarily, and without any coercion, elected not to take the full meal period(s); (2) submit a written waiver of a meal period in accordance with the above; and/or (3) record on their time sheet that they were not permitted the opportunity to take a meal period(s). Employees will be paid if option three occurs, in accordance with applicable law.

Non-exempt employees are also expected to take a 10 minute paid rest period, on the Company premises, for every four hours of work, or major portion thereof, as follows:

Shift Length	Number of 10 minute breaks
3.5 – 6 hours	1
6 – 10 hours	2
10 – 14 hours	3

Employees may not perform any work during their rest periods. Failure to take a rest period is a violation of Company policy, which may subject employees to discipline, up to, and including, termination of employment, unless employees acknowledge on their time sheet that the full rest period(s) was provided, but that they voluntarily, and without any coercion, elected not to take the full rest period(s) or record on their time sheets that they were not permitted the opportunity to take a rest period(s). If option three occurs, employees will be paid in accordance with applicable law.

² Exempt employees are all employees who are classified as exempt from the overtime provisions of applicable wage and hour laws. Non-exempt employees are all employees who are covered by the overtime provisions of applicable wage and hour laws.

Employees are entitled to and expected to take the meal and rest breaks described above. No supervisor, manager, or other employee may request or require that employees waive or skip employees' meal and/or rest period(s) or take a shorter meal or rest period. Employees must be relieved of all duties during their meal and rest periods. If, for any reason, employees are not permitted to or are not provided the opportunity to take their meal and/or rest period(s), **employees must immediately report the missed meal and/or rest period to the People Team**. Likewise, employees must report the missed meal and/or rest period on their time sheet so that any required premium can be included in their pay. If employees are regularly reporting missed meal and/or rest period(s), the People Team may investigate the reasons why employees are not taking the meal and/or rest period(s) to which they are entitled. Employees should feel free to raise any concerns regarding this policy or any violations by a manager without fear of any retaliation. Retaliation for reporting that employees were not permitted to or not provided the opportunity to take their meal and/or rest period(s) is strictly prohibited. Any report of retaliation will be promptly and thoroughly investigated. If a complaint of retaliation is substantiated, appropriate disciplinary action, up to, and including, termination of employment, will be taken against the offender.

Employees in other states should consult the Appendices to learn about the meal and rest break periods that may apply to them.

LACTATION ACCOMMODATION

The Company will provide all employees who wish to express breast milk at work with a reasonable amount of break time. The break time must run concurrently, if possible, with any paid break time already provided to the employee. In the event it is not possible for the break time for expressing milk to run concurrently with the paid break time already provided to the employee, the break time for expressing milk will be unpaid. Employees will be provided with a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used to express breast milk. The room shall be safe, clean, and free of hazardous materials, contain a place to sit and a surface to place a breast pump and personal items, and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. The Company will make efforts to provide such a location in close proximity to an employee's work area. An employee's normal work area may be used if it allows the employee to express milk in private. The Company will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace. If a refrigerator cannot be provided, the Company may provide another cooling device suitable for storing milk, such as an employer-provided cooler. The Company reserves the right to forgo the above provisions to the extent permitted by law. If the Company is unable to provide the employee with reasonable accommodations pursuant to this policy, the Company will inform the employee in writing. An aggrieved employee may file a complaint with the Labor Commissioner if she feels that she was denied reasonable break time or adequate space to express milk in accordance with this section.

TIMEKEEPING REQUIREMENTS FOR NON-EXEMPT EMPLOYEES

All non-exempt employees must clock in and clock out at the beginning and end of their shifts and for meal breaks. Employees do not need to clock out for their 10 minute rest breaks. Time records are prepared for each pay period and are given to managers for approval on the Friday before payday. It is important for employees to keep accurate time records and to turn them in when they are due.

Corrections must be approved by an employee's manager and initialed by the employee. Clocking in or out for another employee or falsifying one's own or another employee's time records is dishonest and may lead to immediate termination of employment.

OVERTIME

As necessary, employees may be required to work overtime; however, only non-exempt employees qualify for overtime pay. To work overtime, non-exempt employees must obtain written permission from their managers. If non-exempt employees work overtime without permission, they may be disciplined, up to, and including, termination of employment. The Company provides compensation for all overtime hours worked by non-exempt employees in accordance with applicable law.

Please also note that Massachusetts's "Blue Laws" prohibit most employers from requiring employees to work on Sundays and certain holidays. Employees can still *voluntarily* work on Sundays and holidays, but they will not be coerced into doing so. More information, along with a list of possible exemptions, is available at <http://www.mass.gov/lwd/labor-standards/dls/mass-blue-laws/overview.html>.

PAYMENT OF WAGES

Employees of the Company are paid semi-monthly, on the 15th and on the last day of the month for work performed during the pay period, or as otherwise required by applicable state and/or local law. If a regular payday falls on a holiday or weekend, employees will be paid on the preceding workday. The Company does not permit advances against paychecks.

PAYROLL DEDUCTIONS

The law requires the Company to make certain withholdings from employees' wages, such as federal income tax, state income tax, Federal Insurance Contributions Act (FICA), Social Security and Medicare, and other withholdings as required by applicable state and local law (e.g., California State Disability Insurance (SDI), NYS Disability Insurance). Employees should contact Payroll or the People Team if they want to change their exemptions or marital status for income tax withholding purposes.

SALARY PAY FOR EXEMPT EMPLOYEES

Subject to any exceptions provided by law, salaried exempt employees will receive their salary for any week in which they perform any work. An exempt employee's salary is intended to pay for all hours worked during each pay period, regardless of the employee's scheduled or tracked hours. If employees believe that an improper deduction has been made to their salary, employees should immediately report this information to their direct manager or to the People Team. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, employees will be promptly reimbursed.

EMPLOYEE PERFORMANCE AND CONDUCT

PERFORMANCE EVALUATIONS

Employees may receive periodic performance reviews. Performance evaluations may review factors such as the quality and quantity of work, knowledge of the job, initiative, work attitude, and attitude toward others. Performance evaluations should help employees become aware of their progress and areas for improvement. A good performance evaluation does not guarantee a pay raise. Pay increases may not occur every year. A good performance review or a pay raise is not a promise of continued employment. Rather, employment at the Company is at-will and may be terminated by the employee or the Company at any time for any reason or no reason, with or without notice.

WORKPLACE VIOLENCE

The Company has no tolerance for acts and threats of violence. All such acts and threats, even those made in apparent jest, will be taken seriously and will lead to appropriate discipline, up to, and including, termination of employment. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Employees are expected to report to a manager, supervisor, the People Team, or the CEO all actual or perceived threatening and/or violent incidents. The Company is committed to thoroughly investigating all reports of workplace violence and will take appropriate remedial action. Anyone with questions about the application of this policy should contact the People Team or the Company's emergency action coordinator.

OUTSIDE EMPLOYMENT

While employed by the Company, employees are expected to devote their energies to their jobs with the Company. For this reason, second jobs are strongly discouraged. The following types of outside employment are strictly prohibited: employment that conflicts with an employee's work schedule, duties, or responsibilities; employment that creates a conflict of interest or is incompatible with the employee's employment with the Company; employment that interferes with the protection of the Company's proprietary or confidential information; employment that impairs or has a detrimental effect on an employee's work performance; employment that requires an employee to conduct work or related activities for outside employment on the Company's property during an employee's working hours or using the Company's facilities and/or equipment; and employment that directly or indirectly competes with the business or the interests of the Company. The Company assumes no responsibility for the outside employment. No work related to outside employment may be performed during Company time, with Company property or equipment, or on Company premises. The Company does not provide workers' compensation coverage or any other benefit for injuries occurring from, or arising out of, outside employment.

DRUG AND ALCOHOL ABUSE

The Company is concerned about the use of alcohol, marijuana, illegal drugs, and controlled substances as they affect the workplace. Use of these substances, whether on or off the job, can

adversely affect employees' work performance, efficiency, safety, and health, and therefore, seriously impair employees' value to the Company. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other persons.

The following are strictly prohibited by the Company: (1) being impaired by alcohol, marijuana, or other controlled substances while on the job; (2) driving a Company vehicle while under the influence of alcohol, marijuana, or a controlled substance; (3) distribution, dispensation, sale, or purchase of an illegal or controlled substance while on the job; (4) unlawful manufacture, possession, or use of a controlled substance, or being under the influence of an illegal or controlled substance while on the job; and (5) working while impaired by a prescription or over-the-counter drug if that impairment affects the employee's ability to safely or sufficiently perform the job or affects the safety of others. Violation of the above rules and standards of conduct may result in disciplinary action, up to, and including, termination of employment. The Company may also bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, as well as other Company policies, the Company reserves the right to conduct searches of Company property or employees and/or their personal property, including, but not limited to, lockers, packages, purses, backpacks, and other personal property brought onto Company premises. The Company also reserves the right to implement other measures necessary to deter and detect abuse of this policy or other policies. A request to search is not indicative of individualized suspicion.

The Company encourages and will reasonably accommodate employees with drug or alcohol dependencies to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request a treatment or rehabilitation leave. Notwithstanding the foregoing, the Company is not obligated to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the Company obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but who fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described above. Rather, rehabilitation is an option for employees who acknowledge a drug or alcohol dependency and voluntarily seek treatment to end that dependency. Employees with a drug or alcohol dependency who are not seeking treatment are not qualified as a disabled individual under applicable law.

PUNCTUALITY AND ATTENDANCE

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided whenever possible. If employees are unable to report for work on any particular day, employees must call and speak with their manager at least one hour before the time employees are scheduled to begin working for that day. If employees call less than one hour before their scheduled time to begin work, employees will be considered tardy for that day. If employees know in advance that they are going to be absent, employees must schedule

the absence with their manager at least one week in advance. If employees are absent for three consecutive days on which they are schedule to work, without contacting their manager, employees will be considered to have voluntarily terminated their employment. Excessive absences, abuse of the Company's leave policies, failure to report absences on time, and excessive tardiness may lead to discipline, up to, and including, termination of employment.

BUSINESS CONDUCT AND ETHICS

In no event may a gift, gratuity, or expense payment influence a business decision, transaction, or service.

TELEPHONE AND DEVICE USE POLICY

Employees are required to comply with all applicable laws regarding the use of phones while driving, including laws prohibiting text messaging while driving. Under no circumstances are employees required to answer the phone to conduct Company business while driving. Whenever possible, employees should not make or receive calls while driving. If employees do make calls while driving, they must use a hands-free device. Employees may not send work-related emails or text messages, or other written or typed messages, while driving. Under no circumstances should employees use phones while driving during adverse weather or difficult traffic conditions. Employees who violate this policy will be considered to be operating outside the course and scope of their employment. Any violations of this policy will subject employees to disciplinary action, up to, and including, termination of employment.

EMPLOYMENT POLICIES

EMPLOYEE REFERENCES

All requests for references must be directed to the People Team. The Company's policy is to disclose only the dates of employment and the title of the last position held.

REMOTE WORK POLICY

Employees may be eligible to work remotely with manager approval, subject to discretion by the CEO. Consideration of remote work requires a written request from the employee and a recommendation from their manager no less than 30 days prior to an employee's move to another city and/or state. Qualifications for remote work will be determined in regards to the employee's job duties and position; consideration of whether the role can be performed remotely; and the employee's overall performance record.

At the start of a work remote arrangement, employees will be subject to a 60-day review period during which the employee's manager may require weekly status updates to discuss work progress and establish upcoming goals.

Depending on the geographic location of the remote location, wages may be adjusted accordingly based on comparable compensations data for the specific city and/or state. Employees will have any such compensation changes communicated in writing, and will have 60 days from the date of notice to accept the new compensation terms, retract their request for a remote work arrangement, or resign or terminate employment. Employee is responsible for any income tax implications of remote work. The company cannot provide tax guidance and encourages employees to consult with a qualified tax professional regarding any home office-rated deductions.

Should the Company require a work remote arrangement, reasonable relocation expenses will be reimbursed. All policies regarding travel expenses, relocation expenses, and the terms and conditions of employment with the company remain the same.

WORK FROM HOME POLICY

The Company's work from home policy (aka "telecommuting") provides employees with an opportunity to work from home, on the road, or in a satellite location for all or part of their regular workweek. The Company considers working from home to be a viable work arrangement when individual, job, and managerial considerations are best suited to such an arrangement. Working from home must be pre-approved by the employee's manager. It is a privilege and may not be suitable for all employees.

Working from home is a voluntary work alternative that may be appropriate for some employees and some jobs but is not suitable for all situations. The Company supports properly managed work from home arrangements where there are mutual benefits to the Company and the employee. The Company recognizes the advantages of using technology to reduce cost, increase productivity, conserve energy, improve safety and contribute to a cleaner environment.

The employee's compensation, benefits, work status and work responsibilities will not change due to participation in a work from home arrangement. Working from home does not alter the employee's obligation to comply with all Company policies and procedures. Further, a work from home arrangement does not change an employee's at-will status. It is not an entitlement, a Company-wide benefit, and it in no way changes the terms and conditions of employment with the Company.

The Company may designate positions that are appropriate for a work from home arrangement. In determining whether an employee is eligible for a work from home arrangement, management will take into consideration department needs, performance evaluations, opportunities for continued development, and the need for supervision.

A working from home arrangement is not flextime. Employees are not free to work according to their own schedule, and a work from home arrangement is not designed to be a replacement for child (or dependent) care. Any employee who is interested in a work from home arrangement is encouraged to discuss expectations of this arrangement with family members before such an arrangement begins.

Work from home schedules are discretionary and may be subject to change or withdrawal at any time, based on a number of factors, including, but not limited to the needs of the department or Company. An employee who is working from home is expected to maintain the same professional, effective communications and efficient workflow among co-workers as he or she would have were the activities to be conducted at the Company worksite.

EMPLOYEE PRIVACY NOTICE

I. What Personal Information Do We Collect About You?

"Personal Information" is any information that relates to or can be used to identify you. As an employee or contractor, we collect Personal Information in the course of job-related activities throughout the period you work for us. This can be in the form of information you provide directly to us or information that we collect automatically about you, such as monitoring computer access and usage.

Information You Provide to Us. We collect information when you provide it to us directly, such as when you submit a resume or application for employment, when you complete forms related to your employment, and when you interact with us during the course of your employment. The types of Personal Information we may collect directly from you include:

- **Personal Identifiers**, which include your name, title, addresses, telephone numbers, email addresses, driver's license number, passport number, nationality/visa status, or related information. We use this information to manage your employment with us, including providing you with benefits (where applicable) and to process payments to you. We also collect your social security number for tax purposes.
- **Demographic Information**, including your age, gender, and country of residence to verify your identity. We collect information about your marital status and dependents for tax and benefits administration purposes. We also collect and maintain information about your race, ethnicity, disability, veteran's status, or sexual orientation, if you choose to provide your Personal Information to support our efforts to attract and maintain a diverse workforce, including reporting required by federal law.
- **Payment Information**, such as bank account details, tax status information, and payroll records.
- **Professional or Employment-related Information**, such as your salary, annual leave, retirement, work performance, disciplinary actions, and/or grievance information. We also may collect information regarding job titles, salary history, work history, working hours, holidays, absences, training records, and professional memberships. For purposes of administering employee benefits, we collect health information, your marital status, and dependent information.
- **Education Information**, such as information you provide during the hiring process about the educational institutions you have attended or your level of education. We also collect and maintain information about any professional licenses you hold, certifications you receive, or additional education or training you undertake during your employment.
- **Sensitive Personal Information:**
 - **Biometric Information**, such as fingerprint identification, for timekeeping and access to our spaces and systems. We use this information to ensure compliance with

company policies and to maintain the security of our systems and spaces.

- **Geolocation Data**, which means information about the location of your company-issued device, such as a company-issued mobile phone or vehicle.
- **Health Information**, such as health insurance information, medical conditions and health and sickness records, when you provide this information to us. This includes details of any absences (other than holidays or personal days) from work, including time on statutory parental leave and sick leave; information related to biological screenings or testing for controlled substances; records related to administering and maintaining your healthcare and other benefits; and information about a condition needed for pensions and permanent health insurance purposes when you leave employment and the reason for leaving is related to your health.

Information We Collect through Technology and other Automated Means

- **Internet or Other Electronic Network Activity Information**, such as information about your use of Flipboard computers, phones, tablets, and networks, including your use of the internet and your email communications using Flipboard-owned computers or systems.
- **Audio/Visual Information**, such as photographs of you for identity verification, and we may record you on building security cameras. Your telephone calls may be monitored or recorded when accessing company resources, such as IT services, and your use of company computer systems may be electronically recorded or otherwise monitored. In addition, your calls may be monitored or recorded if you are interacting with a customer or member of the public in a customer service capacity.
- **Inferences drawn to create a profile**, such as an assessment of your interests, strengths, capabilities, potential, preferences and/or other characteristics. Participation in such assessments is voluntary, and the outcomes of the assessments will be used only to assist you in your career development.

How We Use Personal Information About You

We use your Personal Information for the following business purposes:

- **Decisions related to your employment**, including reviewing your performance; evaluating your development as an employee; setting your job duties and assessing our staffing needs; assessing your qualifications for other roles within the company or promotion; determining salary and compensation; preparing for disciplinary procedures, including termination; dealing with legal disputes involving you or other employees; tracking our diversity efforts; and ascertaining your fitness for work.
- **Employee development and analysis**, including conducting analytics performed to review and better understand employee retention and attrition rates; and ascertaining and fulfilling education, training, and development requirements.
- **Administering payments and benefits**, including making tax and other required deductions and making decisions about salary and compensation.

- **Security measures and complying with health and safety obligations**, including ensuring the physical safety of our facilities, resources, employees, contractors, and other people from threats; preventing fraud and to secure our systems, data, resources, and facilities from unauthorized access or exploitation; monitoring compliance with our IT policies; ensuring network and information security, including preventing unauthorized access to our computer and electronic communications systems, and preventing malicious software distribution; and investigating theft and other illegal activities.
- **Compliance with legal obligations**, including verifying that you are legally permitted to work in the United States.

Disclosure of Your Personal Information

We may disclose Personal Information that we collect or you provide as described in this Privacy Notice:

- To our affiliates, subsidiaries, and other Flipboard companies.
- To service providers, which are companies we use to support our business and who are bound by law and contractual obligations to keep your Personal Information confidential. Service providers may use information we share with them only for the purposes for which we disclose it to them. The categories of service providers that we share Personal Information with and the services they provide are:
 - **Payroll services providers** that assist us in calculating and disbursing your wages and other compensation.
 - **Auditing and accounting firms**, such as firms that assist us in the creation of our financial records.
 - **Professional services consultants**, such as firms that perform analytics, assist with improving our business, provide legal services, or supply project-based resources and assistance.
 - **Temporary staffing agencies** that provide contingent workers for assignment at Flipboard.
 - **Analytics services**, including entities that analyze traffic to and on our website and assist with identifying and communicating with potential customers.
 - **Security vendors**, such as entities that assist with security incident verification and response, service notifications, and fraud prevention.
 - **IT vendors**, such as entities that assist with website design, hosting and maintenance; data and software storage; and network operation.
 - **Government agencies**, to comply with mandatory reporting.

- To other external parties when required by law or to protect Flipboard or other persons, as described in this Privacy Notice.
- To a buyer or other successor in the event of a merger, divestiture, restructuring, reorganization, dissolution or other sale or transfer of some or all of Flipboard’s assets or capital stock, in which Personal Information held by Flipboard about our employees or contractors is among the assets transferred. If this happens, the recipient of the Personal Information will continue to honor the promises made in this Privacy Notice, or else provide you notice of any changes.
- We do not sell your Personal Information to any third parties. However, we may disclose aggregated or deidentified information without restriction.

Sources of Your Personal Information

We collect Personal Information about employees and contractors through the application and recruitment process, directly from candidates, and from employment agencies, screening services, and/or other background-check providers. We may collect additional information from third parties including former employers, credit reference agencies, or other sources that supply employment verification services.

We may collect additional Personal Information in the course of job-related activities throughout the period you work for us. This can be in the form of information you provide directly to us or information which we collect automatically about you, such as monitoring computer access and usage.

Retention of Your Personal Information

We will keep your Personal Information for as long as is needed to carry out the purposes we’ve described, or as otherwise required by law. The criteria used to determine the applicable retention period for your Personal Information includes the length of time we have an ongoing relationship with you as an employee or contractor and whether there is a legal obligation to which we are subject that requires us to retain your Personal Information. Generally, this means we will keep your Personal Information until the end of your employment with us, plus a reasonable period of time after that where necessary to respond to any employment enquiries, deal with legal, tax, accounting or administrative matters, or to provide you with ongoing pensions or other benefits.

Where we have no continuing purpose to process your Personal Information, we will either delete or anonymize it or, if this is not possible (for example, because your Personal Information has been stored in backup archives), then we will securely store your Personal Information and isolate it from any further processing until deletion is possible.

Data Security

We have implemented measures designed to secure your Personal Information from accidental loss and from unauthorized access, use, alteration, and disclosure. We use physical, administrative, and technical safeguards to secure Personal Information. The safety and security of your information also depends on you. You are responsible for following all Flipboard security policies.

Unfortunately, the storage and processing of information via internet-connected computers can never be completely secure. Although we do our best to protect your Personal Information, we cannot guarantee the security of your Personal Information stored or processed by us.

Changes to this Privacy Notice

We reserve the right to update this Privacy Notice at any time. If we make material changes to this policy that will affect you, we will provide you with an updated copy of this Privacy Notice as soon as reasonably practical.

For Residents of the UK and California

We do not sell or share your personal information.

Right to Access Personal Information

You have the right to request access to specific pieces of Personal Information collected about you. To protect our employees' Personal Information, we are required to verify your identity before we can act on your request.

Right to Request Deletion of Personal Information

You have the right to request that we delete any Personal Information that we or third-parties on our behalf have collected directly from you. To protect our employees' Personal Information, we are required to verify your identity before we can act on your request and maintain a record of your request. We may have a reason under the law why we do not have to comply with your request, or why we may comply with it in a more limited way than you anticipated. If we do, we will explain that to you in our response.

Right to Correct Personal Information

You have the right to request in certain circumstances that we correct any inaccurate Personal Information that we have collected directly from you.

How to Submit a Request

You may submit a request to exercise your rights as follows:

- Contact legal@flipboard.com

To protect our employees' Personal Information, we are required to verify your identity before we can act on your request. We will verify your identity based on the information we have on file. In the event that you are requesting access to sensitive categories of Personal Information, we will require additional information to verify your identity (including providing us a copy of a government-issued ID). We will only use the information collected during the verification process to verify your identity and will not retain the information longer than required for this purpose.

If you designate an authorized agent to make a request on your behalf, please ensure the authorized agent identifies him/herself as an authorized agent. We may require written proof of the agent's

permission to make a request on your behalf, and we may need to verify your identity directly.

OPERATIONAL CONSIDERATIONS

EMPLOYER PROPERTY

All Company property must be maintained according to Company rules and regulations. The Company reserves the right to inspect all Company property to ensure compliance with its rules and regulations, without notice to employees and/or in employees' absence. Other than the company laptop assigned to you, prior authorization must be obtained before any other Company property may be removed from the premises, with the exception of this Handbook and personal documents. Personal property of employees, including, but not limited to, lockers, packages, purses, backpacks, cloud accounts, and any other personal items brought onto company premises, is subject to inspection.

Upon termination of employment, employees are required to return all Company property immediately (with the exception of the employee's own personnel records and a copy of this Handbook, which employees may keep). Upon termination of employment, employees are required to conduct a thorough search of their homes, personal computers, cars, personal phones, cloud accounts, tablets, external drives personal emails, and any other place where Company property (whether in electronic or hard copy form) may reside and return it immediately. The Company may sue and/or press criminal charges against employees who do not return all Company property upon termination of employment.

TECHNOLOGY SYSTEMS

The Company provides an e-mail system, voicemail system, access to the Internet, and other technology systems to assist employees in conducting Company business. Everything created, received, sent, or stored in these systems is the property of the Company. All existing Company policies, including, but not limited to, Company policies regarding intellectual property, discrimination, harassment, and confidentiality, apply to the conduct of employees on the Internet and when using technology systems. In particular, the display of any kind of sexually explicit image or document on any Company system is a violation of the Company's policy against sexual harassment. Employees who are aware of the misuse of these systems by other employees should report the misuse to a manager or the People Team immediately.

All employees should be aware that the Company has software and systems in place that are capable of monitoring and recording all network traffic to and from any computer employees may use. The Company reserves the right to access, review, copy, and delete anything (deleted or not) accessed through these systems with or without notice to employees and/or in employees' absence. In addition, the Company may review Internet and technology systems activity and analyze usage patterns, and may choose to publicize this data. **Employees should have no expectation of privacy as to their Internet or technology systems usage** and should not use these systems for information they wish to keep private.

CONFIDENTIALITY AND TRADE SECRETS

Employees are responsible for safeguarding the Company's confidential information³ both during and after their employment. Subject to their right to engage in Protected Activity, employees may not divulge any such information unless it is necessary for them to do so in the performance of their employment duties. Under no circumstances may employees transmit Company confidential information to themselves for use – or potential use – at future employers. For example, employees may not email Company property to their personal email accounts, save it to their personal cloud accounts, or save it to external drives or other sources without the written permission of the People Team and IT.

Employees may not work for the Company if any agreements with third parties, including prior employers, prevent them from performing the duties of their position. Employees may also not work for the Company if they have retained any property of their prior or concurrent employer(s) without written permission from their prior or concurrent employer(s) to retain such property. Employees are prohibited from bringing any third party confidential information to the Company or using it in their work at the Company without the Company's express, written permission. Employees who use such information (e.g., by accessing it through cloud accounts or external drives) will be subject to disciplinary action, up to, and including, termination of employment. In addition, such behavior can result in employees being sued, personally, by prior employers, as well as being subject to criminal penalties. Unless required by applicable law, the Company will not indemnify employees who have stolen or misused the trade secrets or confidential information of others. If employees are asked, during the course of their employment at the Company, for information relating to any of their prior employers' business and cannot answer that without providing non-public information, employees must refrain from providing such information.

The Company may inspect employees' electronic equipment, including Company-provided computer and emails at any time to, among other things, ensure compliance with Company policies.

SECURITY, HEALTH AND SAFETY, SMOKING

Employees should immediately notify their manager when unknown persons are acting in a suspicious manner, in or around the facilities, or when keys, security passes, or identification badges are lost or misplaced. Employees are responsible for the safety of themselves and others in the workplace. In compliance with California law, and to promote the concept of a safe workplace, the Company maintains an Injury and Illness Prevention Program, a Fire Prevention Program, an Emergency Action Plan. Smoking (including electronic cigarettes) is not allowed in any enclosed area of the facility or within 20 feet of any door, window or air intake area. The Company or its insurer will not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's

³ Confidential information includes, but is not limited to, all non-public information that relates to the actual or anticipated business and/or products, research or development of the Company, or to the Company's technical data, trade secrets, or know-how, including, but not limited to, research, product plans, or other information regarding the Company's products or services and markets therefor, customer lists and customers, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, and finances.

voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

OFF-DUTY USE OF FACILITIES AND SOLICITATION AND DISTRIBUTION OF LITERATURE

Employees may not be on Company premises or use Company facilities while not on duty. Employees may not solicit or promote support for any cause or organization in work areas during their working time or during the working time of employees at whom such activity is directed. Under no circumstances will nonemployees be permitted to solicit or to distribute written material for any purpose on Company property.

EMPLOYEE BENEFITS

INSURANCE BENEFITS

The Company offers health insurance benefits to eligible employees that work at least thirty (30) hours per week. Please refer to the benefits documents, which can be obtained from the People Team, for more information. If there is any conflict between this Handbook and plan documents, the plan documents will govern. The Company reserves the right to cancel or change the benefits it offers to its employees at any time.

HOLIDAYS

In the United States, the Company observes eleven paid holidays per year: New Year's Day; Martin Luther King Day; Presidents' Day; Memorial Day; Independence Day; Labor Day; Veteran's Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Eve; and Christmas Day. When a holiday falls on a Saturday, it is usually observed on the prior Friday, but if the holiday falls on a Sunday, it is observed on the following Monday. To be eligible for holiday pay, non-exempt employees must be regularly scheduled to work on the day on which the holiday is observed and must work their regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance, in writing, by the employee's manager.

OUT OF OFFICE POLICY

The Company does not provide vacation benefits and no vacation or other paid time off is accrued. Rather, the Company expects each employee to determine for himself or herself, consistent with his or her responsibilities, how much time can reasonably be spent away from the office for purposes such as personal vacation, relaxation, or personal or family needs. Because of the nature of our business, the Company cannot guarantee how much time employees will be able to take away from work and there is no set number of days to which employees are entitled to take away from the office. However, out of office time is subject to the approval of a manager, with certain exceptions, and the Company reserves the right to deny any request for out of office time.

Employees must give their managers reasonable advance notice before they take out of office time. If the need for out of office time is unforeseeable, employees must provide notice of the leave as soon as practicable. Requests for out of office time must be approved in FLOCK (HRIS System) by the manager. The scheduling of out of office time is based on the Company's operational needs. The

Company is not liable for any travel costs or associated cancellation fees if employees book travel before seeking and obtaining approval for out of office time.

During periods in which you are away from the office, the Company's expectation is that you will remain reasonably accessible and able to respond appropriately to the demands of business.

Exempt employees are expected to monitor and manage their workload at all times and are expected to be performing some work during all regular work days while out of the office. You are expected to consistently check email, remain on-call, and work remotely as urgent needs arise. Since exempt employees are expected to be working, exempt employees will continue to receive their regular salary during approved out of office time.

Nonexempt employees are also expected to be reasonably accessible while away from the office. You are encouraged to manage your time as you see fit and you are not expected to perform any work while out of the office. However, during approved out of office time, you will be expected to be on uncontrolled standby and, upon being contacted, will be expected to respond to work-related requests within a two to four-hour period as set by your manager. Out of office time is not compensable except for any time actually worked or for any time that your manager requires that you respond in less than a one-hour window. As a non-exempt employee, at no time may you perform any work during out of office time without first obtaining your manager's approval. Managers may not request any work during out of office time without reflecting the time as hours worked. All time actually worked will be compensated in accordance with applicable law.

This policy applies to time spent away from the office by employees for purposes such as vacation, relaxation, wellness, personal or family needs. It does not apply to any leave of absence including statutory leaves of absence where employees are not expected to perform any work during the absence period, including but not limited to leave under the applicable sick leave policy, the Family and Medical Leave Act, the California Family Rights Act, the Americans with Disabilities Act, California's Pregnancy Disability Act, and/or the California Fair Employment and Housing Act, and any other statutory leave as set forth in the Appendices or as provided by state or local law, as applicable. For information regarding leaves required by applicable law or otherwise provided by the Company or your eligibility for such leaves, please consult Company policy or contact the People Team. If employees expect to take or actually take (one week or more) of out of office leave, such employees must contact the People Team to evaluate other leave options.

PAID SICK LEAVE

This policy applies to all employees of the Company located in California or doing work in California starting on July 1, 2015. If you are unsure whether this policy applies to you, please contact the People Team. **For any time that's longer than 7 days – check in with the People Team for additional sick leave for up to a ten day period.**

Employees of the company receive forty-eight (48) hours (or six days) of paid sick leave per 12-month calendar period. If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees have a serious illness or

injury or employees are out for three days or more, the Company will ask them to obtain a medical provider's release before they are allowed to return to work. The Company reserves the right to prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick days will not be paid upon termination of employment. If employees separate from the Company and are rehired within one year from the date of separation (or 6 months if employee and employer are in San Diego), any unused paid sick days will be reinstated, and employees may use those previously unused paid sick days.

Employees may use paid sick leave for preventive care for themselves or a family member, as well as for the diagnosis, care, or treatment of their, or their family member's, existing health condition. Under this policy, family member means a spouse or registered domestic partner, child, parent, legal guardian, grandparent, grandchild, or sibling. Employees in the City of Los Angeles may also use paid sick leave for any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. Employees may also use paid sick leave if they are a victim of domestic violence, sexual assault, or stalking and need time off to seek medical attention, psychological counseling, services from a domestic violence shelter, program or rape crisis center, to obtain relief from the court, or to attend to their health, safety, or welfare or that of their child(ren). Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment.

If employees are hospitalized or out sick for more than seven (7) calendar days for an injury or illness that is not work-related, employees must apply for State Disability Insurance (SDI) benefits. The People Team can supply the form employees need to apply for SDI, but it is the employee's responsibility to fill out and submit the application. Employees must send their Notice of Disability Benefits Received to the People Team because the Company must coordinate with the state of California to ensure no employee receives more than 100% of the employee's salary while receiving SDI benefits.

Employees will not be required to find their replacements for time they take off pursuant to this paid sick leave policy. The Company will not retaliate against an employee for the employee's use of paid sick days – or an employee's attempt to exercise the employee's right to use paid sick days. In addition, an employee will not be retaliated against for filing complaints alleging violations of paid sick leave laws or for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws – or opposing any policy, practice, or act prohibited by paid sick leave laws.

Employees in other states should consult the appendices to learn about the sick leave policies that may apply to them.

WORKERS' COMPENSATION

The Company, in accordance with state law, provides insurance coverage for employees in case of work-related injury. To ensure that employees receive the workers' compensation benefits to which they may be entitled, employees need to: (1) report any work-related injury to their manager as soon as practicable; (2) seek medical treatment and follow-up care if required; and (3) complete a written Employee's Claim Form (DWC Form 1) and return it to the People Team. Employees must provide the Company with a certification from their health care provider regarding the need for workers' compensation disability leave and their ability to return to work from the leave. Upon submission of a

medical certification⁴ that the employee is able to return to work, the employee will be offered the same position held at the time of leaving, unless the job has been filled in order to avoid undermining the Company's ability to operate safely and efficiently, or if the employee is not capable of performing the job responsibilities upon return. If the employee's former position is not available, a substantially similar position will be offered unless there is no substantially similar position available, or filling the available position would substantially undermine the Company's ability to operate safely and efficiently, or if the employee is not capable of performing the job responsibilities. If, after returning from workers' compensation disability leave, an employee is unable to perform the essential functions of the job because of a physical or mental condition, the Company's obligations to employees may include reasonable accommodation, as governed by applicable law.

LEAVE POLICIES

FMLA/CFRA LEAVE

This policy is meant to comply with requirements set forth under the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"). The FMLA is a federal law, meaning it applies across all fifty states of the U.S., and leave provided under the FMLA is available to Company employees across the U.S. as set forth herein. The CFRA is a California state law, meaning it applies only in California, and leave provided under the CFRA is available to Company employees in California only.

Employees who are eligible for FMLA/CFRA leave may use such leave: (a) to care for the employee's Family Member with a serious health condition;⁵ (b) because the employee's own serious health condition makes the employee unable to perform the essential functions of the employee's position; (c) to care for the employee's newborn child, or a child placed with the employee for foster care or adoption; or (d) for military-related reasons as detailed in this Handbook and provided by law.

Employees who are eligible for FMLA/CFRA leave are those employees who: (1) have worked for the Company for at least 12 months prior to the date on which the leave is to commence; (2) have worked at least 1,250 hours during the 12-month period preceding the leave and (3) in the case of FMLA leave only, are employed at a worksite – or part of a contiguous worksite – where the Company maintains on the payroll (as of the date of the leave request), at least 50 part- or full-time employees within 75 miles (measured in road miles) of the worksite where employees requesting the leave are employed. Eligible employees may take up to a maximum of 12 workweeks of unpaid FMLA/CFRA leave within a 12-month period.

Pregnant California employees may have the right to take a pregnancy disability leave in addition to FMLA/CFRA leave; such employees should review the Company's Pregnancy-related Disability Leave Policy and contact the People Team regarding their individual situation. Leave taken under the

⁵ Family Member under CFRA means the employee's child, child of a domestic partner, adult children, parent, grandparent, grandchild, sibling, spouse, or domestic partner. Family Member under FMLA means the employee's spouse, parents, or children under the age of 18 or adult children with a disability requiring them to be dependent.

pregnancy disability policy runs concurrently with FMLA, but not CFRA. Time off from work because of an employee's disability due to pregnancy, childbirth, or related medical condition is counted as time used for FMLA leave, but not counted as time used for CFRA leaves. PDL runs concurrently with FMLA, but FMLA is limited to 12 weeks. Eligible California-based employees who are disabled due to pregnancy are entitled to up to four months of pregnancy disability leave, followed by 12 weeks of CFRA leave to bond with the newborn child. Employees in other states may also be entitled to pregnancy-related disability leave or reasonable accommodations for pregnancy-related reasons, and should consult the Appendices as well as the People team for more information.

Employees may take FMLA/CFRA leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee or the employee's Family Member, and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is the smallest increment used for time-keeping purposes and other leaves. In no event will the increment of leave be greater than one hour. Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. FMLA/CFRA leave taken for the reason of birth or placement of a child will be granted in minimum amounts of two weeks; however, the Company will grant a request for a CFRA leave (for birth/placement of a child) of at least one day but fewer than two weeks duration on any two occasions.

If the event necessitating the leave is based on the expected birth, placement for adoption, or foster care of an employee's child, or planned medical treatment for a serious health condition of employees or a family member, employees must provide at least 30 days' advance notice before leave is to begin. Employees must consult with the Company regarding the scheduling of any planned medical treatment or supervision so as to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the employee's health care provider or the health care provider of the employee's Family Member. If 30 days' notice is not practicable, notice must be given as soon as practicable. Failure to comply with these rules is grounds for, and may result in, deferral of the required leave until the employee complies with this notice policy. If an unforeseen need for FMLA/CFRA leave arises, employees are required to follow the Company's standard absence notice procedures, unless unusual circumstances prevent the employee from doing so. Employees who fail to follow the Company's standard absence notice procedures may be subject to discipline, up to and including termination of employment.

The Company requires employees to provide certification as explained below, within 15 days of the employee's request for FMLA/CFRA leave, unless it is not practicable for employees to do so. If the Company determines a medical certification is incomplete or insufficient, the Company will provide the employee with written notice of the deficiencies, and the employee will have seven days to repair the deficiency. If the employee does not repair the deficiency within the allocated seven day time frame, the Company may deny the FMLA/CFRA leave request. Upon expiration of the estimated time needed for the leave set forth in the certification, the leave will automatically terminate and the employee will be expected to return to work. If additional leave is required, the employee must, prior to expiration of the leave, submit additional certification to the Company, as set forth below. If an employee fails to return to work immediately after the approved leave expires, the employee will be considered to have voluntarily resigned from the Company.

If the leave is needed to care for a Family Member, the employee must provide a certification from a health care provider that states the: date of commencement of the serious health condition; probable

duration of the condition; estimated amount of time the health care provider will provide care; and confirmation that the serious health condition warrants the participation of the employee. If the leave is needed for an employee's own serious health condition, the employee must provide certification from a health care provider that states the: date of commencement of the serious health condition; probable duration of the condition; and employee is unable to perform one or more of the essential functions of the employee's position because of the employee's serious health condition.

The Company requires certification by an employee's health care provider that the employee is fit to return to work. Failure to provide this certification will result in the denial of reinstatement until such time as the certificate is obtained. If employees do not provide the certification within three business days after the employee's scheduled return date, the employee will be considered to have voluntarily resigned from the Company. The Company may ask for recertification from the employee's health provider in accordance with applicable law. For example, if an employee's medical condition lasts longer than one year, the Company may request a new certification from the employee's health care provider every 12 months. If an employee is actually absent from work due to an ongoing medical condition covered under this policy, the Company may ask for a new certification from the employee's health care provider every six months.

If the FMLA request is because of the employee's own serious health condition, and the Company has reason to doubt the veracity of the certification, the Company may require, at its expense, a second opinion from a health care provider designated by the Company. Under the CFRA, if the request is because of the employee's own serious health condition, and the Company has a good faith, objective reason to doubt the validity of the medical certification, it may seek a second opinion, as described above. For both FMLA and CFRA requests, the health care provider designated to provide a second opinion will not be one who is employed on a regular basis by the Company. If the second opinion differs from the first opinion, the Company may require, at its expense, that employees obtain the opinion of a third health care provider designated or approved jointly by the Company and employees. The opinion of the third health care provider will be considered final and binding.

Any FMLA/CFRA leave granted to eligible employees will be considered as part of the 12-workweek entitlement in a 12-month period. This 12-month period is a "rolling" 12-month period that is measured backward from the date an employee uses any FMLA/CFRA leave, such that an employee's leave entitlement is any balance of the 12-workweek entitlement that has not been used during the immediately preceding 12 months. A leave taken to care for an employee's newborn child or a child placed with the employee for foster care or adoption must be concluded within one year of the birth or placement of the child with employees. There is no carryover of unused leave from one "rolling" 12-month period to the next "rolling" 12-month period.

Upon return from FMLA/CFRA leave, employees will be reinstated to their original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions subject to any defense to reinstatement allowed under the law. In addition, use of FMLA/CFRA leave will not result in the loss of any employment benefit that an employee earned or was entitled to before using the leave. As more fully described below, employees on FMLA/CFRA leave will not continue to accrue employment benefits, as applicable, during unpaid FMLA/CFRA leave.

Reinstatement after FMLA leave may be denied to certain salaried "key" employees: who are among the highest paid 10 percent of salaried employees who are employed within 75 miles of the worksite at which employees are employed at the time of the leave request; and when the refusal to reinstate is

necessary because the employee's reinstatement will cause substantial and grievous economic injury to the Company's operations; and when the employee is notified of the Company's intent to refuse reinstatement at the time the Company determines the refusal is necessary. If leave has already begun, the Company will give the employee a reasonable opportunity to return to work following the notice described above. This "key" employee exception to reinstatement will not apply to CFRA leave.

Employees on FMLA/CFRA leave are not permitted to take on any other employment, even on a temporary basis, without written authorization from the Company. To do so will result in termination of employment. The Company will not discriminate against employees as a result of the approved use of FMLA/CFRA leave or a proper request for such leave.

Employees in California may be eligible for partial wage reimbursement from California's State Disability Insurance ("SDI") or Paid Family Leave Insurance ("PFLI"). Employees in San Francisco may also be eligible for additional wage reimbursement under San Francisco's Paid Parental Leave Ordinance ("SFPPLO"). Employees who receive SFPPLO wage reimbursement, but quit within 90 days of the end of the leave period must reimburse the Company for the wage payments made to the employee by the Company pursuant to the SFPPLO while the employee was on leave. Contact the People Team for more information. No employees will be retaliated against for inquiring about their rights and/or requesting benefits under San Francisco's Paid Parental Leave Ordinance.

Employees will be allowed to continue participating in any health and welfare benefit plans in which they were enrolled before the first day of the leave, generally for a maximum of 12 weeks while on FMLA/CFRA leave. Eligible employees may also be entitled to additional benefit continuation during PDL. (See below). The continued participation in health benefits begins on the date unpaid leave first begins under FMLA (*i.e.*, for pregnancy disability leaves) or under FMLA/CFRA (*i.e.*, for all other family care and medical leaves). Employees continue to be responsible for their portion of the insurance premium. Payment is due at the same time as it would be if made by payroll deduction. Alternatively, at an employee's request, premium payments may be paid in one lump sum at the beginning of the leave period or on a monthly basis. In some instances, the Company may recover premiums paid to maintain health coverage for employees who fail to return to work following FMLA/CFRA leave.

PREGNANCY DISABILITY LEAVE

This policy applies so long as the Company has five or more employees and so long as at least one of those employees is in California. Pregnancy-related disability leave refers to a period when employees take time off work because they are disabled by pregnancy, childbirth, or related medical conditions. Employees of the Company who are disabled by pregnancy, childbirth, or related medical conditions are eligible to take an unpaid pregnancy disability leave ("PDL") of up to four months. PDL may include time off for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth. PDL is separate and distinct from the Company's FMLA and CFRA policies. Employees who are eligible for PDL may also be eligible to take a leave under the Company's FMLA/CFRA policy. Leave taken under PDL runs concurrently with FMLA but not CFRA. The maximum combined leave that employees may take under the Company's PDL policy and the FMLA/CFRA policy is four months (PDL), plus 12 weeks (CFRA). PDL leave need not be taken in one continuous period.

Employees should advise the People Team of their intent to take pregnancy disability leave as soon as possible. The notice (which can be verbal) should include the anticipated timing and duration of the leave or transfer. If the need for leave or transfer is foreseeable, employees must provide at least 30 days' advance notice before the pregnancy disability leave or transfer is to begin. Employees must consult with the People Team regarding the scheduling of any planned medical treatment or supervision so as to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the employee's health care provider. If 30 days' advance notice is not possible, notice must be given as soon as practicable. Failure to comply with these rules is grounds for, and may result in, deferral of the required leave until the employee complies with this notice policy.

Employees may request a transfer to a less strenuous position or less strenuous duties where the transfer is medically advisable. Transfer requests will be granted to the extent the Company can reasonably accommodate the request. Employees requesting an intermittent leave or reduced schedule leave may be transferred, at the Company's discretion, to a position more suited to such a leave for which the employee is qualified. The position to which an employee is transferred will have the same pay and benefits as the employee's former position.

Pregnancy leave will usually begin when ordered by employees' physician. Employees must provide the Company with a certification from a health care provider. The certification indicating disability should contain: the date on which the employee became disabled due to pregnancy; the probable duration of the period or periods of disability; and a statement that, due to the disability, the employee is unable to perform one or more of the essential functions of the employee's position without undue risk to the employee, the successful completion of the pregnancy, or to other persons. Recertification is required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertification can result in termination of the leave. The Company will require certification by the employee's health care provider that the employee is fit to return to work. Failure to provide this certification will result in denial of reinstatement until such time as the certificate is obtained. If an employee fails to return to work immediately after the approved pregnancy leave expires, or fails to provide the certification stating that the employee is fit to return to work within three days after returning to work, the employee will be considered to have voluntarily resigned.

Leave may be taken intermittently or on a reduced work schedule when medically advisable. The smallest increment of time that can be used for such leave is the smallest increment used for time-keeping purposes and other leaves. In no event will the increment of leave be greater than one hour. Employees on PDL are not permitted to take on any other employment, even on a temporary basis, without written authorization from the Company. The Company will not discriminate against employees or applicants as a result of the approved use of PDL or a proper request for such leave.

Authorized PDL leave is unpaid by the Company, but employees may be eligible for partial wage reimbursement from California's SDI. See the People Team for more information. Any accrued sick leave may be used during PDL.

Employees who take PDL will be allowed to continue participating in any health and welfare benefit plans in which they were enrolled before the first day of the leave. The continued participation in health benefits begins on the date unpaid leave first begins under PDL. Employees remain responsible for their portion of the insurance premium. Payment is due at the same time as it would be if made by payroll deduction. Alternatively, at the employee's request, the premium payments may be paid in one

lump-sum at the beginning of the leave period or on a monthly basis. In some instances, the Company may recover premiums paid to maintain health coverage for employees who fail to return to work following PDL. Employees will be allowed to continue to participate in the life benefit plans for the same period.

Employees returning from PDL will be offered the same position they held at the time of leaving, unless the job no longer exists or preserving the job would substantially undermine the Company's ability to operate safely and efficiently. If the employee's former position is not available, an equivalent position will be offered unless there is not an equivalent position available or filling the available position with the employee would substantially undermine the Company's ability to operate safely and efficiently.

Employees in other states may also be entitled to pregnancy-related disability leave or reasonable accommodations for pregnancy-related reasons, and should consult the Appendices as well as the People team for more information.

MAKE WHOLE PREGNANCY DISABILITY LEAVE

The Company has adopted a "make whole" pregnancy disability leave policy. This means that after an employee has pursued any and all disability benefits in connection with pregnancy and childbirth, the Company will make up the delta, typically paid through the Company's standard payroll schedule, so that the employee has received total cash compensation in an amount equal to their regular earnings for up to twelve weeks of leave. Upon return, the employee will work with their manager to be transitioned back into their role.

MILITARY LEAVE

In accordance with federal law, employees may take a leave of absence to perform services in the U.S. uniformed services (Army, Navy, Marine Corps, Air Force, National Guard, and Coast Guard), to perform services in any State Guard or state militia, to perform military training, or to perform any other duties under applicable law (including, but not limited to, under the Illinois Service Member Employment and Reemployment Rights Act; Michigan's Military Leave, Reemployment Protection Act; Nevada's NRS 412.139; New Jersey's Soldiers' and Sailors' Civil Relief Act; or Georgia's O.C.G.A. § 38-2-280). Such a leave of absence may not exceed five years of cumulative military service. Generally, a military leave of absence is unpaid. When the need for military leave is foreseeable, employees must notify their manager as far in advance as possible. If employees have written authorization from their military branch for the leave, employees should provide it when they request leave. Employees on federal military leave whose service period is 30 days or fewer may continue their health insurance benefits and will only be required to pay their normal share of the premium. If employees are required to serve for longer than 30 days, they may elect to continue their health insurance benefits for a period of 24 months after the absence begins or the time of the service, whichever is shorter. In the event of such longer service, employees will be required to pay for the entire employer (and employee) premium. Upon completion of duties so long as the employee was not separated from the U.S. uniformed services with a disqualifying discharge or under other than honorable conditions, an employee will be reinstated into the employee's former position or another position of equal pay and status, consistent with applicable laws. The length of time employees have to report to work after military leave ends depends on the type of leave taken. Please contact the People Team for more information.

MILITARY FAMILY LEAVE

The Company also offers employees who are spouses or registered domestic partners of actively deployed members of the National Guard or Reserves up to 10 days of unpaid leave while their spouse or registered domestic partner is on home leave from military deployment during a period of military conflict. This leave is also provided to employees who are spouses and registered domestic partners of actively deployed members of the Armed Forces who have been deployed during a period of military conflict to an area designated as a combat theater or combat zone. In order to qualify for this leave, employees must meet the following requirements: 1) work for the Company for an average of 20 or more hours per week; 2) notify their manager of their intent to take the leave within two days of receiving notice that their spouse or registered domestic partner will be on leave from deployment; and 3) submit written documentation to the People Team certifying that their spouse or registered domestic partner will be on leave from deployment during the requested leave.

Employees in Washington and Illinois should consult the Appendices to learn about similar leave policies that may apply to them.

FMLA MILITARY CAREGIVER LEAVE

If the Company must provide FMLA leave, then the Company will provide employees who are eligible for FMLA leave and who are the spouse, registered domestic partner, child, parent, or next of kin of a covered servicemember who has a serious injury or illness incurred or aggravated in the line of duty, while on active duty to take up to 26 weeks of unpaid FMLA leave (but with continued benefits coverage) to provide care for the servicemember in accordance with applicable law. Eligible employees are limited to a combined total of 26 weeks of leave for any FMLA-qualifying reason during the “single 12-month period;” however, only 12 of the 26 weeks total may be used for a FMLA-qualifying reason other than to care for a covered servicemember.

FMLA MILITARY QUALIFYING EXIGENCY LEAVE

If the Company is required to provide FMLA leave, then the Company will provide eligible employees with up to 12 weeks of unpaid leave, with benefits continuation, under FMLA for a “qualifying exigency” to help manage the affairs of a soldier or a soldier’s family before, during, or after deployment. Qualifying exigencies include short-notice deployment, military events, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and any additional activities negotiated between employers and employees. In addition, eligible employees may take leave to provide care to a servicemember’s parent, who is incapable of self-care, when such care is made necessary by the servicemember’s covered active duty. Eligible employees are employees with a spouse, child, or parent in the National Guard and Reserves or in the Regular Armed Forces on covered active duty. Covered active duty means duty during the deployment of the military member with the Armed Forces to a foreign country. Eligible employees who wish to take leave to care for an injured servicemember or for a “qualifying exigency” must satisfy all other terms and conditions required to take FMLA leave. Likewise, all other terms of the FMLA policy will be applicable for FMLA military leaves to the extent permitted by applicable law. The hours requirement for FMLA leave may be satisfied by military service. For more information, please contact the People Team.

BEREAVEMENT LEAVE

In the event of death in the immediate family of regular full-time employees, employees may take up to 5 consecutive days off with pay with the approval of the Company. In this policy, immediate family includes the employee's current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, grandchild, or mother-, father-, sister-, brother-, son-, or daughter-in-law.

JURY DUTY

The Company encourages employees to serve on jury selection or jury duty when called. Regular full-time employees will receive full pay while serving up to five days of jury duty (less amounts received from other sources for the jury duty). In no event will the Company withhold the first \$40.00 of any employees' wages for the first three days of jury duty. Employees should notify their manager of the need for time off for jury duty as soon as a notice or summons from the court is received. Employees may be asked to provide written verification from the court clerk of having served. If work time remains after any day of jury selection or jury duty, employees must return to work for the remainder of the employee's work schedule. The Company will provide regular part-time and temporary employees time off to serve on jury duty, but they are ineligible for compensation for time served on jury duty, unless prohibited by law. In no case will the salary of an exempt employee be reduced for any week in which the employee works and also misses time to serve on jury duty.

WITNESS DUTY AND CRIME VICTIM LEAVE

Employees who are: (i) victims of a crime; (ii) whose immediately family member is a victim of a crime; (iii) who is the victim representative for a victim of a crime; or (iv) who are subpoenaed as a witness are eligible to take *unpaid* leave to attend proceedings related to the crime or assist in a police investigation related to the crime.

Employees should notify their manager of the need for time off as soon as possible. If work time remains after any day of witness duty or crime victim leave, employees must return to work for the remainder of the day. To the extent permitted under law, the Company reserves the right to request proof that employee attended/testified in court or assisted with a police investigation. The Company will not discriminate or retaliate against employees due to their request for or taking of witness duty and crime victim leave.

TIME OFF FOR VOTING

Employees may take time off if they do not have sufficient time outside of working hours to vote in a statewide election. Such time off should be taken at the beginning or end of the regular working shift, whichever allows for more free time, and the time off should be combined with the voting time available outside of working hours. Under these circumstances, employees will be allowed a maximum of three hours on the election day without loss of pay. Where possible, employees should give their manager at least two days' notice that time off to vote is needed.

DOMESTIC VIOLENCE LEAVE

The Company allows employees who have been the victim of domestic violence, sexual assault, stalking, or harassment (or whose family member has been the victim of domestic violence, sexual assault, stalking, or harassment) to take unpaid leave up to 20 days or as required by law to: (1) seek medical attention or recover from injuries; (2) obtain or attempt to obtain any relief, including, but not limited to, a temporary and/or permanent restraining order; (3) obtain psychological, or other counseling; (4) participate in safety planning to increase safety from future domestic violence, including relocating or securing a home; (5) seek legal or law enforcement assistance; and/or (6) attend, participate, or prepare for criminal or civil court proceedings. Employees must provide reasonable advance notice of the need for such leave. Employees who take leave under this policy may be required to provide certification verifying the need for the absence, including, but not limited to, a police report, a court order, a doctor's note, or some other form of documentation. Employees may use paid sick leave for any absence under this policy. The Company will treat an employee's request for leave under this policy with the utmost confidentiality. The Company will not discriminate against employees who request (or take) a leave of absence under this policy.

This policy does not extend to New York, Massachusetts, Washington, and Illinois employees, who should consult the Appendices to learn about similar leave policies that may apply to them.

SCHOOL ACTIVITIES LEAVE

Parents, guardians, stepparents, foster parents, employees who stand in *loco parentis* to a child, or grandparents having custody of one or more children may take unpaid time off if those children are in grades K-12 or with a licensed child care provider to: (1) participate in activities of their child's school or licensed child care provider; (2) attend parent-teacher conferences or other conference requested by a school administrator; (3) handle an emergency relating to the child after notification by a school or official; (4) address a school or child care provider emergency when their child cannot remain with a child care provider or in school due to the following reasons – (a) the child care provider or school has asked that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider; (b) behavioral or discipline problems, or natural disasters; (c) closure or unexpected unavailability of the school or child care provider (excluding planned holidays); (d) a natural disaster, including, but not limited to, fire, earthquake, or flood; or (5) find, enroll, or reenroll a child in school or with a child care provider. Time off under this leave cannot exceed eight hours in a calendar month (unless employees are using the time off to address a child care provider or school emergency) and cannot exceed 40 hours per year. Prior to using such leave, employees must provide as much advance notice as possible to their manager. If both parents are employed by the Company, only the first employee to request this leave is guaranteed to receive the time off. If requested by the Company, employees must provide their managers with documentation from the school that indicates that employees participated in a permitted purpose on the day of the absence under this leave. The Company will not discriminate or retaliate against employees who request or take a leave of absence for school activities.

SCHOOL APPEARANCE LEAVE

Employees who take time off to appear at their child's or ward's school in connection with a suspension will not be discriminated or retaliated against. Such time off will be unpaid.

ORGAN AND BONE MARROW DONOR LEAVE

Employees may use paid leave to donate an organ or bone marrow to another person. This policy applies to employees who have worked for the Company for at least 90 days. Employees may use paid leave to donate an organ or bone marrow to another person. Organ donors may take a paid leave of absence of up to 30 business days in a 12-month period, beginning from the date the paid leave first begins. Organ donors may also take an unpaid leave of absence of up to 30 business days in a 12-month period, beginning from the date the unpaid leave first begins. Bone marrow donors may take a paid leave of absence of up to five business days in a 12-month period. Employees must use up to five days of sick leave during leave for bone marrow donation.

Employees requesting this leave must provide the People Team with written verification of the need for donation leave. Such verification must state that employees are a bone marrow or organ donor and that the donation is medically necessary. Employees will remain eligible for health insurance coverage as if they were active employees during any organ or bone marrow donation leave. Leave under this policy may be taken in one or more period(s) of time. Employees returning from organ or bone marrow donation leave will be reinstated to the same position they held prior to taking leave or to a position with equivalent seniority, benefits, and pay. Employees will not be discriminated or retaliated against for taking or requesting organ or bone marrow donation leave.

This policy does not extend to New York or Oregon employees, who should consult the appendices to learn about similar policies that may apply to them.

EMERGENCY SERVICES LEAVE

Employees who are firefighters, reserve peace officers, emergency rescue personnel, or a member of any other qualified volunteer organizations under applicable law may take unpaid time off to perform emergency duty. Such employees may also take off up to a total of 15 days per calendar year to engage in fire, law enforcement, or emergency rescue training, or as otherwise required by applicable law. Volunteer firefighters, reserve peace officers, and emergency rescue personnel will not be discriminated against or retaliated against due to their civil service or their use of emergency duty leave. The Company may request that employees provide proper documentation demonstrating their need for leave, as permitted under applicable law.

This policy does not extend to Pennsylvania and Washington, employees who should consult the Appendices to learn about similar leave policies that that may apply to them.

CIVIL AIR PATROL LEAVE

Employees who are volunteer members of the U.S. Air Force Civil Air Patrol and who are responding to an emergency operation mission, as defined by law, may take up to 15 days of unpaid time off per year. Employees will not be discriminated or retaliated against due to their membership in the Civil Air Patrol or their request or use of civil air patrol leave. Employees taking civil air patrol leave may be asked to provide certification of their eligibility for leave.

This policy does not extend to Illinois employees who should consult the Appendices to learn about similar leave policies that that may apply to them.

ARIZONA APPENDIX

The policies contained in this Appendix only apply to Flipboard, Inc. (the “Company”) employees located in Arizona. These policies are in addition to the policies enumerated in the Flipboard Employee Handbook (the “Handbook”). Any questions on the Handbook policies or on this Arizona Appendix should be directed to the People or Legal teams.

SICK LEAVE

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 40 hours per year. Any accrued and unused paid sick leave will be carried over to the next year. Employees may use up to 40 hours of paid sick leave per calendar year.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick days as they are accrued. Employees may take sick leave in increments equivalent to the smallest increment used by payroll for other absences or use of time.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees have a serious illness or injury or employees are out for three days or more, the Company may ask them to obtain a medical provider’s release before they are allowed to return to work. Sick leave will not accrue during any leave of absence. The Company reserves the right to prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick days will not be paid upon termination of employment. If employees separate from the Company and are rehired within one year from the date of separation, any unused paid sick days will be reinstated, and employees may use those previously unused paid sick days.

Employees may use paid sick leave for the following reasons:

- (a) a mental or physical illness, injury or health condition of such employee or such employee’s family member, including for preventative care or medical diagnosis, regardless of whether such illness, injury or health condition has been diagnosed or requires medical care at the time that such employee requests such leave;
- (b) a public health emergency, as declared by order of a public official, that: (i) determined that the employee’s or employee’s family member’s presence in the community would jeopardize the health of others because of their exposure to a communicable disease, such that the employee must provide self care or care for the family member, (ii) closes the employee’s place of business or excludes the employee from the workplace, or (iii) requires the employee to care for a child whose school or place of care has been closed as a result of the order;
- (c) if the employee, or their family member, are a victim of domestic violence, sexual assault, stalking, or human trafficking and need time off:

1. to obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from a family offense matter, domestic violence, sexual offense, stalking, or human trafficking;
2. to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future family offense matters, sexual offenses, stalking, or human trafficking;
3. to meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to, matters related to a family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit;
4. to file a complaint or domestic incident report with law enforcement;
5. to meet with a district attorney's office;
6. to enroll children in a new school;
7. to take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of the employee or their family member or to protect those who associate or work with the employee;

(d) for other reasons provided under applicable law.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment.

Employees will not be required to find their replacements for time they take off pursuant to this policy. The Company will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

NATIONAL GUARD LEAVE

Employees who are members of the national guard of any state or the United States, or who are members of the US armed forces, may take unpaid leave for the purpose of complying with competent orders of the state or the United States for active duty or to attend camps, maneuvers, formations or armory drills.

COLORADO APPENDIX

The policies contained in this Appendix only apply to Flipboard, Inc. (the “Company”) employees located in Colorado. These policies are in addition to the policies enumerated in the Flipboard Employee Handbook (the “Handbook”). Any questions on the Handbook policies or on this Colorado Appendix should be directed to the People or Legal teams.

MEAL AND REST BREAKS

Non-exempt employees who work at least five hours in their workday are entitled to and expected to take an unpaid, off-duty 30-minute meal period. Employees will be relieved of all duties for the full 30-minute meal period and are free to leave the premises during their meal period. Failure to take full meal periods is a violation of Company policy, which may subject employees to discipline, up to, and including, termination of employment.

Non-exempt employees are also expected to take a 10-minute paid rest period, on the Company premises, for every four hours of work, or major portion thereof, as follows:

Shift Length	Number of 10-minute breaks
2 – 6 hours	1
6 – 10 hours	2
10 – 14 hours	3

Employees may not perform any work during their rest periods. Failure to take a rest period is a violation of Company policy, which may subject employees to discipline, up to, and including, termination of employment.

SICK LEAVE

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a maximum of 48 hours per year. Any accrued and unused paid sick leave will be carried over to the next year, up to a total of 48 hours. Employees may use up to 48 hours of paid sick leave per calendar year. Employees may take sick leave in increments of no less than one hour.

During a Public Health Emergency⁶, the following accrual and use limits apply instead: (1) for employees who normally work 40 or more hours, such employees will be entitled to accrue and use up to 80 hours of paid sick leave per year; and (2) for employees who normally work fewer than 40 hours per week, such employees will be entitled to accrue and use an amount of paid sick leave per year equivalent to the greater of: (a) the amount of time the employee is scheduled to work in a 14-day period, or (b) the amount of time the employee actually works on average in a 14-day period.

⁶ A “Public Health Emergency” is defined as (a) an act of bioterrorism, a pandemic influenza, or an epidemic caused by a novel and highly fatal infectious agent, for which an emergency is declared by a federal, state, or local public health agency, or a disaster emergency is declared by the governor; or (b) a highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the governor

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees have a serious illness or injury or employees are out for three days or more, the Company may ask them to obtain a medical provider's release before they are allowed to return to work. Sick leave will not accrue during any leave of absence. The Company reserves the right to prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick days will not be paid upon termination of employment. If employees separate from the Company and are rehired within one year from the date of separation, any unused paid sick days will be reinstated, and employees may use those previously unused paid sick days.

Employees may use paid sick leave if:

- (a) The employee has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care;
- (b) The employee needs to care for a family member who has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care;
- (c) The employee or family member has been the victim of domestic abuse, sexual assault, or harassment and needs to be absent from work for purposes related to such crime; or
- (d) A public official has ordered the closure of the school or place of care of the employee's child or of the employee's place of business due to a public health emergency, necessitating the employee's absence from work.
- (e) For any other reason provided under applicable law.

During a Public Health Emergency, employees may also use paid sick leave for reasons under applicable relating to the Public Health Emergency, including for an employee's need to self-isolate and care for oneself, or a family member, because the employee or family member is diagnosed with, is experiencing symptoms of, or is seeking a medical diagnosis, care or treatment of, a communicable illness that is the cause of the Public Health Emergency or the employee's inability to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the Public Health Emergency.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment.

Employees will not be required to find their replacements for time they take off pursuant to this policy. The Company will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

CONNECTICUT APPENDIX

The policies contained in this Appendix only apply to Flipboard, Inc. (the “Company”) employees located in Connecticut. These policies are in addition to the policies enumerated in the Flipboard Employee Handbook (the “Handbook”). Any questions on the Handbook policies or on this Connecticut Appendix should be directed to the People or Legal teams.

MEAL PERIODS

Non-exempt employees who work at least seven and one-half hours in their workday are entitled to and expected to take an unpaid, off-duty 30-minute meal period. The meal period must be taken at some time after the first two hours worked and before the last two hours. Employees will be relieved of all duties for the full 30-minute meal period and are free to leave the premises during their meal period. Failure to take full meal periods is a violation of Company policy, which may subject employees to discipline, up to, and including, termination of employment.

FAMILY AND MEDICAL LEAVE

The Company will provide family and medical leave to eligible employees in accordance with Connecticut’s Family and Medical Leave Act (“CFMLA”). Employees may be eligible for income replacement benefits under Connecticut’s paid family leave act (“CPL”) during their CFMLA leave.

Eligibility

To be eligible for CFMLA leave, employees must have worked for the Company for at least three months before the request for leave. To be eligible for benefits under CPL, employees must have earned wages of at least \$2,325 in the highest-earning quarter of the first four of the five most recently completed quarters and must have worked for the Company in the 12 weeks immediately prior to filing a claim for benefits.

Permissible Purposes for Leave

Eligible employees will be entitled to time away from work: (i) for the birth, adoption, or foster placement of a child, (ii) to care for family member⁷ who has a serious health condition, (iii) to tend to the employee’s own serious health condition, (iv) to serve as an organ or bone marrow donor, (v) for any qualifying exigency arising out of the fact that the employee’s spouse, child, or parent is on active duty in the armed forces or has been notified of an impending call or order to active duty in the armed forces, or (vi) for care of the employee’s spouse, child, parent or next of kin who is a member of the armed forces and is undergoing medical treatment, recuperation, or therapy or is otherwise in outpatient status or on the temporary disability retired list for a serious injury or illness incurred in the line of duty.

Notice & Certification Requirements

⁷ For purposes of this policy, “family member” means the employee’s spouse, child, parent, parent-in-law, sibling, grandparent, grandchild, or any individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent to a family relationship.

Employees must provide at least 30 days advance notice before CFMLA leave is to begin if the qualifying reason for leave is foreseeable. When not foreseeable, the employee must provide notice as soon as practicable under the facts and circumstances and within the time prescribed by the Company's usual and customary notice requirements. Failure to provide timely notice may result in CFMLA leave being delayed or denied.

Eligible employees who wish to take CFMLA leave or obtain CPL benefits must comply with applicable certification requirements and may be required to provide additional documentation, as permitted by law.

Use of Other Leave and Interplay

To the extent permitted by law, employees may elect to charge all or part of their CFMLA to accrued but unused vacation days.

CFMLA and CPL will run concurrently. If an employee requests CFMLA/CPL for reasons that also qualify for FMLA Leave, employee's CFMLA/CPL will also run concurrently with employee's FMLA Leave.

Benefits and Protections

Eligible employees may take up to 12 weeks of CFMLA leave during a 12-month period and may be eligible for up to 12 weeks of paid leave during that time. Employees may also take a one-time benefit of 26 weeks of leave during a 12-month period for care of a member of the armed forces under prong (vi) above. Employees may also take an additional two weeks for a serious health condition that results in incapacitation during pregnancy.

CPL only provides for income replacement during CFMLA leave and does not itself carry any job-protection or restoration rights. However, CFMLA leave taken under this policy is job protected. Thus, the Company must generally restore an employee who returns from leave to the same or a comparable position. The Company will not retaliate against an employee for requesting, applying for, or using leave under this policy. Employees have the right to file a complaint to the Connecticut Department of Labor for any violations of CFMLA.

While on leave, employees will continue to receive existing health insurance coverage, provided that they continue to pay their share of health insurance premiums. An employee may lose coverage retroactively to the date an unpaid premium was due (upon proper notice from our carrier) if the employee fails to pay his/her portion of the premium in a timely fashion.

PREGNANCY LEAVE

Connecticut employees are permitted an unpaid leave of absence for a reasonable amount of time for reasons related to a disability resulting from pregnancy. Employees taking a leave of absence pursuant to this policy must notify the Company of their intent to return to work within a reasonable time after beginning leave.

Leave taken under this policy runs concurrently with FMLA leave and/or CFMLA/CPL when employees qualify for leave under this policy and FMLA and/or CFMLA/CPL.

ILLINOIS APPENDIX

The policies contained in this Appendix only apply to Flipboard, Inc. (the “Company”) employees located in Illinois. These policies are in addition to the policies enumerated in the Flipboard Employee Handbook (the “Handbook”). Any questions on the Handbook policies or on this Illinois Appendix should be directed to the People or Legal teams.

MEAL PERIOD

Employees scheduled to work seven and one-half (7.5) consecutive hours will receive one thirty (30) minute unpaid meal period within the first (5) hours of their scheduled shift. Employees are entitled to take an additional twenty (20) minute meal periods for if the employee works an additional seven and one-half (7.5) consecutive hours thereafter.

BLOOD DONATION LEAVE

Full-time Illinois employees who have worked for the Company for at least six months may, every fifty-six (56) days, take up to one hour of leave without loss of pay to donate blood. Employees must request approval from the Company to take such leave.

ILLINOIS MILITARY FAMILY LEAVE

As required under the Illinois Military Family Leave Act, the Company offers Illinois employees who are spouses, parents, grandparents and children of a person called to military service, lasting longer than thirty (30) days with the State or United States pursuant to the orders of the Governor of Illinois or the President of the United States, up to thirty (30) day of unpaid leave during the time federal or State deployment orders are in effect.

In order to qualify for this leave, an Illinois employee must meet the following requirements: (1) have worked for the Company for at least 12 months, and at least 1,250 hours, during the 12-month period immediately preceding the commencement of the leave; (2) notify his or her supervisor of his or her intention to take the leave at least 14 days in advance if the leave will consist of five or more consecutive work days or as far in advance as practicable if the leave will be shorter; and (3) submit written documentation to the People team certifying that their family member has been called to qualifying military service.

If an employee also uses Military Caregiver Leave or Qualifying Exigency Leave under the FMLA, the amount of leave available under Illinois law will be reduced by the number of days the employee takes under the FMLA. In addition, an employee may not take leave under Illinois law unless the employee has exhausted any leave that may be granted to the employee, except sick leave and disability leave.

CIVIL AIR PATROL LEAVE

Illinois employees are eligible for Civil Air Patrol Leave under this policy if they: (i) are members of the Illinois Civil Air Patrol and (ii) have been employed by the Company for at least 12 months and 1,250 hours preceding the commencement of Civil Air Patrol Leave.

Eligible employees may take up to 30 days of unpaid leave to perform Civil Air Patrol missions so long as they give the Company at least 14-days' notice of the need for such leave when the leave will be more than five consecutive work days. If the leave will be less than five consecutive work days, the employee shall give as much notice as practicable.

Employees who take Civil Air Patrol leave will have reemployment and benefit rights consistent with the Company's Military Leave policy in the Handbook.

CHILD BEREAVEMENT LEAVE

In accordance with the Illinois Child Bereavement Leave Act ("ICBLA") and applicable law, if the Company is considered a "covered employer" under FMLA, the Company will provide eligible employees (as defined in the FMLA) who have experienced the death of a child a maximum of 2 weeks (10 work days) of unpaid bereavement leave to: (1) attend the funeral or alternative to a funeral of the employee's child; (2) make arrangements necessitated by the death of the employee's child; or (3) grieve the death of the employee's child. For the purposes of this leave, "child" means an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. Leave under this paragraph may not be taken in excess of the unpaid leave time allowed under the FMLA and runs concurrently with any FMLA leave.

ELECTION JUDGE LEAVE

In accordance with applicable law, the Company will provide eligible Illinois employees unpaid leave to serve as election judges. Any employee who is appointed as an election judge under Section 13-1 or 13-2 of the Illinois Election Code (10 ILCS 5/13-1 and 13-2) may, after giving the Company at least 20 days' written notice, take unpaid leave to serve as an election judge, provided however that no more than 10% of Company employees may take leave under this paragraph on the same election day. Leave taken under this paragraph is unpaid. The Company will not penalize an employee for taking leave under this paragraph.

DOMESTIC VIOLENCE LEAVE

In accordance with the Illinois Victims' Economic Security and Safety Act ("VESSA"), Illinois employees who have been the victim of domestic or sexual violence or have a family or household member who has been the victim of domestic or sexual violence may take unpaid leave ("Domestic/Sexual Violence Leave") as allowed by law to: (1) seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence; (2) obtain victim services for the employee or the employee's family or household member; (3) obtain psychological or other counseling for the employee or the employee's family or household member; (4) participate in safety planning, including temporary or permanent relocation; and/or (5) seek legal assistance, including participating in court proceedings related to the violence. Eligible employees may take up to 12 weeks of unpaid Domestic/Sexual Violence Leave within any rolling 12-month period, looking back from the date the leave would begin. Domestic/Sexual Violence Leave may be taken intermittently (in separate blocks of time) or as reduced schedule leave.

Employees must provide reasonable advance notice of the need for such leave. If advance notice is not practical, employees who take Domestic/Sexual Violence Leave may be required to provide certification verifying the need for the absence, including, but not limited to, a police report, a court

record, or documents from a victim's services organization, member of the clergy, or medical professional from whom the employee or family or household member has sought assistance, or some other form of documentation.

Upon return from Domestic/Sexual Violence Leave, an employee will be reinstated to his or her original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions subject to any defense to reinstatement allowed under the law. In addition, an employee's use of Domestic/Sexual Violence Leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using Domestic/Sexual Violence Leave. During approved Domestic/Sexual Violence Leave, employees will be allowed to continue participating in any health and welfare benefit plans in which the employee was enrolled before the first day of the leave (for up to a maximum of 12 weeks). The continued participation in health benefits begins on the date unpaid leave first begins under Domestic/Sexual Violence Leave.

Employees are not required to tell the Company about domestic/sexual violence. However, to take Domestic/Sexual Violence Leave, employees must tell the Company the reason for the leave. The Company will treat an employee's request for domestic violence leave with the utmost confidentiality. The Company will not discriminate against employees who request or take Domestic/Sexual Violence Leave.

SICK LEAVE FOR CHICAGO EMPLOYEES

Employees who work for the Company in Chicago or Cook County and that work at least 80 hours within any 120-day period qualify for paid sick leave in accordance with the City of Chicago Paid Sick Leave Ordinance. Eligible employees may begin taking sick leave on the 180th calendar after the start of their employment.

Eligible non-exempt employees accrue one (1) hour of sick leave for every forty (40) hours worked and eligible salaried exempt employees accrue one (1) hour of sick leave for each week of employment up to a maximum of 40 hours of sick leave per 12-month period. Accrual begins on the first calendar day after the start of the employee's employment with the Company.

At the end of each 12-month accrual period, employees may carry over up to half of their unused paid sick leave (up to 20 hours) subject to the 40-hour cap. If an employee is eligible for FMLA leave, that employee may carry over up to an additional 40 hours of unused paid sick leave subject to the 40-hour cap, which shall be earmarked to be used exclusively for FMLA-eligible purposes.

Employees may use paid sick leave for the following reasons:

- (a) a mental or physical illness, injury or health condition of such employee or such employee's family member,⁸ including for preventative care or medical diagnosis,

⁸ Under this policy, "Family member" means an employee's child, legal guardian or ward, spouse under the laws of any state, domestic partner, parent, spouse or domestic partner's parent, sibling, grandparent, grandchild, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship. A child includes not only a biological relationship, but also a relationship resulting from an adoption, step-relationship, and/or foster care relationship, or a child to whom the employee

- regardless of whether such illness, injury or health condition has been diagnosed or requires medical care at the time that such employee requests such leave;
- (b) a public health emergency, as declared by order of a public official, that: (i) determined that the employee's or employee's family member's presence in the community would jeopardize the health of others because of their exposure to a communicable disease, such that the employee must provide self-care or care for the family member, (ii) closes the employee's place of business or excludes the employee from the workplace, or (iii) requires the employee to care for a child whose school or place of care has been closed as a result of the order;
 - (c) if the employee, or their family member, are a victim of domestic violence, sexual assault, stalking, or human trafficking and need time off:
 - 1. to obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from a family offense matter, domestic violence, sexual offense, stalking, or human trafficking;
 - 2. to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future family offense matters, sexual offenses, stalking, or human trafficking;
 - 3. to meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to, matters related to a family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit;
 - 4. to file a complaint or domestic incident report with law enforcement;
 - 5. to meet with a district attorney's office;
 - 6. to enroll children in a new school;
 - 7. to take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of the employee or their family member or to protect those who associate or work with the employee;
 - (d) for other reasons provided under applicable law.

Without limiting the use and restrictions imposed by this sick time policy, Illinois employees may use in any calendar year up to one-half of their annual sick time entitlement to attend to the illness, injury or medical appointments of their immediate family, domestic partner, parents-in-law, grandchildren or grandparents.

stands in loco parentis. A parent includes a biological, foster, stepparent or adoptive parent or legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child.

To learn more about their sick leave entitlement, employees should visit <https://www.chicago.gov/content/dam/city/depts/bacp/Consumer%20Information/pslnoticefinal060717.pdf>.

MASSACHUSETTS APPENDIX

The policies contained in this Appendix only apply to Flipboard, Inc. (the “Company”) employees located in Massachusetts. These policies are in addition to the policies enumerated in the Flipboard Employee Handbook (the “Handbook”). Any questions on the Handbook policies or on this Massachusetts Appendix should be directed to the People or Legal teams.

MEAL PERIOD

Non-exempt employees in Massachusetts who work at least six hours in their workday are entitled to and expected to take an unpaid, off-duty 30-minute meal period. Employees will be relieved of all duties for the full 30-minute meal period and are free to leave the premises during their meal period. Failure to take full meal periods is a violation of Company policy, which may subject employees to discipline, up to, and including, termination of employment.

SICK LEAVE

Employees in Massachusetts accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 40 hours per year. Any accrued and unused paid sick leave will be carried over to the next year. Employees may use up to 40 hours of paid sick leave per calendar year.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick days as they are accrued. Employees may take sick leave in increments of no less than one hour.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees have a serious illness or injury or employees are out for three days or more, the Company may ask them to obtain a medical provider’s release before they are allowed to return to work. Sick leave will not accrue during any leave of absence. The Company reserves the right to prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick days will not be paid upon termination of employment. If employees separate from the Company and are rehired within one year from the date of separation, any unused paid sick days will be reinstated, and employees may use those previously unused paid sick days.

Employees may use paid sick leave for the following reasons:

- (a) a mental or physical illness, injury or health condition of such employee or such employee’s family member, including for preventative care or medical diagnosis, regardless of whether such illness, injury or health condition has been diagnosed or requires medical care at the time that such employee requests such leave;
- (b) if the employee, or their family member, are a victim of domestic violence, sexual assault, stalking, or human trafficking and need time off:
 - 1. to obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from a family offense matter, domestic violence, sexual offense, stalking, or human trafficking;

2. to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future family offense matters, sexual offenses, stalking, or human trafficking;
3. to meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to, matters related to a family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit;
4. to file a complaint or domestic incident report with law enforcement;
5. to meet with a district attorney's office;
6. to enroll children in a new school;
7. to take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of the employee or their family member or to protect those who associate or work with the employee;

(c) for other reasons provided under applicable law.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment.

Employees will not be required to find their replacements for time they take off pursuant to this policy. The Company will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

MASSACHUSETTS PAID FAMILY MEDICAL LEAVE

The Company provides paid family and medical leave to employees in Massachusetts in accordance with Massachusetts' Paid Family and Medical Leave Law (PFML).

Employees are entitled to paid time away from work, to be taken in full day increments: (i) to care for a family member with a serious health condition (up to 12 weeks), (ii) to bond with a child after birth or placement for adoption or foster care during the first 12 months after birth or placement (up to 12 weeks), (iii) to care for a family member who is/was a member of the Armed Forces, National Guard, or Reserves and developed or aggravated a serious health condition in the line of duty on active duty while deployed to a foreign country (up to 26 weeks), (iv) to manage family affairs when a family member is on or has been called to active duty in the armed forces, including the National Guard or Reserves (up to 12 weeks), or (v) to manage a personal serious injury or illness (for up to 20 weeks). The different types of leave have different maximum amounts that employees can take per year (as indicated in the parentheses), but even if an employee takes several different types of leave, the maximum in one benefit year is 26 weeks.

Employees must provide at least 30 days' advance notice before paid family and medical leave is to begin if the qualifying reason for leave is foreseeable. The notice must include the anticipated start date of leave, the anticipated length of leave, and the expected date of return. When not foreseeable, the employee must provide notice as soon as practicable under the facts and circumstances and within the time prescribed by the Company's usual and customary notice requirements. Failure to provide timely notice may result in paid family and medical leave being delayed or denied.

Eligible employees who wish to take paid family and medical leave must comply with applicable certification requirements any may be required to provide additional documentation, as permitted by law.

To the extent permitted by law, employees may elect to charge all or part of their paid family and medical leave to accrued but unused vacation days and receive full pay. If an employee requests paid family and medical leave for reasons that also qualify for FMLA Leave, employee's paid family and medical leave will run concurrently with employee's FMLA Leave.

Paid family and medical leave entitles employees to partial income replacement during periods of leave as follows:

- The part of the employee's average weekly wage that is less than or equal to 50% of the average weekly wage for Massachusetts workers will be covered at a rate of 80%
- If part of the employee's average weekly wage is greater than 50% of the average weekly wage for Massachusetts workers, it will be covered at a rate of 50%, up to the maximum allowed benefit amount,

Leave taken under this policy is job protected. Thus, the Company must generally restore an employee who returns from leave to the same or a comparable position. While on leave, employees will continue to receive existing health insurance coverage, provided that they continue to pay their share of health insurance premiums. An employee may lose coverage retroactively to the date an unpaid premium was due (upon proper notice from our carrier) if the employee failed to pay his/her portion of the premium in a timely fashion.

PARENTAL LEAVE

Full-time employees in Massachusetts who have been employed for at least three consecutive months may take up to eight weeks of unpaid parental leave to give birth to a child, adopt a child who is under the age of 18, or adopt a child under the age of 23 who is mentally or physically disabled. Such leave will run concurrently with FMLA and PFML leave, however, an employee who has exhausted FMLA and PFML leave will still be permitted to take leave under this Parental Leave Policy if the reason for FMLA or PFML leave was not covered by this policy. If two employees have or adopt the same child, the two employees are entitled to an aggregate of eight weeks of leave and may determine how to apportion the eight weeks of leave. An employee seeking leave must provide at least two weeks' notice of the anticipated date of departure and the employee's intent to return or, in certain emergent circumstances, as soon as practicable if the delay is for reasons beyond the employee's control. Employees should contact the People Team to coordinate their parental leave.

DOMESTIC VIOLENCE LEAVE

Massachusetts employees are permitted to take up to 15 days of paid leave within a 12 month period if (i) the employee or a family member (as defined pursuant to applicable Massachusetts law) is a victim of domestic violence, criminal stalking, or sexual assault; (ii) the employee needs to seek or obtain medical attention, counseling, victim services or legal assistance, secure housing, obtain a protective order from a court, appear in court or before a grand jury, meet with law enforcement officials, attend child custody proceedings, or (iii) address any other abusive behavior against the employee or the employee's family member. Employees should provide reasonable advance notice of the need for leave pursuant to this policy unless there is an imminent threat of danger. Before using leave under this policy, employees must exhaust all vacation, sick leave, or any other applicable leave provided by this Handbook. All information provided by employees regarding the need for leave under this policy will remain confidential unless otherwise required by law.

SMALL NECESSITIES LEAVE

Massachusetts employees may take up to 24 hours of *unpaid* leave every 12 months for their child's school activities, a child's medical or dental appointment, or an elderly relative's medical or dental appointment. Employees should provide at least 7 days advance notice for leave that is foreseeable, otherwise, employees should provide as much notice as is practicable.

MICHIGAN APPENDIX

The policies contained in this Appendix only apply to Flipboard, Inc. (the “Company”) employees located in Michigan. These policies are in addition to the policies enumerated in the Flipboard Employee Handbook (the “Handbook”). Any questions on the Handbook policies or on this Michigan Appendix should be directed to the People or Legal teams.

SICK LEAVE

Full-time, non-exempt employees accrue paid sick leave at a rate of one hour for every 35 hours worked, up to a total of 40 hours per year. Any accrued and unused paid sick leave will be carried over to the next year, subject to the applicable accrual cap. Employees may use up to 40 hours of paid sick leave per calendar year.

Employees are entitled to use accrued paid sick days beginning on the 90th of employment, after which they may use paid sick days as they are accrued. Employees may take sick leave in increments of no less than one hour.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees have a serious illness or injury or employees are out for three days or more, the Company may ask them to obtain a medical provider’s release before they are allowed to return to work. Sick leave will not accrue during any leave of absence. The Company reserves the right to prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick days will not be paid upon termination of employment. If employees separate from the Company and are rehired within one year from the date of separation, any unused paid sick days will be reinstated, and employees may use those previously unused paid sick days.

Employees may use paid sick leave for the following reasons:

- (a) a mental or physical illness, injury or health condition of such employee or such employee’s family member, including for preventative care or medical diagnosis, regardless of whether such illness, injury or health condition has been diagnosed or requires medical care at the time that such employee requests such leave;
- (b) a public health emergency, as declared by order of a public official, that: (i) determined that the employee’s or employee’s family member’s presence in the community would jeopardize the health of others because of their exposure to a communicable disease, such that the employee must provide self care or care for the family member, (ii) closes the employee’s place of business or excludes the employee from the workplace, or (iii) requires the employee to care for a child whose school or place of care has been closed as a result of the order;
- (c) if the employee, or their family member, are a victim of domestic violence, sexual assault, stalking, or human trafficking and need time off:

1. to obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from a family offense matter, domestic violence, sexual offense, stalking, or human trafficking;
2. to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future family offense matters, sexual offenses, stalking, or human trafficking;
3. to meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to, matters related to a family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit;
4. to file a complaint or domestic incident report with law enforcement;
5. to meet with a district attorney's office;
6. to enroll children in a new school;
7. to take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of the employee or their family member or to protect those who associate or work with the employee;

(d) for other reasons provided under applicable law.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment.

Employees will not be required to find their replacements for time they take off pursuant to this policy. The Company will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

NEVADA APPENDIX

The policies contained in this Appendix only apply to Flipboard, Inc. (the “Company”) employees located in Nevada. These policies are in addition to the policies enumerated in the Flipboard Employee Handbook (the “Handbook”). Any questions on the Handbook policies or on this Nevada Appendix should be directed to the People or Legal teams.

SICK LEAVE

Employees accrue paid sick leave at a rate of one hour for every 50 hours worked. Any accrued and unused paid sick leave will be carried over to the next year, up to a total of 40 hours. Employees may use up to 40 hours of paid sick leave per calendar year.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick days as they are accrued. Employees may take sick leave in increments of no less than four hours.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees have a serious illness or injury or employees are out for three days or more, the Company may ask them to obtain a medical provider’s release before they are allowed to return to work. Sick leave will not accrue during any leave of absence. The Company reserves the right to prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick days will not be paid upon termination of employment. If employees separate from the Company and are rehired within one year from the date of separation, any unused paid sick days will be reinstated, and employees may use those previously unused paid sick days.

Employees may use paid sick leave for any reason, including, without limitation:

- (a) Treatment of a mental or physical illness, injury or health condition;
- (b) Receiving a medical diagnosis or medical care;
- (c) Receiving or participating in preventative care;
- (d) Participating in caregiving; or
- (e) Addressing other personal needs related to the health of the employee.

Employees may use paid sick leave without providing a reason to the Company.

Employees may also use paid sick leave to assist a member of the employee’s immediate family who has an illness, injury, medical appointment, or other authorized medical need, however, the amount of sick leave available for this purpose is limited to the amount of sick leave the employee would accrue in a 6-month period. As used in this policy, “immediate family” means: (a) the child, foster child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent of an employee; or (b) any person for whom the employee is the legal guardian.

Employees will not be required to find their replacements for time they take off pursuant to this policy. The Company will not retaliate against an employee for the employee’s use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of

paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

MEAL AND REST PERIODS

Non-exempt employees who work at least eight hours in their workday are entitled to and expected to take an unpaid, off-duty 30-minute meal period. Employees will be relieved of all duties for the full 30-minute meal period and are free to leave the premises during their meal period. Failure to take full meal periods is a violation of Company policy, which may subject employees to discipline, up to, and including, termination of employment.

Non-exempt employees are also expected to take a 10-minute paid rest period, on the Company premises, for every four hours of work, or major portion thereof, as follows:

Shift Length	Number of 10-minute breaks
3.5 – 7 hours	1
7 – 11 hours	2
11 – 15 hours	3

Rest periods should be taken as near as possible to the midpoint of the work period. Employees may not perform any work during their rest periods. Failure to take a rest period is a violation of Company policy, which may subject employees to discipline, up to, and including, termination of employment.

LEGISLATIVE LEAVE

An employee who is a legislator may take unpaid leave during the legislative interim to attend the following, if the employee is a member:

- Meeting of the legislative commission or subcommittee of the legislative commission;
- Meeting of the interim finance committee, other legislative committee, or other subcommittee created by statute;
- Meeting of an interim committee that conducts a study or investigation under NRS 218E.200 or other legislature-established committee conducting an interim study;
- Meeting of a non-legislative committee, if the employee’s membership in the committee is in the employee’s official capacity as a legislator.

COURT APPEARANCE WITH A CHILD LEAVE

Employees may take unpaid leave to attend a juvenile court hearing relating to a juvenile, provided that the employee provides the Company with a copy of the certificate of attendance or notice provided by the court.

NEW JERSEY APPENDIX

The policies contained in this Appendix only apply to Flipboard, Inc. (the “Company”) employees located in New Jersey. These policies are in addition to the policies enumerated in the Flipboard Employee Handbook (the “Handbook”). Any questions on the Handbook policies or on this New Jersey Appendix should be directed to the People or Legal teams.

PAID SICK LEAVE

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 40 hours per year. Any accrued and unused paid sick leave will be carried over to the next year, subject to the applicable accrual cap.

Employees are entitled to use accrued paid sick days beginning on the 120th of employment, after which they may use paid sick days as they are accrued. Employees may take sick leave in increments of no less than four hours.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees have a serious illness or injury or employees are out for three days or more, the Company may ask them to obtain a medical provider’s release before they are allowed to return to work. Sick leave will not accrue during any leave of absence. The Company reserves the right to prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick days will not be paid upon termination of employment. If employees separate from the Company and are rehired within one year from the date of separation, any unused paid sick days will be reinstated, and employees may use those previously unused paid sick days.

Employees may use paid sick leave for the following reasons:

- (a) a mental or physical illness, injury or health condition of such employee or such employee’s family member, including for preventative care or medical diagnosis, regardless of whether such illness, injury or health condition has been diagnosed or requires medical care at the time that such employee requests such leave;
- (b) a public health emergency, as declared by order of a public official, that: (i) determined that the employee’s or employee’s family member’s presence in the community would jeopardize the health of others because of their exposure to a communicable disease, such that the employee must provide self care or care for the family member, (ii) closes the employee’s place of business or excludes the employee from the workplace, or (iii) requires the employee to care for a child whose school or place of care has been closed as a result of the order;
- (c) to attend, in connection with a child of the employee, a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child’s education, or to attend a meeting regarding care provided to the child in connection with the child’s health conditions or disability;

(d) if the employee, or their family member, are a victim of domestic violence, sexual assault, stalking, or human trafficking and need time off:

1. to obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from a family offense matter, domestic violence, sexual offense, stalking, or human trafficking;
2. to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future family offense matters, sexual offenses, stalking, or human trafficking;
3. to meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to, matters related to a family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit;
4. to file a complaint or domestic incident report with law enforcement;
5. to meet with a district attorney's office;
6. to enroll children in a new school;
7. to take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of the employee or their family member or to protect those who associate or work with the employee;

(e) for other reasons provided under applicable law.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment.

Employees will not be required to find their replacements for time they take off pursuant to this policy. The Company will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

FAMILY LEAVE

Under the New Jersey Family Leave Act (NJFLA), employees who have been employed for at least twelve months and have worked 1,000 hours in the twelve months prior to requesting a family leave are eligible for an unpaid family leave ("Family Leave") for (1) the birth of a child of the employee; (2) the placement of a child with the employee for adoption or foster care; or (3) the care for a covered family member with a serious health condition. Family members include a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, or one partner in a civil union couple, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship.

Eligible employees are entitled to twelve (12) weeks of unpaid leave in a twenty-four month period. Leave taken because of the birth or adoption of a child by the employee may begin at any time within a year after the birth or placement of the child.

To the extent permitted by law, employees may elect to charge all or part of their Family Leave to accrued but unused vacation days and receive full pay. Leave under NJFLA shall run concurrently with leave taken pursuant to the federal FMLA.

Employees must provide at least 30 days' advance notice before continuous Family Leave is to begin if the qualifying reason for leave is foreseeable. When not foreseeable, the employee must provide notice as soon as practicable under the facts and circumstances and within the time prescribed by the Company's usual and customary notice requirements. Employees only need to provide at least 15 days' advance notice before intermittent Family Leave. Failure to provide timely notice may result in Family Leave being delayed or denied.

Eligible employees who wish to take Family Leave must comply with applicable certification requirements and may be required to provide additional documentation, as permitted by law.

Leave taken under this policy is generally job protected. Thus, the Company will generally restore an employee who returns from leave to the same or a comparable position. While on leave, employees will continue to receive existing health insurance coverage, provided that they continue to pay their share of health insurance premiums. An employee may lose coverage retroactively to the date an unpaid premium was due (upon proper notice from our carrier) if the employee fails to pay his/her portion of the premium in a timely fashion.

Employees taking Family Leave may be eligible for partial wage replacement benefits under New Jersey's Family Leave Insurance Law ("NJFLI"). Please contact Human Resources to learn more about the application process.

Notwithstanding the foregoing, if an employee that works for the Company in New Jersey is a "key" employee, defined as salaried employees who are among the highest paid 5% of all employees or the seven highest paid employees (whichever is greater), the employee may be denied NJFLA leave if granting leave will cause substantial and grievous injury to the operations of the Company. The determination about whether leave will be denied under the NJFLA will be made by the Company on a case-by-case basis. The Company will notify the employee if the employee qualifies as a key employee under the NJFLA and if the Company intends to deny leave and of the employee's rights in such instances.

NEW YORK APPENDIX

The policies contained in this Appendix only apply to Flipboard, Inc. (the “Company”) employees located in New York. These policies are in addition to the policies enumerated in the Flipboard Employee Handbook (the “Handbook”). Any questions on the Handbook policies or on this New York Appendix should be directed to the People or Legal teams.

SEXUAL HARASSMENT POLICY

The Company is committed to maintaining a workplace free from sexual harassment and maintaining a discrimination-free work environment. This Policy is one component of the Company’s overall policy on equal employment opportunity and prohibition of harassment, discrimination, and retaliation. The terms of this Policy are set forth in detail below. Any questions about this Policy can be directed to the Company’s The People Team department or any other individual identified herein.

1. This Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors, vendors, and any other persons conducting business, regardless of immigration status, with the Company (“Covered Individuals”).
2. Sexual harassment will not be tolerated. Any Covered Individual who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination of employment or service relationship.
3. The Company will not tolerate retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment or otherwise assist in any investigation of a sexual harassment complaint. Any employee of the Company who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All Covered Individuals who believe they have been subject to such retaliation should inform a supervisor, manager, or the People or Legal teams. All Covered Individuals who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Company to liability for harm to victims of sexual harassment. Harassers may also be subject to personal liability. Employees at every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. The Company will conduct a prompt and thorough investigation that ensures due process for all parties whenever management receives a complaint about sexual harassment, or otherwise becomes aware of possible sexual harassment occurring. The Company will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All Covered Individuals are encouraged to report any harassment or behaviors that violate this policy. A complaint form is attached to this Handbook as **Exhibit A**.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the People or Legal teams.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. While the legal definition of sexual harassment may vary by state, in general, sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any Covered Individual who feels harassed should report so that any violation of this Policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this Policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee’s body or poking another employee’s body;

- Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Federal and state laws protect employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage someone from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The laws protect any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. The Company cannot prevent or remedy sexual harassment unless it knows about it. Any Covered Individual who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the People or Legal teams. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the People or Legal teams.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all Covered Individuals are encouraged to use this complaint form. Covered Individuals who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

Covered Individuals who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the People or Legal teams.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Company will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations will generally occur in the following steps:

- Upon receipt of complaint, the People or Legal teams will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).

- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by the Company but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Company, Covered Individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within three years** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Company does not extend your time to file with DHR or in court. The three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

MEAL BREAKS

A non-exempt employee in New York who works more than 6 hours in their workday which extends over the noon meal period (11 a.m. to 2 p.m.), is entitled to a 30-minute meal period to be taken between 11 a.m. and 2 p.m. If an employee starts his or her workday before 11 a.m. and continues after 7 p.m., the employee is entitled to the 30-minute noon meal period and an additional 20-minute break between 5 p.m. and 7 p.m. An employee who works more than 6 hours in their workday starting between the hours of 1:00 p.m. and 6:00 a.m. is entitled to a meal period of at least 45 minutes in the middle of his or her workday.

SICK LEAVE

The Company provides New York employees with sick leave in accordance with New York's paid sick leave law and the New York City Earned Safe and Sick Time Act.

Employees will accrue paid sick leave at the rate of one hour for every thirty hours worked, up to a maximum of 40 hours of paid sick leave per calendar year, except that when the Company has 100 employees or more, then employees may accrue a maximum of 56 hours of paid sick leave per year. Any accrued and unused sick leave may be carried forward from one calendar year to the next, up to a maximum of 40 hours (or 56 hours when the Company has at least 100 employees). Employees will be permitted to use a maximum of 40 hours of sick leave per year (or 56 hours when the Company has at least 100 employees). Upon the termination of your employment, you will not be paid for any accrued and unused sick leave.

Employees may use accrued sick leave for their own or a family member's⁹ mental or physical illness, injury, or health condition, for purposes of obtaining a diagnosis, care, or treatment for such illness, injury, or health condition, or need to get preventative medical care..

In addition, employees shall be entitled to use accrued leave for absence from work due to any of the following reasons when the employees or their family member has been the victim of domestic violence, a family offense matter, sexual offense, stalking, or human trafficking:

- (a) to obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program;
- (b) to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
- (c) to meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to, matters related to a family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit;

⁹ For purposes of this policy, "Family Member" shall mean: an employee's child, spouse, domestic partner, parent, sibling, grandchild or grandparent; and the child or parent of an employee's spouse or domestic partner; and any other individual related by blood to the employee. "Parent" shall mean a biological, foster, step- or adoptive parent, or a legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child. "Child" shall mean a biological, adopted or foster child, a legal ward, or a child of an employee standing in loco parentis.

- (d) to file a complaint or domestic incident report with law enforcement;
- (e) to meet with a district attorney's office;
- (f) to enroll children in a new school; or
- (g) to take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of the employee or employee's family member or to protect those who associate or work with the employee.

When possible, employees must provide their supervisor with at least seven days' notice of their planned use of sick leave. Employees may provide this notice in person, by phone, or by emailing their supervisor. Such notice must include the date employees expect to use sick leave, the number of hours that will be used, and the reason for use of sick leave (e.g., a doctor's appointment). Under no circumstances will the Company require employees to disclose the details of their, or their family member's, injury, illness, or health condition or information relating to absence from work due to domestic violence, a sexual offense, stalking, or human trafficking. If employees do not have at least seven day's advance notice of their need to use sick leave, they should notify your supervisor by email as soon as practicable prior to taking accrued leave. Any employee who uses three or more consecutive workdays as sick leave may be required to provide reasonable documentation that the use of the leave was authorized. This documentation must be provided within seven days after the employee returns to work.

The Company shall not retaliate or threaten to retaliate against any employee for exercising or attempt to exercise any their right to take sick leave under New York's paid sick leave law or the New York City Earned Safe and Sick Time Act.

NEW YORK PAID FAMILY LEAVE

The Company will provide paid family leave ("PFL") to eligible New York employees in accordance with New York's Paid Family Leave Benefits Law.

Eligibility

To be eligible for PFL, employees must: (i) regularly work 20 or more hours per week and be employed for at least 26 consecutive workweeks preceding the first full day PFL is taken; or (ii) regularly work less than 20 hours per week and be employed for at least 175 days preceding the first full day PFL is taken.

Permissible Purposes for Leave

Eligible employees will be entitled to paid time away from work, to be taken in full day increments, (i) to care for a family member with a serious health condition, (ii) to bond with a child after birth or placement for adoption or foster care within the first 12 months after the birth or placement, or (iii) because of any qualifying exigency arising from the fact that an employee's spouse, domestic partner, child or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces of the United States.

Notice of Need for PFL

Employees must provide at least 30 days advance notice before PFL is to begin if the qualifying reason for leave is foreseeable. When not foreseeable, the employee must provide notice as soon as practicable under the facts and circumstances and within the time prescribed by the Company's usual and customary notice requirements. Failure to provide timely notice may result in PFL being delayed or denied.

Certification

Eligible employees who wish to take PFL must comply with applicable certification requirements and may be required to provide additional documentation (such as copies of military orders), as permitted by law.

Use of Other Leave and Interplay

To the extent permitted by law, employees may elect to charge all or part of their PFL to accrued but unused vacation days and receive full pay. In such case, the Company will seek reimbursement from the Company's disability insurance carrier out of any PFL benefits due prior to the Company disability insurance carrier's payment of such PFL benefits to you.

If an employee requests PFL for reasons that also qualify for FMLA Leave, employee's PFL will run concurrently with employee's FMLA Leave.

Disability leave and PFL may not be used at the same time. Employees will not be entitled to PFL if employee's family leave combined with disability benefits previously received exceeds 26 weeks during the same 52 consecutive calendar weeks.

PFL Benefits and Protections

Eligible employees may take up to 12 weeks of leave during a 52-week period and receive 67% of the lesser of their average weekly wage or the state's average weekly wage.

Leave taken under this policy is job protected. Thus, the Company must generally restore an employee who returns from leave to the same or a comparable position. While on leave, employees will continue to receive existing health insurance coverage, provided that they continue to pay their share of health insurance premiums. An employee may lose coverage retroactively to the date an unpaid premium was due (upon proper notice from our carrier) if the employee fails to pay his/her portion of the premium in a timely fashion.

Funding of PFL Benefits

In accordance with state law, PFL benefits are funded through payroll deductions at a prescribed amount from each eligible employee. Employees who are ineligible for PFL will be given the option of filing a waiver of benefits, exempting them from payroll deductions, as permitted by law.

DOMESTIC VIOLENCE LEAVE

Upon reasonable advance notice, the Company allows New York employees that have been the victim of domestic violence to take *unpaid* leave as required by law for the following: 1) to seek medical attention; 2) to consult with a district attorney; 3) to recuperate from injuries; 4) to go to court and/or

obtain or attempt to obtain any relief, including but not limited to, a temporary and/or permanent restraining order; 5) to obtain counseling; and 6) to participate in safety planning to increase safety from future domestic violence. If advance notice is not practical, an employee that takes leave due to domestic violence may be required to provide certification verifying the need for the absence, including but not limited to, a police report, a court order, a doctor's note, or some other form of documentation. Such domestic violence leave shall not count towards the 40 hours of paid leave available to employees who are eligible for safe time leave pursuant to the Paid Safe and Sick Leave Law. It is the Company's policy to be flexible regarding leaves of absence due to domestic violence. The Company will treat the employee's request with the utmost confidentiality. The Company will not discriminate against an employee that requests a leave of absence due to domestic violence. The Company will reasonably accommodate a domestic violence victim unless doing so would cause an undue hardship on the Company. Reasonable accommodation may include the provision of additional leave and/or modification of work scheduling.

BONE MARROW LEAVE

New York employees who work an average of 20 or more hours per week may take *unpaid* leaves of absence to undergo a medical procedure to donate bone marrow. The combined length of the leaves shall be determined by the physician, but may not exceed twenty-four work hours. Leave may be taken in order to donate bone marrow as well as recover from the procedure and for resulting medical care. The Company may require verification by a physician for the purpose and length of each leave requested by the employee to donate bone marrow.

BLOOD DONATION LEAVE

New York employees who work an average of 20 or more hours per week may take up to a maximum of three hours in any 12-month period to donate blood. Leave under this policy is *unpaid* if the donation occurs at a blood drive away from the Company's premises. Employees must provide reasonable advance notice of at least two to three working days prior to taking leave. The Company reserves the right to request proof of the blood donation.

REPRODUCTIVE HEALTH DECISION MAKING

In accordance with Section 203-e of the New York Labor Law, the Company shall not:

1. Access employees' personal information regarding employees' or their dependent's reproductive health decision making, including but not limited to, the decision to use or access a particular drug, device or medical service without the employee's prior informed affirmative written consent;
2. Discriminate or retaliate against employees with respect to compensation, terms, conditions, or privileges of employment of or on the basis of the employee's or dependent's reproductive health decision making, including but not limited to, a decision to use or access a particular drug, device or medical service; nor
3. Require employees to sign a waiver or other document which purports to deny an employee the right to make their own reproductive health care decisions, including use of a particular drug, device, or medical service.

Employees have the right to bring civil actions in a court of competent jurisdiction against the Company for violation of the above restrictions and may be entitled to damages, including back pay, reasonable attorneys' fees, injunctive relief, reinstatement, and/or liquidated damages.

The Company shall not retaliate against employees for exercising the rights set forth in this Section, including by discharging, suspending, demoting, or otherwise penalizing employees for: (a) making or threatening to make a complaint to an employer, co-worker, or to a public body, that rights guaranteed under Section 203-e of the New York Labor Law have been violated, (b) instituting any proceeding under or related to Section 203-e, and/or (c) providing information to, or testifying before, any public body conducting an investigation, hearing, or inquiry into any such violation of a law, rule, or regulation by the Company.

NEW YORK EMPLOYEE INFORMATION

In accordance with New York law, the Company will not, unless required by other applicable law: publicly post or display an employee's Social Security number; visibly print a Social Security number on any identification badge or card (including time cards); place a Social Security number in files or documents with unrestricted access; communicate an employee's personal identifying information (Social Security number, home address/telephone number, personal e-mail address, Internet name/password, parent's surname prior to marriage, or drivers' license number) to the general public; or permit any unlawful disclosures of an employee's or social security number.

NORTH CAROLINA APPENDIX

The policies contained in this Appendix only apply to Flipboard, Inc. (the “Company”) employees located in North Carolina. These policies are in addition to the policies enumerated in the Flipboard Employee Handbook (the “Handbook”). Any questions on the Handbook policies or on this North Carolina Appendix should be directed to the People or Legal teams.

PARENT COMPLIANCE WITH JUVENILE COURT ORDERS LEAVE

North Carolina employees whose child is under the jurisdiction of the juvenile court may take unpaid time off to comply with a court order to attend a court appearance, a parental responsibility class, or a child’s medical, surgical, psychiatric, or psychological evaluation or treatment.

Employees must provide the Company with reasonable advance notice of the need to take time off under this policy. The Company may request reasonable documentation reflecting the need for such leave. The Company will treat all information related to an employee’s leave pursuant to this policy as confidential, except as required by law. The Company will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

OHIO APPENDIX

The policies contained in this Appendix only apply to Flipboard, Inc. (the “Company”) employees located in Ohio. These policies are in addition to the policies enumerated in the Flipboard Employee Handbook (the “Handbook”). Any questions on the Handbook policies or on this Ohio Appendix should be directed to the People or Legal teams.

MILITARY FAMILY LEAVE

An employee in Ohio is eligible for leave under the Ohio Military Family Leave Act (OMFLA) if: (i) the employee has worked for the Company for 12 consecutive months before the leave and the employee worked at least 1,250 in the 12 months before the leave and (ii) the employee is the parent, spouse, or current or former legal guardian of a uniformed service member who has been called to active duty for the uniformed services for more than 30 days or who is injured, wounded, or hospitalized while serving on active duty in the uniformed services. “Uniformed services” under this policy includes: (a) the armed forces; (b) the Ohio organized militia when engaged in full-time National Guard duty; (c) commissioned corps of the public health service; and (d) any other categories of persons designated by the U.S. president in a time of war or emergency. The Company may require an employee to provide certification from the appropriate military authority to verify that the leave requested qualifies for leave under the OMFLA.

Employees eligible for military leave under the OMFLA may take up to ten days or 80 hours of unpaid leave, whichever is less. This leave may be taken for any reason when the employee’s child, spouse, or current or former ward who is in the uniformed services has been called to active duty for the uniformed services for more than 30 days or injured, wounded, or hospitalized while serving on active duty in the uniformed services.

Employees that are eligible for leave under the OMFLA must give at least 14 days’ notice before taking leave related to an active duty deployment or at least two days’ notice before taking leave because a service member is injured, wounded, or hospitalized. No notice is required if the injury to the service member is critical or life-threatening.

Employees on OMFLA leave may continue their health insurance benefits and will only be required to pay their normal share of the premium. Upon completion of OMFLA leave, an employee will be reinstated into the employee’s former position or another position of equal pay and status, consistent with applicable law.

ELECTION OFFICIAL LEAVE

An employee may take a reasonable amount of time to serve as an election official on any registration or election day.

PREGNANCY DISABILITY LEAVE

Employees are entitled to reasonable leaves of absence necessary for temporary disabilities resulting from pregnancy or a related medical condition. Employees should give at least 30 days’ notice, where practicable, of the need for their leave. Where such advance notice is not practicable, employees should give as much notice as possible of their need for pregnancy disability leave. Employees will also be required to provide certification of their need for pregnancy disability leave.

FIREARMS

Employees are strictly prohibited from bringing any weapons into the workplace. Employees may transport and store a legally possessed firearm or ammunition on the Company parking lot, if: (1) the employee has a concealed handgun license; (2) the firearm or ammunition remains inside the employee's privately owned motor vehicle while the employee is physically present inside the motor vehicle, or the firearm or ammunition is locked within the trunk, glove box, or other enclosed compartment or container within or on the employee's privately owned motor vehicle.

OREGON APPENDIX

The policies contained in this Appendix only apply to Flipboard, Inc. (the “Company”) employees located in Oregon. These policies are in addition to the policies enumerated in the Flipboard Employee Handbook (the “Handbook”). Any questions on the Handbook policies or on this Oregon Appendix should be directed to the People or Legal teams.

MEAL AND REST BREAKS

Non-exempt employees who work at least six hours in their workday are entitled to and expected to take an unpaid, off-duty 30-minute meal period. If the employee’s shift is for seven or less hours, the meal period must be taken between the second and fifth hour of work. If the employee’s shift is for more than seven hours, the meal period must be taken between the third and sixth hours. A second meal period is required after 14 hours of work.

Employees will be relieved of all duties for the full 30-minute meal period(s) and are free to leave the premises during their meal period(s). Failure to take full meal periods is a violation of Company policy, which may subject employees to discipline, up to, and including, termination of employment.

Non-exempt employees are also expected to take a 10-minute paid rest period, on the Company premises, for every four hours of work, or major portion thereof, as follows:

Shift Length	Number of Rest Breaks
2 hours 1 minute – 6 hours	1
6 hours 1 minute – 10 hours	2
10 hours 1 minute – 14 hours	3

Employees under the age of 18 are expected to take a 15-minute paid rest period, on the Company premises, for every four hours of work, according to the same schedule in the chart above.

All employees may not perform any work during their rest periods. Failure to take a rest period is a violation of Company policy, which may subject employees to discipline, up to, and including, termination of employment.

SICK LEAVE

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 80 hours per year. Up to 40 hours of accrued and unused paid sick leave will be carried over to the next year. Employees may use up to 40 hours of paid sick leave per calendar year.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick days as they are accrued. Employees may take sick leave in increments of no less than one hour.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees have a serious illness or injury or employees

are out for three days or more, the Company may ask them to obtain a medical provider's release before they are allowed to return to work. Sick leave will not accrue during any leave of absence. The Company reserves the right to prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick days will not be paid upon termination of employment. If employees separate from the Company and are rehired within one year from the date of separation, any unused paid sick days will be reinstated, and employees may use those previously unused paid sick days.

Employees may use paid sick leave for the following reasons:

- (a) a mental or physical illness, injury or health condition of such employee or such employee's family member, including for preventative care or medical diagnosis, regardless of whether such illness, injury or health condition has been diagnosed or requires medical care at the time that such employee requests such leave;
- (b) a public health emergency, as declared by order of a public official, that: (i) determined that the employee's or employee's family member's presence in the community would jeopardize the health of others because of their exposure to a communicable disease, such that the employee must provide self care or care for the family member, (ii) closes the employee's place of business or excludes the employee from the workplace, or (iii) requires the employee to care for a child whose school or place of care has been closed as a result of the order;
- (c) for any reason specified under Oregon's Family Leave Act (ORS 659A.159);
- (d) if the employee, or their family member, are a victim of domestic violence, sexual assault, stalking, or human trafficking and need time off:
 - 1. to obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from a family offense matter, domestic violence, sexual offense, stalking, or human trafficking;
 - 2. to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future family offense matters, sexual offenses, stalking, or human trafficking;
 - 3. to meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to, matters related to a family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit;
 - 4. to file a complaint or domestic incident report with law enforcement;
 - 5. to meet with a district attorney's office;
 - 6. to enroll children in a new school;

7. to take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of the employee or their family member or to protect those who associate or work with the employee;

(e) for other reasons provided under applicable law.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment.

Employees will not be required to find their replacements for time they take off pursuant to this policy. The Company will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

BONE MARROW LEAVE

Oregon employees who work an average of 20 or more hours per week may take unpaid leave to donate bone marrow or undergo procedures to determine if they are a proper bone marrow donor. The amount of leave shall be the lesser of already accrued paid leave or 40 work hours. Employees will be required to provide written certification by a physician of the purpose and length of each leave requested by the employee to donate bone marrow.

LEGISLATIVE ASSEMBLY MEMBER LEAVE

When the Company has ten or more employees in Oregon, eligible Oregon employees who are members of or who are certified and appointed to serve in the Legislative Assembly, may take unpaid leave to attend any regular or special session of the Legislative Assembly or to perform official duties. Employees requiring leave shall give notice at least 30 days before a regular session, and as soon as it is reasonably apparent that a special or emergency session is to be called.

Eligible employees are employees who have been employed at least 90 days immediately prior to the first day of the leave of absence. This leave does not apply to temporary employees.

PENNSYLVANIA APPENDIX

The policies contained in this Appendix only apply to Flipboard, Inc. (the “Company”) employees located in Pennsylvania. These policies are in addition to the policies enumerated in the Flipboard Employee Handbook (the “Handbook”). Any questions on the Handbook policies or on this Pennsylvania Appendix should be directed to the People or Legal teams.

MEAL PERIODS

Non-exempt employees under the age of 18 who work at least five hours in their workday are entitled to and expected to take an unpaid, off-duty 30-minute meal period. Employees will be relieved of all duties for the full 30-minute meal period and are free to leave the premises during their meal period. Failure to take full meal periods is a violation of Company policy, which may subject employees to discipline, up to, and including, termination of employment.

SICK LEAVE FOR ALLEGHENY COUNTY, PHILADELPHIA, AND PITTSBURGH EMPLOYEES

Employees in Allegheny County, Philadelphia, and Pittsburgh accrue paid sick leave at a rate of one hour for every 35 hours worked, up to a total of 40 hours per year. Any accrued and unused paid sick leave will be carried over to the next year. Employees may use up to 40 hours of paid sick leave per calendar year.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick days as they are accrued. Employees may take sick leave in increments of no less than one hour.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees have a serious illness or injury or employees are out for three days or more, the Company may ask them to obtain a medical provider’s release before they are allowed to return to work. Sick leave will not accrue during any leave of absence. The Company reserves the right to prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick days will not be paid upon termination of employment. If employees separate from the Company and are rehired within one year from the date of separation, any unused paid sick days will be reinstated, and employees may use those previously unused paid sick days.

Employees may use paid sick leave for the following reasons:

- (a) a mental or physical illness, injury or health condition of such employee or such employee’s family member, including for preventative care or medical diagnosis, regardless of whether such illness, injury or health condition has been diagnosed or requires medical care at the time that such employee requests such leave;
- (b) a public health emergency, as declared by order of a public official, that: (i) determined that the employee’s or employee’s family member’s presence in the community would jeopardize the health of others because of their exposure to a communicable disease, such that the employee must provide self care or care for the family member, (ii) closes the

employee's place of business or excludes the employee from the workplace, or (iii) requires the employee to care for a child whose school or place of care has been closed as a result of the order;

- (c) if the employee, or their family member, are a victim of domestic violence, sexual assault, stalking, or human trafficking and need time off:
1. to obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from a family offense matter, domestic violence, sexual offense, stalking, or human trafficking;
 2. to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future family offense matters, sexual offenses, stalking, or human trafficking;
 3. to meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to, matters related to a family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit;
 4. to file a complaint or domestic incident report with law enforcement;
 5. to meet with a district attorney's office;
 6. to enroll children in a new school;
 7. to take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of the employee or their family member or to protect those who associate or work with the employee;
- (d) for other reasons provided under applicable law.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment.

Employees will not be required to find their replacements for time they take off pursuant to this policy. The Company will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

VOLUNTEER EMERGENCY SERVICES LEAVE

Employees that are volunteer firefighters, fire police officers, or members of an ambulance service or rescue squad may take *unpaid* time off to perform emergency duty in response to a call they responded to before employee was to report to work. Any employee that takes emergency responder leave must supply the Company with a statement from the chief executive officer of their volunteer fire company,

ambulance service or rescue square, or affiliated organization stating that the employee responded to a call, and the time of the call. Volunteer firefighters, fire police, or volunteer members of an ambulance service or rescue squad will not be discriminated against or retaliated against due to their civil service or their use of emergency duty leave.

STATE OF EMERGENCY LEAVE

If the roads are closed because the governor declared a state of emergency, Pennsylvania employees are not required to report to work. The Company will not discipline or discriminate employees for failing to report to work because of a road closure in the county where they live or work.

WASHINGTON APPENDIX

The policies contained in this Appendix only apply to Flipboard, Inc. (the “Company”) employees located in Washington state. These policies are in addition to the policies enumerated in the Flipboard Employee Handbook (the “Handbook”). Any questions on the Handbook policies or on this Washington Appendix should be directed to the People or Legal teams.

MEAL AND REST PERIODS

Nonexempt Washington employees are entitled to and expected to take an unpaid, off-duty meal period of at least 30 minutes, to begin no less than two and no more than five hours from the start of the employee’s shift. A second unpaid 30-minute meal period may be taken before or during a period of three or more hours of overtime that follows the employee’s normal workday.

Nonexempt employees are also expected to take a 10-minute rest period for every four hours of work or major portion thereof. Rest period requirements apply to regular and overtime shifts. The first 10-minute rest period must be taken no later than the end of the third hour of work. All 10-minute breaks must be taken on Company premises. Employees are entitled to these breaks as a matter of law, and cannot be required to work through these breaks. If at any time you feel you are being coerced into working through your breaks, you should immediately bring a complaint to The People Team.

WASHINGTON PAID FAMILY & MEDICAL LEAVE

Employees in Washington State may be eligible to take family and medical leave under the Washington Paid Family & Medical Leave Act (“WA-PFMLA”) and receive partial wage benefits during such leave through Washington’s Paid Family and Medical Leave program, which is administered by the Washington Employment Security Department (“ESD”).

Eligibility

An employee is eligible for WA-PFML benefits if the employee has worked at least 820 hours in employment in Washington during either (i) the first four of the last five completed calendar quarters or (ii) the last four completed calendar quarters immediately preceding the application for leave.

Definition of WA-PFMLA Family and Medical Leaves

Eligible employees may take medical leave under the WA-PFMLA for periods of leave made necessary by the employee’s own serious health condition.

Eligible employees may take family leave under the WA-PFMLA for the following reasons:

- a. To participate in providing care, including physical or psychological care, for a family member¹⁰ of the employee made necessary by a serious health condition of the family member;

¹⁰ For purposes of this policy, family members include: children (including biological, adopted, or foster children, stepchildren, or children to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status), grandchildren (i.e., children of a child), spouses, state registered domestic partners, parents (including biological, adoptive, de facto, or foster parents, stepparents, or

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- b. To bond with the employee's child during the first twelve months after the child's birth, or the first twelve months after the placement of a child under the age of eighteen with the employee; or
- c. Because of certain qualifying military exigencies, including preparing for a family member's military pre- and post-deployment activities, or to attend to childcare issues related to a family member's military deployment.

Duration of Leave and Partial Wage Replacement

Eligible employees may take up 12 workweeks of leave under the WA-PFMLA program within a period of 52 consecutive calendar weeks. If an eligible employee faces multiple qualifying events in a single year, the employee may be eligible to take a maximum of 16 workweeks—or up to 18 workweeks if the employee experiences a serious health condition during pregnancy that results in incapacity—of WA-PFMLA within a period of 52 consecutive calendar weeks. Please contact The People Team for more information.

To the extent possible, any WA-PFMLA must be taken concurrently with FMLA and any other family/medical leave that is available under other state and federal laws.

Except for any waiting period (as described below), employees eligible for WA-PFMLA are entitled to receive partial wage replacement benefits through the ESD. The amount of partial wage replacement is generally up to 90% of the employee's average weekly pay, with a maximum per week adjusted yearly by the State of Washington. Except for WA-PFMLA taken for the birth or placement of a child, the ESD may impose a seven-calendar day waiting period before providing partial wage replacement benefits.

Partial wage replacement benefits will be paid by ESD, not the Company. An employee will not receive pay from the Company while on WA-PFMLA.

More information about calculating the amount of partial wage replacement benefit may be found at <https://www.paidleave.wa.gov/>.

Benefits During Leave

Unless required under applicable law, no vacation or sick leave hours are earned during the WA-PFML leave period.

Subject to the terms and conditions of the applicable plans, employees will be allowed to continue participating in any health and welfare benefit plans in which they were enrolled before the first day of the leave, up to any maximum periods established by the applicable plan policies. Employees on WA-PFML leave continue to be responsible for their portion of the insurance premium. In some

legal guardians of an employee or the employee's spouse or state registered domestic partner, or an individual who stood in loco parentis to an employee when the employee was a child), grandparents (i.e., parents of a parent), and siblings.

instances, the Company may recover premiums paid to maintain health coverage for employees who fail to return to work following their leave.

Notice of Leave

If the necessity for leave for the birth or placement of a child with the employee is foreseeable based on an expected birth or placement, the employee shall provide the Company with not less than thirty days' notice before the date the leave is to begin, of the employee's intention to take leave for the birth or placement of a child, except that if the date of the birth or placement requires leave to begin in less than thirty days, the employee shall provide such notice as is practicable.

If the necessity for leave for a family member's serious health condition or the employee's serious health condition is foreseeable based on planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the employer, subject to the approval of the health care provider of the employee or the health care provider of the family member, as appropriate. Additionally, the employee must provide the Company not less than thirty days' notice before the date the leave is to begin, of the employee's intention to take leave for a family member's serious health condition or the employee's serious health condition, except that if the date of the treatment requires leave to begin in less than thirty days, the employee must provide such notice as is practicable.

Employees using leave for their own or a family member's serious health condition will be required to submit paperwork from a healthcare provider certifying the serious health condition. Employees using leave for a qualifying military exigency will be required to submit active duty authorization or other formal military documentation.

WASHINGTON FAMILY CARE ACT

Pursuant to the Washington Family Care Act, Washington employees may use their out of office time and sick leave to care for their child with a health condition that requires treatment or supervision, or to care for their spouse, registered domestic partner, parent, parent-in-law, parent of their registered domestic partner, or grandparent with a serious health condition or an emergency condition.

SPOUSAL MILITARY LEAVE

Washington employees who: (i) work an average of 20 or more hours per week and (ii) have a spouse that is deployed or on leave from deployment for active duty with the US armed forces, the National Guard, or the reserves, are eligible to take a leave under this policy.

Eligible may take up to 15 days of unpaid military family leave during periods of military conflict declared by the president or by Congress when the eligible employee's spouse has been notified of an impending call to active duty but has not yet been deployed or is on leave from deployment. Employees should give 5 business days' notice of such leave, following receipt of official notice of an impending call or order to active duty or of a leave from deployment.

To the extent employees are eligible and qualify for this leave, the federal Family and Medical Leave Act (FMLA), or any other Company policy that extends to Washington employees (so long as not prohibited by law), such leaves shall run concurrently.

DOMESTIC VIOLENCE LEAVE

Upon reasonable advance notice, the Company allows Washington employees that have been the victim of domestic violence, sexual assault, or stalking to take unpaid leave as required by law for the following:

- To seek medical attention;
- To obtain or attempt to obtain any relief, including but not limited to, working with law enforcement or seeking a temporary and/or permanent restraining order;
- To obtain psychological counseling or work with a victim advocate or other social services program; and
- To participate in safety planning, temporary or permanent relocation, or to take other actions to increase safety from future domestic violence.

Family members of employees that have been the victim of domestic violence may also take leave as required by applicable law to help the victim of domestic violence obtain needed treatment and/or services. Family members include children, spouses, parents, parents-in-law, grandparents, and individuals with whom the employee has a dating relationship.

If advance notice is not possible, an employee that takes leave due to domestic violence may be required to provide certification verifying the need for the absence, including but not limited to, a police report, a court order, a doctor's note, or some other form of documentation.

It is the Company's policy to be flexible regarding leaves of absence due to domestic violence. The Company will treat the employee's request with the utmost confidentiality. The Company will not discriminate against an employee that requests a leave of absence due to domestic violence.

EMERGENCY SERVICE PERSONNEL LEAVE

The Company allows employees who are volunteer firefighters, reserve peace officers, and members of the Civil Air Patrol to take leave as required by applicable law when the employee is called to a fire alarm, emergency call, or emergency service operation, and the employee's presence is requested by the on scene commander.

SICK LEAVE

When the Company has fewer than 250 employees, Washington employees accrue paid sick leave at a rate of one hour for every 40 hours worked. When the Company has 250 or more employees, Washington employees accrue paid sick leave at a rate of one hour for every 30 hours worked. Any accrued and unused paid sick leave will be carried over to the next year, up to a total of 40 hours when the Company has less than 50 employees; up to 56 hours when the Company has between 50 and 249 employees; and up to 72 hours when the Company has 250 or more employees. Employees may use all available accrued paid sick leave hours per calendar year.

Employees are entitled to use accrued paid sick days beginning on the 90th of employment, after which they may use paid sick days as they are accrued. Employees may take sick leave in increments

equivalent to the smallest increment used by payroll for other absences or use of time, not to exceed one hour.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees have a serious illness or injury or employees are out for three days or more, the Company may ask them to obtain a medical provider's release before they are allowed to return to work. Sick leave will not accrue during any leave of absence. The Company reserves the right to prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick days will not be paid upon termination of employment. If employees separate from the Company and are rehired within one year from the date of separation, any unused paid sick days will be reinstated, and employees may use those previously unused paid sick days.

Employees may use paid sick leave for the following reasons:

- (a) a mental or physical illness, injury or health condition of such employee or such employee's family member,¹¹ including for preventative care or medical diagnosis, regardless of whether such illness, injury or health condition has been diagnosed or requires medical care at the time that such employee requests such leave;
- (b) a public health emergency, as declared by order of a public official, that: (i) determined that the employee's or employee's family member's presence in the community would jeopardize the health of others because of their exposure to a communicable disease, such that the employee must provide self-care or care for the family member, (ii) closes the employee's place of business or excludes the employee from the workplace, or (iii) requires the employee to care for a child whose school or place of care has been closed as a result of the order;
- (c) to accommodate the employee's need to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure;
- (d) to take leave for bereavement for the death a family member;
- (e) if the employee, or their family member, are a victim of domestic violence, sexual assault, stalking, or human trafficking and need time off:

¹¹ Under this policy, family member means: children (including biological, adopted, or foster children, stepchildren, or children to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status), grandchildren (i.e., children of a child), spouses, state registered domestic partners, parents (including biological, adoptive, de facto, or foster parents, stepparents, or legal guardians of an employee or the employee's spouse or state registered domestic partner, or an individual who stood in loco parentis to an employee when the employee was a child), grandparents (i.e., parents of a parent), and siblings.

1. to obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from a family offense matter, domestic violence, sexual offense, stalking, or human trafficking;
2. to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future family offense matters, sexual offenses, stalking, or human trafficking;
3. to meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding, including but not limited to, matters related to a family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit;
4. to file a complaint or domestic incident report with law enforcement;
5. to meet with a district attorney's office;
6. to enroll children in a new school;
7. to take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of the employee or their family member or to protect those who associate or work with the employee;

(f) for other reasons provided under applicable law.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment.

Employees will not be required to find their replacements for time they take off pursuant to this policy. The Company will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

BRITISH COLUMBIA APPENDIX

The policies contained in this Appendix only apply to Flipboard, Inc. (the “Company”) employees located in British Columbia, Canada. These policies are in addition to the policies enumerated in the Flipboard Employee Handbook (the “Handbook”). Any questions on the Handbook policies or on this British Columbia Appendix should be directed to the People or Legal teams.

1. Conflict of Laws

Should the provisions of the Handbook conflict with the then current [*British Columbia Employment Standards Act \[RSBC 1996\] Chapter 113*](#), the terms of the *Employment Standards Act* shall prevail.

2. Policy Prohibiting Harassment, Discrimination, and Retaliation

BC employees who feel that they have been subjected to harassment, discrimination, and/or retaliation may file a complaint with the BC Human Rights Tribunal.

The BC Human Rights Tribunal may be contacted at (604-775-2000 / 1-888-440-8844) or BCHumanRightsTribunal@gov.bc.ca.

3. Immigration Law Compliance

All offers of employment are contingent on verification of an employee’s right to work in Canada. If an employee, at any time, cannot verify the employee’s right to work in the Canada, the Company may be obligated to terminate the employee’s employment.

4. Ending Employment

Should an employee be terminated without cause, Flipboard will provide notice (or pay in lieu of notice), as set forth in the *Employment Standards Act*.

5. British Columbia Holidays

New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, British Columbia Day, Labour Day, Thanksgiving, Remembrance Day, Christmas Day

6. Entitlement to Annual Vacation

Employees are entitled to:

at least 2 weeks, after 12 consecutive months of employment; or

at least 3 weeks, after 5 consecutive years of employment.

Employees are entitled to:

after 5 calendar days of employment, at least 4% of the employee's total wages during the year of employment entitling the employee to the vacation pay; or,

after 5 consecutive years of employment, at least 6% of the employee's total wages during the year of employment entitling the employee to the vacation pay.

All days off must be entered into the Flipboard HRIS system (Flock).

7. Leave Policy

Leave & Jury Duty policy is set forth in Part 6 [Leaves and Jury Duty] of the *Employment Standards Act*.

ONTARIO APPENDIX

The policies contained in this Appendix only apply to Flipboard, Inc. (the “**Company**”) employees located in Ontario, Canada. These policies are in addition to the policies enumerated in the Flipboard Employee Handbook (the “**Handbook**”). Any questions on the Handbook policies or on this Ontario Appendix should be directed to the People or Legal teams.

1. Conflict of Laws

Should the provisions of the Handbook, or this Appendix, conflict with the then current *Employment Standards Act, 2000* (“**ESA**”), the *Occupational Health and Safety Act* (“**OHSA**”), the *Human Rights Code* (“**Code**”), the *Accessibility for Ontarians with Disabilities Act* (“**AODA**”) or any other applicable employment, workplace safety, accessibility or human rights legislation, the applicable legislative provisions will prevail.

2. Workplace Health and Safety

The Company is committed to providing a work environment that encourages productivity and supports the dignity and self-esteem of every colleague. All Ontario employees will be subject to the Workplace Health and Safety Program, as well as the Workplace Violence and Harassment Policy for Canadian employees, attached hereto as **Appendices “A” and “B”**.

Violations of Health and Safety Program / Policy requirements may result in disciplinary action, including, if warranted, termination of employment.

3. Immigration Law Compliance

All offers of employment are contingent on verification of an employee’s lawful ability to work in Canada for the Company.

4. Ending Employment

Should an employee be terminated, Flipboard will comply with all applicable requirements pursuant to the ESA.

5. Public Holidays

Ontario has nine public holidays:

New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; Labour Day; Thanksgiving Day; Christmas Day; Boxing Day (December 26)

6. Entitlement to Annual Vacation

Employees are entitled to:

at least 2 weeks, after 12 consecutive months of employment; or

at least 3 weeks, after 5 consecutive years of employment.

Employees are entitled to:

At least 4% of the employee's total wages during the year of employment entitling the employee to the vacation pay; or,

after 5 consecutive years of employment, at least 6% of the employee's total wages during the year of employment entitling the employee to the vacation pay.

All days off must be entered into the Flipboard HRIS system (Flock).

7. Leaves of Absence

Employees will be entitled to job protected, unpaid leaves of absence in accordance with the statutory requirements of the ESA. At present, leaves of absence under the ESA include:

- [Pregnancy and parental leave](#)
- [Sick leave](#)
- [Bereavement leave](#)
- [Family responsibility leave](#)
- [Family caregiver leave](#)
- [Family medical leave](#)
- [Critical illness leave](#)
- [Organ donor leave](#)
- [Reservist leave](#)
- [Child death leave](#)
- [Crime-related child disappearance leave](#)
- [Domestic or sexual violence leave](#)
- [Declared emergency leave](#)
- [Infectious disease emergency leave](#)

8. Accessibility

The Company will meet all requirements relating to accessibility in the context of employment, pursuant to the [statutory requirements](#) of the AODA, including requirements with respect to accessibility standards, public spaces and websites.

9. Pay Equity

The Company will meet all requirements relating to pay equity pursuant to Ontario's *Pay Equity Act*, including pursuant to the Pay Equity Commission's [outlined procedures for achieving pay equity](#), and pay equity plan posting requirements.

ALBERTA APPENDIX

The policies contained in this Appendix only apply to Flipboard, Inc. (the “**Company**”) employees located in Alberta, Canada. These policies are in addition to the policies enumerated in the Flipboard Employee Handbook (the “**Handbook**”). Any questions on the Handbook policies or on this Alberta Appendix should be directed to the People or Legal teams.

10. Conflict of Laws

Should the provisions of the Handbook, or this Appendix, conflict with the then current *Employment Standards Code* (“**ESC**”), the *Occupational Health and Safety Act* (“**OHSA**”), the *Alberta Human Rights Code* (“**Code**”), or any other applicable employment, workplace safety, or human rights legislation, the applicable legislative provisions will prevail.

11. Workplace Health and Safety

The Company is committed to providing a work environment that encourages productivity and supports the dignity and self-esteem of every colleague. All Ontario employees will be subject to the Workplace Health and Safety Program, as well as the Workplace Violence and Harassment Policy for Canadian employees, attached hereto as **Appendices “A” and “B”**.

Violations of Health and Safety Program / Policy requirements may result in disciplinary action, including, if warranted, termination of employment.

12. Immigration Law Compliance

All offers of employment are contingent on verification of an employee’s lawful ability to work in Canada for the Company.

13. Ending Employment

Should an employee be terminated, Flipboard will comply with all applicable requirements pursuant to the ESC.

14. Public Holidays

Alberta has nine public holidays:

New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; Labour Day; Thanksgiving Day; Remembrance Day; and Christmas Day

15. Entitlement to Annual Vacation

Employees are entitled to:

at least 2 weeks, after 12 consecutive months of employment; or

at least 3 weeks, after 5 consecutive years of employment.

Employees are entitled to:

At least 4% of the employee's total wages during the year of employment entitling the employee to the vacation pay; or,

after 5 consecutive years of employment, at least 6% of the employee's total wages during the year of employment entitling the employee to the vacation pay.

All days off must be entered into the Flipboard HRIS system (Flock).

16. Leaves of Absence

Employees will be entitled to job protected, unpaid leaves of absence in accordance with the statutory requirements of the ESC. At present, leaves of absence under the ESC include:

- Bereavement leave;
- Citizenship ceremony leave;
- Domestic violence leave;
- Personal and family responsibility leave;
- Compassionate care leave;
- Critical illness leave;
- Death or disappearance of a child leave;
- Long term illness and injury leave;
- Maternity and parental leave; and
- Reservist leave.

Further information about these statutory leaves can be found at: <https://www.alberta.ca/job-protected-leaves.aspx>

NEW BRUNSWICK APPENDIX

The policies contained in this Appendix only apply to Flipboard, Inc. (the “**Company**”) employees located in New Brunswick, Canada. These policies are in addition to the policies enumerated in the Flipboard Employee Handbook (the “**Handbook**”). Any questions on the Handbook policies or on this New Brunswick Appendix should be directed to the People or Legal teams.

1. Conflict of Laws

Should the provisions of the Handbook conflict with the then current New Brunswick *Employment Standards Act* (“**ESA**”), the *Occupational Health and Safety Act* (“**OHSA**”), the *Human Rights Act*, or any other applicable employment, pay equity, workplace safety, accessibility or human rights legislation, the applicable legislative provisions will prevail.

2. Workplace Health and Safety

The Company is committed to providing a work environment that encourages productivity and supports the dignity and self-esteem of every colleague. All New Brunswick employees will be subject to the Workplace Health and Safety Program, as well as the Workplace Violence and Harassment Policy for Canadian employees, attached hereto as **Appendices “A” and “B”**.

Violations of Health and Safety Program / Policy requirements may result in disciplinary action, including, if warranted, termination of employment.

3. Immigration Law Compliance

All offers of employment are contingent on verification of an employee’s lawful ability to work in Canada for the Company.

4. Ending Employment

Should an employee be terminated, Flipboard will comply with all applicable requirements pursuant to the ESA.

5. New Brunswick Holidays

New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, New Brunswick Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day.

6. Entitlement to Annual Vacation

Employees are entitled to:

- a. the lesser of one day for each month worked or two weeks vacation per year for employees with less than 8 years of service; or,
- b. the lesser of 1.25 days per month worked or three weeks vacation per year employees with 8 years of service or more.

Employees are entitled to:

- a. 4% of gross wages during the year of employment entitling the employee to the vacation pay;
or
- b. 6% of gross wages during the year of employment entitling the employee to the vacation pay if the employee has been employed by the same employer for 8 years or longer.

All days off must be entered into the Flipboard HRIS system (Flock).

7. Leave Policy

Employees will be entitled to job protected, unpaid leaves of absence in accordance with the statutory requirements of the ESA. At present, leaves of absence under the ESA include:

- [Maternity leave and childcare leave](#)
- [Sick leave](#)
- [Bereavement leave](#)
- [Family responsibility leave](#)
- [Compassionate care leave](#)
- [Court leave](#)
- [Death or disappearance leave \(child\)](#)
- [Critically ill child leave](#)
- [Critically ill adult leave](#)
- [Domestic violence, intimate partner violence, or sexual violence leave](#)
- [Reservist leave](#)
- [Emergency leave \(COVID-19\)](#)

8. Accessibility

The Company will meet all requirements relating to accessibility in the context of employment, pursuant to the statutory requirements of the *Human Rights Act*.

9. Pay Equity

The Company will meet all requirements relating to pay equity pursuant to New Brunswick's *Pay Equity Act*, including pursuant to the Pay Equity Bureau's [quick guide to pay equity](#), and pay equity plan posting requirements.

APPENDIX “A” HEALTH AND SAFETY PROGRAM - CANADA

Policy

The Company will conduct its business in a manner that protects its employees, contractors, customers, and visitors from harm and safeguards the environment. As safety and health is a core value, the Company is committed to:

- Providing adequate financial and human resources for safety and health programs.
- Including health and safety considerations in business planning and decision-making.
- Implementing systems to ensure compliance with safety and health laws and regulations, and taking every precaution reasonable in the circumstances to prevent occupational injuries and illnesses.
- Implementing controls and reporting mechanisms needed to monitor and continually improve upon safety and health performance.
- Developing annual safety and health focused goals and objectives.

Nothing we do is worth having an employee, contractor, customer, or visitor risk their physical or mental health. Therefore, our goal in implementing this program is to have zero preventable work injuries, illnesses, or adverse environmental impacts.

- **Employees**—and contractors working for us—must protect their own health and safety, as well as the health and safety of others. They are expected to understand and carry out their health and safety responsibilities and not take unnecessary risks based on their training, skills and experience. If in doubt about how to do something safely and what’s expected, share your thoughts and seek clarification before starting or continuing work.
- **Managers/Supervisors** have safety and health responsibilities over those who work for them. They ensure our safety policies and procedures are appropriately implemented and advise upper management promptly of adverse situations, incidents or near misses that come to their attention. Management will not penalize, threaten, terminate or otherwise punish an individual for reporting a bona fide health and safety concern.
- **Co-workers** shall also be aware of the conditions and actions of those working with and around them. They should speak to or report others assuming unnecessary risks. They can also consult with the Joint Health and Safety Committee.
- **A breach** of this policy or our specific safety and health policies, procedures, standards practices training or instruction will be cause for disciplinary action up to and including termination of employment or a contractual engagement.

This Health and Safety Policy governs all of the Company specific safety and health policies, procedures, standards, practices, training and instruction. It reflects our longstanding dedication to

safeguard our employees and the environment. It is also consistent with our commitment to customers, shareholders, and neighbors.

Program Statement

The Company has developed this written program to implement and support its Health and Safety policy. The program objectives are:

- To assist the Company workers in addressing health and safety issues.
- To take every precaution reasonable in the circumstances to prevent injury and illness in the workplace.
- To provide guidelines on reporting health and safety issues and conducting workplace hazard identification, inspections, and incident investigation.

This program will be managed by The People Team in Canada, in consultation with certified health and safety professionals, industry regulators, legislative bodies, regulatory authorities and consultants, as required.

Definitions

Accident: an incident that was beyond the control of those involved—sometimes called “an act of God”. These are rare as they comprise only 2 to 3% of all incidents.

Contractor: an organization, partnership, or individual engaged by the Company to provide services to the Company either personally or with the assistance of other individuals.

First Aid: situations in which an individual needs medical attention, for the purpose of preserving life and minimizing injury until medical treatment is available; medical attention for minor injuries that would not receive or does not require medical treatment.

First Aid Attendant (First Aider): an individual who holds a valid first aid certificate issued by the Board or by a person recognized by the Board and who is designated as a first aid attendant by the Company.

Hazard: An occupational hazard is a thing or situation with the potential to harm a worker. Occupational hazards can be divided into two categories: safety hazards that cause incidents/accidents that physically injure workers and health hazards which result in the development of disease. It is important to note that a "hazard" only represents a potential to cause harm. Whether it actually does cause harm will depend on circumstances, such as the toxicity of the health hazard, exposure amount, and duration. Hazards can also be rated according to the severity of the harm they are likely to cause.

Incident: An occurrence in the workplace that results, or may have resulted in, injury, illness or property damage. Almost all incidents are preventable.

Manager: the person to whom the employee reports and who has the ability to review behaviour and initiate corrective action including discipline, if required.

Risk: Risk is the probability, or chance, that a hazard will actually harm someone. The consequences of exposure to some hazards may be so harmful (e.g., exposing an employee to a multi-story fall without appropriate fall protection equipment and training on how to use it) that, even if there is little chance of a worker being exposed, the risk is so great that extreme precautions must be taken to prevent even that small possibility. Removing occupational hazards removes the associated risk. Rather than removing the hazard or risk, a more practical approach is to limit occupational hazards and control or manage the risks that hazards pose to an acceptable level.

Supervisor: person who has charge of a workplace or authority over a worker.

Visitor: anyone other than a direct hire employee who is entering the workplace and may be admitted to areas generally off limits to the public.

Worker: a person who performs work or supplies services for monetary compensation; secondary school students who perform work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates through the school in which the students are enrolled; individuals who perform work or supply services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution; any other individuals who work or provide services to an employer for no money; and any other individuals who fall under the definition of “worker” under the applicable Occupational Health and Safety Legislation.

Accountability

Shared Responsibility

Health and safety is a shared responsibility. Employees at all levels of the organization are responsible and accountable to work safely at all times, to identify and report hazards and to take whatever measures are necessary and reasonable in the circumstances to protect and promote health and safety.

Executive

- Responsible for providing a safe and healthy work place and for taking all necessary steps to protect the safety and health of employees.
- Responsible for supplying an effective strategy that can manage the occupational health and safety concerns of the Company.
- Must ensure that resources are allocated and governed properly to achieve the health and safety needs of employees, and that their policies comply with the Company's legal obligations.
- Delegate responsibility and authority, appoint competent managers who are familiar with health and safety requirements.
- Foster a workplace culture of safety, with appropriate leadership.
- Review the policies' efficacy on an annual basis, and revise where necessary.

- Provide the health and safety committees with a copy of all orders or reports issued to the employer by an inspector informing the committee of any work-related incidents involving injury, fatality or occupational illness.
- Respond in writing to any written recommendations provided by the health and safety committee(s) within reasonable time in compliance with the provincial health and safety regulations.
- Make sure managers have adequate resources and support.

Managers and Supervisors

- Assist in developing, implementing, and enforcing the Company's policies and procedures.
- Must continually promote health and safety awareness with instruction, information, training and supervision to ensure the safe performance of employees and contractors.
- Utilize the process of hazard identification, risk management and incident investigation to identify and appropriately address risk.
- Perform occupational health and safety inspections of the workplace to identify and appropriately control hazards to employees.
- Will be held accountable for the health and safety of workers under their supervision.
- Ensure that equipment used by employees is properly maintained, inspected prior to use, and used correctly and that employees work in compliance with established safe work practices and procedures.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- Consult with employees on matters of health and safety, provide feedback to employers and cooperate with the health and safety committees.
- Participate in health and safety meetings if required.
- Support our health and safety committee to identify and assess potential unsafe conditions in our workplace, make recommendations to management for the improvement of the health and safety of all employees, review and make recommendations to management regarding the ongoing maintenance and monitoring procedures of all health and safety issues in the workplace, assist with hazard identification and control reports, inspection reports and incident/accident investigation reports and where appropriate, make recommendations, and physically meet and then inspect the workplace at intervals of not less than once every month.

The People Team

- Liaison with government agencies to ensure workplace health and safety compliance.
- Design and develop company policies and procedures on workplace safety and health issues.
- Develop best practices.
- Act as an advisor to management on safety and health policy issues.
- Coordinate health and safety inspections, and follow up to ensure the completion of necessary corrective actions.
- Design and develop incident/accident reports and investigation procedures. Assist with incident investigations and analysis as needed.
- Maintain an up-to-date working knowledge of health and safety regulations as mandated locally, federally, or by the province.

- Keep detailed records that respect the confidentiality of those involved in any health and safety incident/accident and investigations.
- Maintain training records as per the training and records section of this program.

Employees

- Responsible for compliance with occupational health and safety policies and procedures.
- Must take all reasonable and necessary precautions to ensure their own safety and health as well as that of their fellow employees.
- Must notify managers and/or supervisors of any health and safety concerns, so that they may be dealt with promptly.
- Protect their own health and safety by working in compliance with the law and with safe work practices and procedures established by the Company.
- Inspect personal protective equipment prior to each use; do not use defective equipment. Appropriately use equipment as required, and properly store it between uses.
- Refuse to engage in any unnecessary prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their manager, The People Team or a member of the health and safety committee.
- Report all work-related injuries no matter how minor, as well as near misses that could have reasonably resulted in injury, hospitalization or death.

Contractors

Contractors are expected to take an active role in our Health and Safety Program and take on the same responsibilities of "All Employees".

All Staff

- Complete required occupational health and safety training.
- Perform their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Report any incident, injury or hazard as outlined in procedures.
- Report any acts of violence or harassment in the workplace.
- Promote a hazard-free workplace.
- Read and follow the posted Occupant Emergency Plan that details facility-specific procedures for their office location.
- Take every reasonable precaution in all circumstances.

Health and Safety Committees

Policy Statement

This policy provides information pertaining to the duties and responsibilities of the Company's Health and Safety Committee (the '**Committee**') or non-management Health & Safety Representative (the '**Representative**') at smaller offices where provincial Committee requirements do not apply. Each Canadian province has established Health and Safety legislation providing clear requirements in organizing the committee, the structure, meeting frequency and roles and responsibilities of committee members

Guidelines

The Company is committed to maintaining the health and wellbeing of its employees. As such, the Company has established the Committee(s) that include worker and management representatives working together to improve occupational health and safety in their work place. Each Committee or Representative has four (4) principal functions:

- To identify potential hazards;
- To evaluate these potential hazards;
- To recommend corrective action; and
- To follow-up on implemented recommendations.

Rights, Obligations and Liability

Committee Meetings

- To carry out its functions, the committee is required to hold meetings and carry out regular inspections of the workplace.
- The health and safety committees will hold pre-scheduled meetings according to the provincial requirements during regular working hours and additional meetings as needed on urgent matters.

Committee Meeting Notes

- Will be recorded and contain details of all matters discussed, as well as a full description of issues raised, any action recommended by the committee members. The meeting minutes must be provided to the employer, and the employer will respond to any recommendation(s).
- Will identify members by title and not by name. Members' names should be used only for attendance purposes.
- Will be signed by the co-chairs and posted in the workplace within one week of the meeting.
- The employer must keep a copy of meeting minutes/reports for at least two (2) years from the date of the committee meeting, and make meeting reports readily accessible to the committee, workers, and applicable provincial occupational health and safety entity.
- The Company must post committee meeting minutes/reports of the three (3) most recent committee meetings.

Committee/ Representative Role in Workplace Inspections

- The Company and the Committee must ensure that the workplace is inspected every month, after an incident or when there is a new work process or new equipment. Committee members should be trained in conducting workplace inspections, and participate in regular workplace inspections when possible. Other workers, as well as the employer must give the Committee or the Representative any information and assistance needed to carry out these inspections.
- Must participate meaningfully in incident investigations and ensure they are carried out as required by the applicable legislation. The Committee must review the employer incident investigation report and associated corrective action reports, and ensure that action items are completed.
- In some cases, the Committee or the Representative must also participate in the development of assessment reports and control-program reports required under the designated substance regulations.
- Must report any unsafe or harmful conditions found during regular inspections to the employer without delay.

Committee, Committee Member or Representative General Responsibilities

- Identify situations that may be a source of danger or hazard to workers.
- Be available to receive employee concerns, complaints and recommendations; to discuss problems and recommend solutions; and to provide input into existing and proposed health and safety programs.
- Maintain the Company "Safety Posting Board" that should include:
 - The applicable Occupational Health and Safety Legislation;
 - The Company health and safety policy;
 - Mandatory posters;
 - Copies of any applicable orders for the preceding twelve (12) months;
 - Names of the Committee members or Representative(s) and where they work;
 - Minutes of committee meetings from the three (3) most recent meetings;
 - Names and work locations of first-aid attendants; and
 - Other related information, as the Company directs.
- Recommend to the employer and the workers: the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers.
- Ensure that accident investigations and regular inspections are carried out as required by the applicable Occupational Health and Safety Legislation.
- Participate in inspections, investigations and inquiries as provided in the applicable Occupational Health and Safety Legislation.
- Assist with the investigation of work refusals and inspecting workplaces when there are critical injuries or fatalities.
- Recommend to the employer ways to improve workplace health and safety

- Respond in writing to any written recommendations within reasonable time in compliance with the provincial health and safety regulations.
- Keep records of committee members' training, meetings with workers and documentation of any worker refusals to perform unsafe work.
- If a worker is critically injured on the job, inspect the scene of the incident/accident and any equipment, substance, etc. that may be connected with the incident/accident.
- Obtain information from the employer respecting the identification of potential or existing hazards of materials, processes or equipment, and health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge;
- Obtain information from the employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety;
- Be consulted about, and have a designated member representing workers be present at the beginning of, testing conducted in or about the workplace if the designated member believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid. However, this does not include medical records of any person, unless that person agrees to their disclosure.
- Request (as needed) the annual summary of information (e.g., number of fatalities, lost time injuries, work days lost, number of injuries requiring medical aid but did not involve lost work days, incidences of occupational illness, number of injuries) from management or the provincial worker's compensation board about compensation claims related to the workplace.

Confidentiality

The Committee or the Representative may from time to time come across confidential information. If they do, they may not:

- Disclose any information about any workplace test or inquiries conducted under the Act or regulations;
- Reveal the name of any person from whom information is received;
- Disclose any secret or trade information, etc.;
- Disclose the results of any medical examinations or test of workers in a way that identifies the individual(s).

Committee members will not be held personally liable for anything done or omitted in good faith.

Selection of Committee Members / Representatives

Committee members or the Representative are selected through volunteering or by the employees of the Company. The Company will choose the remaining members from persons in the workplace who exercise managerial functions. Committee members will be selected as vacancies occur through volunteering or a nomination and voting process.

Training of and Time-off for Committee Members / Representatives

The Company will ensure that the required number of the Committee members or the Representative receive mandatory training or certification in compliance with the applicable Occupational Health and

Safety Regulations and time off from work for authorized activities related to the responsibility of the Committee or the Representative functions.

Workplace Inspections

Policy Statement

This Policy is intended to ensure the Company complies with the applicable regulations wherein employers conduct an inspection of the workplace to identify and record hazards for corrective action. Workplace inspections shall be planned and occur at least once per month.

Guidelines

Prior to conducting a workplace health and safety inspection, the following materials shall be gathered (if applicable):

- Diagram of the area(s) to be inspected
- Equipment inventory
- Manufacturer's safety manuals
- Technical safety data sheet
- Chemical inventory
- MSDS/SDS
- WHMIS requirements
- Workplace Inspection Checklist
- Previous Inspection Reports
- Ensure recommendations were implemented

Inspection Team

Workplace inspection teams shall be comprised of the Committee members/the Representatives and shall be created with the following criteria in mind:

- Knowledge of regulations and procedures
- Knowledge of potential hazards
- Experience with work procedures involved
- Occupational Health and Safety training and/or certification

Workplace Inspection Principles

The Canadian Centre for Occupational Health and Safety states that when a workplace inspection is being conducted, the following principles shall be adhered to (Canadian Centre for Occupational Health and Safety, 2011):

- Draw attention to the presence of any immediate danger - other items can await the final report.

- Shut down and "lock out" any hazardous items that cannot be brought to a safe operating standard until repaired.
- Do not operate equipment you are not familiar with. Never ignore any item because you do not have knowledge to make an accurate judgement of safety. Seek the knowledge necessary to ensure safety.
- Look up, down, around and inside. Be methodical and thorough. Do not spoil the inspection with a "once-over-lightly" approach.
- Clearly describe each hazard and its exact location in your rough notes. Allow "on-the-spot" recording of all findings before they are forgotten. Record what you have or have not examined in case the inspection is interrupted.
- Ask questions, but do not unnecessarily disrupt work activities. This may interfere with efficient assessment of the job function and may also create a potentially hazardous situation.
- Consider the static (stop position) and dynamic (in motion) conditions of the item you are inspecting. If equipment is shut down, consider postponing the inspection until it is functioning again.
- Consider factors such as how the work is organized or the pace of work and how these factors impact safety.
- Discuss as a group, "Can any problem, hazard or accident generate from this situation when looking at the equipment, the process or the environment?" Determine what corrections or controls are appropriate.
- Do not try to detect all hazards simply by relying on your senses or by looking at them during the inspection. You may have to monitor equipment to measure the levels of exposure to chemicals, noise, radiation or biological agents.
- Take a photograph if you are unable to clearly describe or sketch a particular situation.
- Create inspection reports and if there are any unfinished items on the previous report, record them onto the next report to ensure they are first on the list to be inspected.

Workplace Incident Investigation

Policy Statement

This policy is intended to provide the correct investigatory procedures in the event of a workplace incident/accident. The creation of complete documentation, proper reports and investigations of workplace incidents/accidents will increase our overall readiness to identify and resolve workplace safety issues, reduce workplace injuries, and increase efficiency.

Guidelines

The purpose of an incident/accident investigation is to identify the root and proximal causes of the incident/accident and to put into place corrective measures to prevent a reoccurrence of the incident/accident. The assessment of blame is not part of an incident/accident investigation.

Investigation Procedures Following a Workplace Incident/Accident

- Stop the process immediately. Take care to reduce the risks to others and the environment.

- Request the assistance of any needed outside emergency response resources (e.g., law enforcement, fire or ambulance personnel).
- Once the situation has been stabilized advise your manager/supervisor. Jointly determine the need to inform The People Team, members of the Committee/the Representative.
- Determine if there is a need to conduct a more formal incident analysis.
- Attempt to identify the root and proximal causes of the incident.
- Determine and implement temporary or, if possible, long term corrective measures that address the root and proximal causes before restarting the process.
- Complete a Worker’s Compensation/Safety & Health Incident Report, and any other forms required by the applicable provincial regulatory authority.
- Documentation. Provide copies to the Committee members/the Representative and The People Team
- Ensure that copies of all records reviewed (training records, maintenance records, work procedures, safety talks, equipment drawings) are attached to the incident/accident investigation.
- Schedule follow-up review to review effectiveness of the temporary and long term corrective measures implemented.

Basic Causes of Many Incidents/Accidents	
Physical / Physiological	Mental or Psychological
<ul style="list-style-type: none"> • Inappropriate height or reach • Inappropriate weight or size • Limited ability to sustain body positions • Temporary disabilities • Fatigue due to task load or duration • Fatigue due to sensory overload • Constrained movement 	<ul style="list-style-type: none"> • Confusing directions • Conflicting demands • Preoccupation • Frustration • Routine, monotony • Extreme judgment/decision demands
Knowledge / Skill	Tools and Equipment
<ul style="list-style-type: none"> • Lack of experience • Inadequate orientation • Inadequate initial training/instruction • Inadequate ongoing training/instruction • Misunderstood directions • Inadequate practice • Infrequent performance 	<ul style="list-style-type: none"> • Inadequate standards or specifications • Inadequate availability • Inadequate adjustment/repair/maintenance • Inadequate inspection and or monitoring • Improper loading or rate of use • Used by unqualified or untrained people • Used for wrong purpose

Motivation and Supervision	Engineering
<ul style="list-style-type: none"> • Improper attempt to save time • Improper attempt to avoid discomfort • Inadequate performance feedback • Unclear or conflicting assignment of responsibility • Inadequate work planning • Inadequate reference documents, directives, guidance publications • Lack of supervisory/management job knowledge • Inadequate matching of individual qualifications and job/task requirements • Inconsistent application of standards, procedures, rules • Inadequate monitoring use of standards, procedures rules 	<ul style="list-style-type: none"> • Inadequate assessment of loss exposure • Inadequate consideration of human factors or ergonomics • Inadequate standards, specifications, design criteria • Inadequate assessment of operational readiness • Inadequate monitoring of initial operation • Inadequate evaluation of changes

First Aid

Policy statement

The Company will ensure that appropriate first aid supplies are maintained and accessible at all times, and that a trained and competent individual is on-site at all times.

Guidelines

All department leads and/or managers shall ensure that appropriate numbers of staff that have first aid and CPR training are onsite and scheduled.

The Company will ensure that:

- At least one person with appropriate first aid training is scheduled and present every working day or shift at the physical workplace.
- The designated first aider will be available to render assistance at all times during that working day or shift.
- Mandatory poster(s) will be posted in a high-visibility location.
- Injuries that occur in the workplace will be recorded and reported (records will be kept for three (3) years).
- Workers, supervisors and the Committee members/Representative will be trained and educated in their respective roles.
- The first aid kit shall be located within quick and easy access for all employees.
- Each first aid kit shall be adequately stocked with supplies.
- First aid treatment records shall be kept.
- First aid certificates of all trained First-Aiders shall be posted in a conspicuous place.

- First aid kit inspections will be conducted on a regular schedule, and records of these inspections will be maintained.
- The Company will investigate any and all accidents that result in injury.
- The Company will ensure appropriate means of transporting injured workers to medical aid.

First Aid Kit Requirements

First aid is the one-time treatment or care and any follow-up visit(s) for observation purposes only. It includes, but is not limited to:

- Cleaning minor cuts, scrapes, or scratches;
- Treating a minor burn;
- Applying bandages and/or dressings;
- Applying a cold compress, cold pack, or ice bag;
- Applying a splint;
- Changing a bandage or a dressing after a follow-up observation visit.

The Company shall conduct an assessment of the workplace on an annual basis and whenever a significant change that may affect the assessment occurs to the Company's operations. The assessment must determine the following:

- The number of workers who may require first aid at any given time;
- The nature and extent of the risks of hazards associated with the workplace;
- The type of injuries that could occur;
- Any obstacles that may be present should first aid need to be provided to an injured worker;
- The time frame that is required to transport an injured worker to medical treatment should it be necessary.

The Company will stock and restock all first aid kits at its expense in a manner that addresses the results of the risk assessment and complies with provincial regulations so that each office's first-aid kits are:

- Available in each office or area of a building, and in the appropriate number;
- Easily accessible and highly visible;
- Available at each remote location where work is being performed;
- Available in each Company's vehicle or rental vehicle used for business.

First-aid kits shall be inspected quarterly (and maintained by the designated first aiders who work in the vicinity of the area. Additionally, an annual written inventory of the contents of each first aid kit shall be completed and sent back to the Committee/the Representative.

First Aid Certification

Training of all designated first aiders shall be the responsibility of the management and The People Team. Costs for additional personnel who wish to be trained in First Aid shall be the responsibility of the department.

Employees who are interested in obtaining the First Aid certification should:

- Secure their manager's approval, unless the certification is requested by the Company;
- Book the Standard First Aid certificate course (e.g. St. John Ambulance, Canadian Red Cross).
- Submit the receipts along with a copy of the certificate for reimbursement.

The People Team and the Committee will maintain an electronic database indicating the location of all first aid kits; names of designated first aiders in each office; and effective date of training and expiration date.

First Aid Procedures

- In the event of an injury, first aid should be administered immediately followed by proper medical treatment if necessary.
- The first person on the scene of an injury should immediately contact the appropriate authorities and/or the closest qualified First Aid responder.
- In the event that the first person on the scene has appropriate First Aid/CPR training, they are directed to provide first aid/CPR, in accordance with their level of training, using the first aid materials available.
- As necessary, the first aider, or other nearby person shall contact emergency response services (Fire, Police, and Ambulance).
- Complete any workers' compensation or occupational safety reports required by the applicable provincial authority. Provide copies to the Committee members / the Representative and The People Team.
- The People Team will notify the injured person's emergency contact (where applicable) after the status of the injured persons' condition is known.

Right to refuse unsafe work

Policy Statement

In accordance with applicable Occupational Health and Safety Legislation, in the event that an employee encounters unsafe working conditions, or where the required equipment or tools present a significant hazard, the employee shall have the right to refuse any work that they believe to be unsafe.

This policy applies to the Company, its employees, vendors, visitors and clients who are on the Company's premises or acting on behalf of the Company at all times and without exception.

Guidelines

Any employee can refuse to work if they have a reasonable belief that one or more of the following situations exist:

- Equipment or tools required in the performance of job duties present a significant safety hazard and their use may cause an injury to the worker or those nearby.
- The working conditions are unsafe, and may cause an injury to the worker or those nearby.
- The workplace conditions, equipment or tools represent a violation of the applicable Occupational Health and Safety Legislation, and represent a physical danger to the health and safety of the worker or those nearby.

- The worker has a reasonable expectation that the work would place them in danger of physical harm.

Work Refusal Procedure

In the event of work being refused or stopped, the following actions are required of employers and employees, as per the guidelines stated by the applicable provincial occupational health and safety authority:

Employees

- Inform your supervisor or manager of the work refusal immediately, and provide an explanation detailing the rationale behind the refusal.
- Stay nearby in a safe place until an investigation has been completed.
- In the event that you are unsatisfied with the results of the investigation, you may continue to refuse the work provided where you have reasonable grounds to base the continued refusal on.

Management/Supervisors

- Management or supervisors shall conduct an investigation into the situation immediately after learning of the refusal and shall work to find an effective, safe and mutually agreeable resolution to the issue in the presence of the worker and one of the following:
 - Health and safety committee member that represents the workers
 - Health and safety representative
 - Another worker that has been chosen by his peers to represent the workers
- In the event that an employee is unsatisfied with the resolution and continues to refuse the work, management or supervisors must contact The People Team and notify of the situation, and request that they provide assistance.
- If The People Team cannot help the employee and their management satisfactorily address the concern(s) and resolve the issue(s), the applicable provincial occupational health and safety authority should be contacted,
- While awaiting the arrival and findings of the occupational health and safety inspector, management or supervisors may assign other reasonable work during normal work hours for the employee that has refused work.
- The inspector assigned by the applicable occupational health and safety authority will conduct an investigation to determine if the work is either safe, or unsafe and presents a danger to the health and safety of the employee. The findings of the investigation must be provided in writing to the employee, management or supervisor, and the health and safety representative. In the event that the work is determined to be safe, the employee shall be expected to return to work.

Continuing Work That Has Been Refused

- In the event that work has been refused, management or a supervisor has investigated the situation, provided a resolution to the issue, and the worker continues to refuse the work, then the management or supervisors may ask another worker to perform the refused work while waiting for the inspector to investigate and give a decision on the continued refusal.
- Where a second worker is asked to perform work that has been refused, the second worker must be informed of the initial work refusal, and the reasons for the refusal. This information must be provided in the presence of the Committee member/the Representative.
- The second worker also has the right to refuse the work.

Discipline for Refusal/Pay while Refusing to Work

Company employees will not be disciplined for refusing to work if they have a reasonable belief that the work is unsafe or could endanger themselves or others.

Company employees are required to work in accordance with the regulations set forth by the applicable Occupational Health and Safety Legislation, and have the right to seek their enforcement.

The Company shall not penalize, dismiss, discipline, suspend or threaten to do any of these things to a worker who has complied with the requirements of the applicable Occupational Health and Safety Legislation. They will continue to be paid while the investigation continues according to the applicable Occupational Health and Safety Legislation.

In the event that a work refusal was made in bad faith, or if the worker continues to refuse the work after the inspector from the applicable occupational health and safety authority finds that the work is unlikely to endanger the worker, the Company may elect to utilize disciplinary action(s) up to and including termination of employment with cause.

Emergency Response Plan

The Company is committed to supporting the welfare of its employees and visitors to the premises. An office-specific Occupant Emergency Plan (OEP) has been created for every Company office to address, in a coordinated and systematic manner, all types of reasonably anticipated emergencies affecting the Company.

OEPs address typically expected emergencies such as fires; medical incidents; threats of violence/workplace violence; bomb threats;; severe weather events like tornados, floods, snowstorms, and pandemic events (including but not limited to the COVID-19 pandemic). Office-specific OEPs will be provided to and discussed with new employees in a format based on their needs upon their arrival, periodic refresher training will be provided to all, and they are available on the Company intranet under Safety and Health section. Upon request, the Company will provide the OEP in a format that takes into consideration individual needs.

It is critical that all of our employees, volunteers, visitors, customers and guests know and understand office-specific OEPs If the information provided to you is unclear or is in a format that prevents you from fully knowing and understanding our process, please contact The People Team. The manager

and The People Team will then work with the individual, as soon as practicable, to identify solutions and options that take into consideration their needs. Alternative options include, but are not limited to:

- Enlarged text;
- Braille format;
- Communication support either in person or over the phone;
- Documents provided via email.

If requested, and upon approval by the individual, the individual Emergency Response Plan shall be shared with the person designated to provide assistance to the individual.

**APPENDIX “B”
WORKPLACE HARASSMENT AND VIOLENCE POLICY - CANADA**

Intent

The purpose of this policy is to establish procedures to minimize, prevent, and to the extent possible eliminate violence, harassment, bullying and other unacceptable behaviour in the workplace and to foster the safety and security of Flipboard Inc. (the “**Company**”) employees, customers, and visitors to our work sites.

Policy

1. The Company recognizes that harassment and violence are occupational health and safety hazards in the workplace, which can cause physical and emotional harm.
2. The Company believes that every employee has the right to work in a professional atmosphere that promotes equal opportunity and is free from all forms of harassment and violence.
3. It is the policy of the Company to prohibit any form of violence and unlawful harassment, including harassment based on race, ancestry, place of origin, colour, ethnic origin, creed, citizenship, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability or any other prohibited ground of discrimination.
4. The Company will not tolerate, ignore or condone workplace harassment and violence by or against any employee (permanent, temporary, fixed term); consultant, contractor and other service-providers who may provide services in the Company’s workplace or to the Company; and all members of senior leadership or the Board of Directors (collectively for ease of reference referred to herein as “**worker**”). The Company considers workplace harassment and violence a very serious offense that may result in disciplinary action up to and including termination of employment or cancellation of a contract.
5. Every individual has a responsibility to help promote a safe workplace environment. This means not engaging in, allowing, condoning, or ignoring behaviour that violates this Policy. Every individual covered by this Policy also has a responsibility to comply with and support this Policy.
6. The provisions of this Policy are intended to protect the safety of all workers, and are in no way intended to infringe on a worker’s privacy. The primary goal of this Policy is to encourage an open, ongoing dialogue with the affected worker, and those within the Company who need to know, so that the Company can take reasonable steps to protect workplace safety. The Company’s goal is to handle all situations with the utmost sensitivity to the particular situation, while meeting the goal of workplace safety and security.

Program

The Harassment and Violence in the Workplace Program implements this Policy and includes:

- measures and procedures to protect workers from Workplace Violence, a means of summoning

immediate assistance and a process for workers to report incidents, or raise concerns;

- measures and procedures for workers to report incidents of Workplace Harassment or Violence;
- sets out how incidents or complaints of Workplace Harassment or Violence will be investigated and dealt with;
- sets out how information obtained about an incident or complaint of Workplace Harassment or Violence, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law; and
- sets out how a worker who has allegedly experienced Workplace Harassment or Violence and the alleged harasser, if he or she is a worker of the employer, will be informed of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation.

Every worker must work in compliance with this policy and the supporting program.

Scope of the Policy

This Policy applies to all workers (permanent, temporary, fixed term) of the Company, consultants, contractors and other service-providers who may provide services in the Company's workplace or to the Company. To be clear, this Policy also applies to customers, suppliers and members of the public whose behaviour is directed at a worker, and occurs at our workplace or work-related events.

This Policy applies to behaviour which may occur at the Company workplace or during the course of any Company related business, activity or event.

This Policy also applies to behaviour occurring outside of those situations, when the behaviour is initiated by or directed at individuals covered by this Policy, and the behaviour adversely affects the Company, any worker, its workplace environment or working relationships.

Definitions

Workplace Harassment means engaging in a course of vexatious conduct or comment in a workplace that the person knew or ought reasonably to have known would be unwelcome and inappropriate or otherwise offensive to a person or a group of people. Reasonable action taken by an employer or supervisor/manager relating to the management and direction of workers or the workplace is not workplace harassment.

Workplace Harassment includes ***Sexual Harassment***, which means

1. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or

2. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Examples of conduct that may be considered Workplace Harassment including Sexual Harassment, include but are not limited to the following:

- Inappropriate sexual touching, advances, suggestions or requests
- Making jokes, remarks or innuendos that demean, ridicule, intimidate or offend
- Displaying or circulating threatening, humiliating, derogatory, offensive pictures or materials in print or electronic form
- Bullying
- Lewd remarks made verbally or electronically
- Derogatory comments
- Offensive or intimidating phone calls or e-mails
- Communications of a sexual nature, verbal, written or electronic
- Pornographic or graphic pictures (cartoons, calendars or websites)
- Personal inquiries about social life, sexual life, sexual orientation
- Direct or indirect threats or bribes for unwanted sexual activity
- Stereotyping behaviour or comments around sex, gender or sexual orientation
- Sexually intrusive or explicit questions
- Offering professional incentive for a date or sexual contact
- Threatening a person who does not comply with a solicitation or advancement

Workplace Harassment also includes Psychological Harassment, which means

1. any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee's dignity or psychological or physical integrity and that results in a harmful work environment for the employee.
2. A single serious incident of such behaviour that has a lasting harmful effect on an employee may also constitute psychological harassment.

Workplace Violence means

1. the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
2. an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or
3. a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Examples of conduct that would be considered Workplace Violence include:

- Verbally threatening to attack a worker

- Leaving threatening notes at or sending threatening e-mails to the workplace
- Hitting or trying to hit a worker
- Throwing an object at a worker
- Violence or threat of violence against a worker by a domestic/intimate partner that is not a worker
- Sexual violence against a worker

Workplace includes any land, premises, location or thing at, upon, in or near which a worker works. For the purposes of this Policy, “workplace” includes any place where the business of the Company is being carried out, and other locations and situations such as during business travel, work-related social gatherings or other locations where the prohibited behaviour might have a subsequent impact on the work relationship, environment or performance.

Examples of Workplace include, but are not limited to:

- The office
- Office-related social functions
- Work assignments outside the office and work-related travel
- Work-related conferences or training sessions
- In some cases, online spaces

Domestic Violence means a pattern of behavior used by one person to gain power and control over another with whom he/she has or has had an intimate relationship. Examples of domestic violence include stalking, physical violence, emotional and psychological intimidation and verbal abuse.

Roles and Responsibilities

Workers have a responsibility to:

- act respectfully toward other individuals while conducting work-related activities;
- be familiar with and attend all training for this Harassment and Violence in the Workplace Policy and the Company’s Harassment and Violence in the Workplace Program;
- report any concerns, incidents and/or knowledge of Workplace Violence or Workplace Harassment, including threats to a supervisor/manager or The People Team and;
- follow the measures and procedures set out in this Harassment and Violence in the Workplace Policy and Program.

Supervisors have a responsibility to:

- promote a violence and harassment free Workplace;
- adhere to and attend all training for this Harassment and Violence in the Workplace Policy and the supporting Harassment and Violence in the Workplace Program;
- ensure that measures and procedures set out in the Company's Harassment and Violence in the Workplace Program are followed by workers; and
- ensure workers have received the necessary information and instruction to protect themselves from risks of Workplace Harassment and Violence.

Management has a responsibility to:

- promote a violence and harassment free Workplace;
- ensure workers are provided with information and instruction with respect to the prevention of Workplace Violence and Workplace Harassment;
- review the Harassment and Violence in the Workplace Program and procedures on a regular basis; and
- investigate and deal with all concerns, complaints, or incidents of Workplace Violence or Workplace Harassment in a fair and timely manner while respecting workers' privacy as much as possible.

Safety Measures

The Company reserves the right to take any measures it deems necessary and lawful for the protection of workers. This includes but is not limited to:

- establishing any rule or practice required to promote a violence-free work environment;
- disclosing, as legally required and limited, such information as is necessary to equip persons to avoid risk and maintain their personal safety and security;
- barring or limiting access to premises, to certain persons;
- requiring any customer, worker or visitor to permit a search of coats, bags, etc before granting entry to some or all areas;
- establishing any access protocols, rules, badges, limitations or restrictions deemed necessary, generally or specifically;
- declining to do business with any outside organization that fails to comply, to our satisfaction, with appropriate measures to ensure the safety and security of our workers;

- accessing outside expert assistance in the management of situations, and the necessary disclosure of information to those parties; and
- reporting any circumstance or incident to legal authorities.

Assessing Perceived Risk of Violence

The Company will conduct a periodic review of working conditions to determine if and where workers may be at risk of violence while working. This will be conducted annually or more often on an as-needed basis, in conjunction with our Joint Health & Safety Committee or Health & Safety Representatives, according to the attached ***Guideline No. 1 - Risk Assessment***.

Each worker is required to report any instance of Workplace Violence, be it a perceived threat, an attempt or the actual use of physical force that might cause injury to a worker to their supervisor, manager or The People Team. Workers shall follow the Reporting Procedures set out below.

- If a worker is dealing with someone known to have a history of violent behaviour, the worker should raise this concern with The People Team or their supervisor so that the situation can be assessed. Please see attached ***Guideline No. 2 - Assessing Perceived Risks of Violence Guidelines***.
- The Company disapproves of violence against men and women in any form, whether as an act of Workplace Violence or in any worker's personal life. The Company recognizes that Domestic Violence is a crime that may, in some cases, pose a risk to others at the Workplace. The Company is committed to highlighting the awareness of Domestic Violence and providing guidance for management and workers in addressing these issues in the Workplace. Victims of Domestic Violence are urged to seek confidential help from the Company; other workers who know or believe a co-worker is suffering this form of abuse, are expected to report it to The People Team. Please see the attached ***Guideline No. 3 - Recognizing Possible Domestic Violence***.
- Reports of Workplace Violence or suspected Domestic Violence, and concerns about persons with a violent history will be kept as confidential as possible. The Company shall take every reasonable measure to protect witnesses, complainants and victims from further improper behaviour in the Workplace.
- When in doubt, or if in need of additional information, workers are urged to report their concerns so that The People Team can advise and assist.

Warning Signs of Possible Violence

Each worker has a duty to be alert for signs of potential violence before they arise. Certain circumstances or indicators may be accurate signs of a potentially violent situation:

- Verbal Indicators such as an angry or threatening tone; unreasonable demands; incoherent or irrational statements; a discussion of weapons or violence; profanity, shouting, screaming; degrading, lewd or other inappropriate comments.
- Physical indicators: clenching of fists or jaw; gripping objects tightly; nervous pacing or restlessness; slurred speech or other signs of possible impaired status; dramatic changes in appearance, demeanour or habits; violent gestures.
- Person under strain: if a person has suffered or is undergoing a high level of strain, due to some personal or work circumstance, that may elevate the likelihood of inappropriate conduct.

Warning signs of Potential Domestic Violence

- Domestic Violence against a worker can occur in the Workplace.
- Each person has a duty to be alert for signs that a colleague may be suffering Domestic Violence. Indicators may include visible signs of injury, change in attendance or absence patterns, or changes in behaviour.
- This is a sensitive and delicate issue. If it is suspected that a colleague is suffering from Domestic Violence and the subject cannot be raised comfortably with that person, you are advised to discuss it on a confidential basis with The People Team.
- Please review attached Guideline No. 3 - Recognizing Possible Domestic Violence for warning signs of Domestic Violence.

Procedures in Violent Situations

Where any worker believes violence is imminent or is experiencing violence, they are to:

- do nothing to put themselves in further risk;
- withdraw from the situation, if possible;
- inform co-workers or others nearby of the situation, if possible;
- call 9-1-1 where risk cannot be avoided; and
- report pursuant to the Incident Reporting Procedures below.

Incident Reporting

General

- In the event that a worker is either directly affected by or witness to any Workplace Violence, it is imperative for the safety of all the Company's workers that the incident be reported promptly.
- If any person at the Company Workplace is seen with a weapon (or is known to possess one), makes a verbal threat or assault against a worker or another individual, worker witnesses are required to immediately contact the police, emergency response services, their supervisor/manager and The People Team.
- In the event of a violent emergency or life threatening situation, 9-1-1 should be called immediately.

Reporting Procedure

Incident of Workplace Violence that Results in Physical Injury to the Worker

a) Responsibilities of the Worker

- If physically injured, the worker should obtain appropriate first aid or medical attention after the incident of Workplace Violence.
- Report the incident to the worker's supervisor, manager, or The People Team immediately or as soon as possible.
- Inform the worker's supervisor, manager, or The People Team if the worker subsequently receives medical attention or loses time from work due to the incident of Workplace Violence.

b) Responsibilities of Management

- Advise worker to seek medical attention when required.
- Provide transportation to an appropriate medical facility if an injured worker requires more than first aid. If necessary, assign someone to accompany the injured worker.
- Investigate all reported incidents of violence or threats of violence in accordance with this Policy and Program and determine the cause of the incident.
- Take immediate action to secure the situation and restore worker safety.
- Visit the scene of an incident as soon as possible.
- Examine the Workplace for security risk factors associated with the incident, including previous reports of inappropriate behavior by the perpetrator.
- Immediately notify the provincial or territorial labour safety authority and/or Police, if an incident of Workplace Violence results in a critical/serious injury or fatality or if deemed appropriate.
- Where required by provincial or territorial law, report to the provincial or territorial labour safety authority within the prescribed time where there has been a fatality or critical/serious injury.
- Where required by provincial or territorial law, provide written notice within the prescribed time to the territorial or provincial labour safety authority if a worker requires medical attention because of an incident of Workplace Violence.

Complaints and Threats of Workplace Harassment and Workplace Violence

The following outlines the procedures that will generally apply when a complaint relating to discriminatory conduct or harassment has been made. The Company, however, reserves the right to modify any such procedures, as it deems appropriate, in order to achieve the goals of this Policy and comply with applicable legislation.

Informal Reporting Process

The following steps are recommendations intended for workers who have been subjected to Workplace Violence or Workplace Harassment or who have witnessed Workplace Violence or Workplace

Harassment. These steps are not pre-conditions for filing a formal complaint. At any time, a worker can contact their supervisor/manager for advice and/or to file a formal complaint.

- Any worker who is experiencing Workplace Harassment or Workplace Violence should not wait until a situation becomes intolerable. Sometimes, the person behaving unacceptably may not realize that their behaviour is offensive or unwanted and in such cases the misunderstanding can be cleared up quickly.
- It is recognized that the use of formal procedures can be daunting or counter-productive for both parties. In many cases, drawing early and informal attention to the matter giving rise to Workplace Harassment or Workplace Violence can fully resolve the situation. Workers should try wherever possible to resolve the matter themselves, seeking support if they consider that they need it.
- As soon as possible after the incident(s), the worker should take one or more of the following courses of action:
 - Commence a record or diary of any incidents of Workplace Harassment or Workplace Violence as follows:
 - date and time of incident(s);
 - place;
 - name of person alleged to have been harassing or threatening the worker with Workplace Harassment or Workplace Violence;
 - details of what happened/was said;
 - names of any witnesses;
 - how they felt;
 - action taken (if any); and
 - copies of any documents that may be relevant, e.g., a letter or a note, copy of an email, etc.
 - Speak to the person and explain clearly that their behaviour is offensive and that it should stop.
 - If the worker feels unable to speak to the person or, if having spoken to them the behaviour persists, the worker should consider writing to the individual concerned, in the same terms, and keep a copy of the correspondence.
- If informal attempts at resolution fail, or if the Workplace Harassment or Workplace Violence is potentially of such a serious nature as to require formal action, the worker may initiate a formal complaint, which will be dealt with in the next section of this procedure.

Formal Reporting Process

- The worker must report incidents of Workplace Violence, Workplace Harassment, threats or complaints to the worker's supervisor/manager. Note that where the worker's

supervisor/manager forms part of the report, the worker should direct the report to The People Team throughout. Similarly, if The People Team forms part of the report, the worker may direct to the report directly to any member of management.

- The incident or complaint and its effects should be explained verbally or in writing to the worker's supervisor/manager. The Company reserves the right to request that complaints be made in writing by the complainant.
- If a worker reports a concern or incident or makes a complaint (informal or formal), the worker has the right:
 - to make the report or complaint and to obtain a fair and timely investigation of the report or complaint without fear of retaliation.
 - to be represented or accompanied by another (uninvolved) individual of your choice (including legal counsel) at any stage in the process.
- Whether an informal or formal report or complaint is made against a worker, the worker has the right:
 - to be informed in a timely way once a report or complaint has been made.
 - to be provided with a written summary of the allegation.
 - to be afforded the opportunity to respond to the report or complaint.
 - to be represented or accompanied by another (uninvolved) individual of your choice (including legal counsel) at any stage in the process.

Investigations

- An investigator designated by the Company will be responsible for investigating **all** complaints of Workplace Harassment or Workplace Violence. This investigator may be an unbiased internal party or an outside third party depending on the circumstances of the complaint.
- The investigation will be conducted as quickly as possible, given the circumstances of the case and, wherever possible, will commence within five working days of receipt of the formal complaint and will be completed as soon as practicable but normally within one month. Should it not be practicable to complete the investigation within one month, the investigator will keep both the complainant and the person against whom the Workplace Harassment or Workplace Violence is alleged informed of progress.
- The investigator will outline the steps of the investigation process, what the investigation will cover, the timeframe of the investigation, what solutions or results are possible, and who will make the final decision.
- Strict confidentiality will be maintained throughout the investigation and circulation of information will be minimized to that which is necessary to ensure fair treatment of all parties. Information will only be disclosed if necessary for purposes of investigating or taking corrective action with respect to the incident or complaint, or as otherwise required by law.

- While the investigation is on-going, the complainant, the individual(s) alleged to have engaged in harassing or violent behavior (respondent) and any witnesses will be advised that they are not to discuss the complaint, incident, investigation or their testimony with other workers, witnesses or other third parties unless necessary to obtain advice with respect to any legal issues. The complainant(s) and the respondent(s) are allowed to have someone accompany them during any stage of the investigation process.
- The investigator will separately interview the complainant and the respondent as soon as reasonably possible. Parties may be requested to sign their statement.
- The investigator must give the respondent an opportunity to explain their perception of events and to respond to the complainant's account of events. Even if the allegations are denied, the discussion should be treated as a formal warning that inappropriate Workplace behaviour will not be tolerated.
- The investigator should review the interviews and document any inconsistencies or other questions they may have. They should conduct further interviews of the parties if they need to clarify any information.
- All individuals involved in the investigation are required to:
 - Co-operate fully in the investigation and resolution of any concerns, incidents and complaints.
 - Respect the need for confidentiality. This means they must refrain from discussing concerns, incidents or complaints, or the existence of (or their involvement in) any investigation of a concern, incident or complaint, except as strictly required for the purposes of any investigation and resolution, to obtain advice about their rights, or as otherwise compelled by law. This is a critically important obligation and any breach of your confidentiality obligation will be treated as serious misconduct.
 - Once the investigation is completed the investigator will determine whether the acts complained of constitute Workplace Harassment or Workplace Violence. The investigating officer should produce a brief report summarizing the investigation and forward to The People Team for review and discussion. Where The People Team is involved in the complaint, the [position] will assume these duties.
 - The investigator may make recommendations for the actions to be taken by the Company.
 - Where a concern, incident, or complaint is substantiated, the Company will take appropriate disciplinary and remedial action against the offender. In appropriate situations, the Company may contact law enforcement officials or initiate legal action. Where a concern, incident or complaint is not substantiated, as long as the report or complaint was made in good faith, there will be no repercussions against the complainant.

- The worker complaining of Workplace Harassment or Workplace Violence and the respondent, if he or she is an worker of the Company, shall be informed in writing of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation.
- Workers seeking information or clarification of this procedure, or wishing to have an informal discussion regarding a possible complaint, are encouraged to approach The People Team. Such inquires will be held in confidence.

Implementation of this procedure does not prohibit workers from reporting incidents to their respective provincial government body.

Record Keeping

The Company will keep records of the investigation, including:

- a copy of the complaint or details about the incident;
- a record of the investigation including notes;
- a copy of the investigation report (if any);
- a summary of the results of the investigation that was provided to the complainant and respondent;
- a copy of any corrective action taken to address the complaint or incident of Workplace Harassment or Workplace Violence.

All records of the investigation will be kept confidential. The investigation records will not be disclosed unless necessary to investigate an incident or complaint of Workplace Harassment or Workplace Violence, take corrective action or otherwise as required by law.

The records will be kept for a minimum of two years from the conclusion of the investigation.

Failure to Report Violations

Failure to report a violation of the law or this Policy is itself a violation of this Policy and may result in disciplinary action, up to and including termination of employment.

Retaliation / Reprisal Prohibited

The Company will not tolerate any retaliation against a worker for reporting possible discrimination, Workplace Harassment, Workplace Violence, Domestic Violence, bullying or participating in investigations of complaints of any kind. If you believe you or a fellow worker has been subjected to unlawful retaliation, promptly report the concerns to your supervisor/manager.

Disciplinary and Remedial Action

Whenever any individual is found to have engaged in conduct that constitutes a breach of this Policy, the Company will take appropriate disciplinary and remedial action to address and correct the situation. In appropriate situations, the Company may contact law enforcement officials or initiate legal action.

Disciplinary steps range from informal (e.g. a verbal reprimand) to formal (e.g. a suspension without pay), and from less serious to more serious (e.g. a demotion), up to and including, in appropriate cases, termination for cause or cancellation of an engagement/contract.

Remedial steps range from unstructured (e.g. requiring an apology, rearranging work space) to more structured (e.g. rearranging reporting relationships, requiring attendance at harassment/sensitivity/anger management training sessions).

If the offender is not a worker, the Company will take available appropriate action (e.g. notification of the individual's employer, cancellation of a contract or a ban from the premises).

The selection of the appropriate disciplinary and remedial action, or any action to be taken, will be in the Company's sole discretion. What is appropriate in any given situation will vary, and will depend on a number of factors including (among other things) the nature and seriousness of the problem, and whether this is a new or recurrent problem.

The Company also reserves the right to take appropriate interim measures and remedial action against an alleged offender, while a concern, incident or complaint is being investigated (e.g., suspension with or without pay; temporary schedule changes or temporary re-assignment; re-training).

Depending on the nature and seriousness of the incident, the Company may also:

- consult with law enforcement authorities or other resources it deems appropriate;
- require a fitness for duty examination or other professional assessment.

Anonymous Complaints

If the complainant wishes to remain anonymous it may not be possible for the Company to take any action.

If the complainant has experienced any Workplace Harassment or Workplace Violence they are advised to contact their supervisor/manager who will support them in the resolution of a genuine complaint or incident of Workplace Harassment or Workplace Violence.

Victimization and Malicious, Vexatious or Spurious Complaints

Complaints of Workplace Harassment or Workplace Violence are treated seriously by the Company. Workplace Harassment or Workplace Violence can have serious and far reaching effects on the careers and lives of individuals. A charge of Workplace Harassment or Workplace Violence is not to be taken

lightly by the complainant or a respondent. Both parties to a complaint, and any witnesses, will be protected until the outcome of the investigation, whereupon appropriate action to resolve the matter will be taken.

Any worker who victimizes a complainant for bringing an allegation of Workplace Harassment or Workplace Violence will be subject to disciplinary action. False accusations can also have a serious impact on individuals. Workers found to have made mischievous, false or malicious complaints will therefore render themselves liable to appropriate disciplinary action.

Any worker who witnesses or becomes aware of violent, harassing, intimidating or threatening behaviour by any person in the Workplace towards a complainant or respondent should notify his or her supervisor immediately. The reporting worker will need to provide full written details of the incident and the names of all persons present or involved.

Workers are encouraged to discuss any Domestic Violence situation with their supervisor/manager or The People Team and ask for help. If an worker has concerns that an abusive partner may attempt to gain entry to the Workplace and threaten violence or harass the worker, the worker should notify their supervisor/manager or The People Team to ensure that appropriate measures are put in place to ensure that access by their partner to the Workplace is restricted. If an abusive partner gains entry to the Workplace, the worker should immediately call the police if the abuser threatens or harasses the worker or violates any civil/criminal orders of protection.

Should an worker have a legal court order (e.g. restraining order, or “no-contact” order) against another individual, the worker is encouraged to notify his or her supervisor/manager, and to supply a copy of that order to The People Team. This will likely be required in instances where the worker strongly feels that the aggressor may attempt to contact that worker at the Company in direct violation of the court order. Such information shall be kept confidential.

Training and Policy Review

The Company will provide information and training sessions to ensure that all staff are aware of and understand our Harassment and Violence in the Workplace Policy and Program.

The Company will ensure that workers are trained on the contents of this Policy and Program including how to report incidents and complaints of Workplace Harassment or Workplace Violence.

The Company will ensure that this Policy and Program is maintained and reviewed annually or when any gaps or deficiencies in its program are identified as a result of an investigation.

GUIDELINE NO. 1 – RISK ASSESSMENT

Risk Assessment

In accordance with provincial or territorial occupational health safety laws, the Company shall assess the risk of violence posed to its workers. That assessment shall consider the risks of violence in the workplace and at other locations where our workers work.

The purpose of the Risk Assessment is to identify where potential risks exist and assess where those risks are most pronounced. Risk control is achieved through application of the Workplace Violence and Harassment Policy and Program guidelines.

Risk Assessment Process

Management and The People Team (and, where required by law, certified Health & Safety representatives or members of the Joint Health & Safety Committee [**“Committee”**]) shall participate in the discussion and scrutiny of the risks of violence in the workplace. This process shall yield a Risk Assessment Report which shall be presented both to management and, if applicable, to the Committee or representatives.

Information pertaining to individuals who are perceived to pose a risk of violence, may be modified in the Risk Assessment Report so as to anonymize those references, or may be edited from any version distributed with the Committee or representatives.

The risk assessment shall include external and internal research as required, including where appropriate interviews or surveys of workers and other interested parties.

The risk assessment shall be performed on an as-needed basis as determined by management.

Levels of Assessment

The Risk Assessment shall identify and examine the following to discern potential risks and measure the degree to which workers may be subject to them:

Industry: what is the record of violence affecting people in our type of business? What lessons can be learned and approaches taken from that experience?

Organizational: what is the experience of our own organization, overall, with respect to violence affecting our workers?

Location: at each particular location where our workers work, is there a history of risks of violence or potential violence? This evaluation should include an examination of building security issues, access, parking lot safety, specific areas within the building, etc. The surrounding community shall be examined to determine if it poses particular risks.

Off-site locations: for work purposes workers may travel to or visit other locations. Information should be gathered regarding the risks of violence associated with them.

Jobs, Roles and Tasks: specific work assignments or functions may have heightened risks of violence, due to interactions with the public, urgent circumstances or the nature of the work. The experience of other organizations and our own, with respect to the risks posed in particular jobs, shall be assessed.

Transactional: are specific transactions completed between our workers and outside parties more prone to heightened emotion, frustration or anger?

Work relationships: interactions with colleagues, or with stakeholders, visitors or other members of the public, may lead to tensions and anger, escalating the risk of violence.

Individuals: the organization must determine which persons have a history of violence and are likely to pose a risk of violence to workers. Access to this information shall be strictly restricted. However, where individuals are identified having a history of violence and posing a potential risk, it is the legal duty of the organization to disclose that information to workers who may be at risk. Such assessment and disclosure are addressed under ***Guideline No. 2 - Assessing Perceived Risks of Violence.***

Domestic violence: where a person is believed to be suffering domestic violence, and there appears to be a risk that this violence may pose a risk to workers in the workplace, the organization shall take every precaution reasonable in the circumstances to protect an worker or workers. Examine ***Guideline No. 3 - Recognizing Possible Domestic Violence.***

Decision making

The Risk Assessment Report shall catalogue findings and shall be used, by management, to consider means of eliminating, reducing and/or protecting against the real and identified risks.

Management shall consider the findings and recommendations of the Report and institute those actions which it deems appropriate.

GUIDELINE NO. 2 - ASSESSING PERCEIVED RISKS OF VIOLENCE

Persons with a History of Violent Behaviour

Workers may encounter, in the course of their work, persons who have a history of violent behaviour. Where the organization is aware of that history, and where management believes that encountering such a person may put an worker at risk of physical injury due to violence, the organization will notify the workers at risk.

Information Collection and Retention

All information indicating that a person has a history of violent behaviour shall be kept confidential by The People Team, save and except where disclosure is required under the applicable law.

The organization shall accept reports from any source, regarding an alleged history of violence and shall, in its discretion take such steps to protect the confidentiality of a source, while determining whether the allegation is accurate.

The organization expects everyone to report where they believe (a) that a person has a history of violence; and (b) that person may be encountered by our workers, whether on the premises or elsewhere in the course of work. This includes, but is not limited to, situations where it is believed that one of our workers is experiencing domestic violence that might lead to violence in the workplace. See *Guideline No. 3 - Recognizing Possible Domestic Violence* for warning signs of domestic violence.

Assessing the Risk

Where the Company has (a) identified a person with a violent history; and (b) knows that such a person may encounter an worker, the following steps shall be followed:

- (a) The People Team shall first assess whether an encounter with the person is, in fact, likely to expose any workers to a risk of violence. This assessment shall be completed based on information about the person, possibly with outside expert or practitioner advice as necessary to form a conclusion.
- (b) Where the person with the violent history is an worker, The People Team shall consult with that person, as appropriate and with expert guidance, to determine what if any risk that person may pose.
- (c) Where the risk of violence is believed to be real, The People Team shall assess whether possible measures to mitigate the potential for violence, by determining, possibly in consultation with the person with the violent history and any other expert advice necessary, what might be done to alter the person's behaviour or potential behaviour.
- (d) Where any risk is believed to remain, The People Team shall determine whether the contact between the person with a violent history, and our worker(s), may be eliminated or modified so as to improve the safety of the worker(s) in question.

Disclosure of the Risk

Where, following consideration of mitigation efforts, the organization is of the view that exposure to a person with a violent history will occur and may pose a risk to our workers, the organization shall disclose that conclusion to the workers believed to be at risk . The following steps shall be taken:

- (a) Prior to making a disclosure to any worker, The People Team shall, in most instances, notify the worker with the violent history that the disclosure is pending. The purpose of this is to manage the disclosure process and to permit any final efforts to eliminate the need for disclosure, through such means as voluntary withdrawal from the work situation by the person.
- (b) Where the person with the history of violence is not an worker or otherwise contracted to work with the organization, in general there shall be no advance notice to that person of the pending disclosure. This shall be handled on a case-by-case basis, in keeping with security of workers and sources of information.
- (c) Where disclosure occurs, it shall be made verbally and in person to the workers receiving it. Any worker receiving the disclosure of such information is entitled to, and shall receive, all possible advice and assistance to reduce, or protect himself or herself from, the perceived risk.

Any worker receiving the disclosure of such information is required, by policy and in keeping with the law, to keep that information confidential except as necessary to ensure their own safety. In general, workers receiving the disclosure shall be expected not to reveal the information without the permission of the organization.

Additional Disclosure for Security Purposes

Where the organization deems it necessary and appropriate, information about persons with a history of violence who are believed to pose a risk to workers or the workplace, shall be provided to reception at workplaces where our workers are employed.

In addition, this same information may be provided to law enforcement authorities where the organization believes this may enhance the safety and protection of workers.

GUIDELINE NO. 3 - RECOGNIZING POSSIBLE DOMESTIC VIOLENCE

It is in your best interests to be able to recognize the signs of domestic violence. The following are some signs that may be noticed in the workplace.

(a) The victim may:

- try to cover bruises;
- be sad, lonely, withdrawn, and afraid;
- have trouble concentrating on a task;
- apologize for the abuser's behaviour;
- be nervous when the abuser is in the workplace;
- make last-minute excuses or cancellations;
- use drugs or alcohol to cope; or
- miss work frequently or more often than usual.

(b) The abuser may interfere with the victim while at work by:

- repeatedly phoning or emailing the victim;
- stalking and/or watching the victim;
- showing up at the workplace and pestering co-workers with questions about the victim (Where is he/she? Who is he/she with? When will he/she be back?, etc.);
- displaying jealous and controlling behaviours;
- lying to co-workers (he/she's sick today, he/she's out of town, he/she's home with a sick child, etc.);
- threatening co-workers (if you don't tell me, I'll...);
- verbally abusing the victim or co-workers;
- destroying the victim's or the organization's property; or
- physically harming the victim and/or co-workers.

(c) The abuser may attempt to prevent the victim from getting to work by:

- interfering with transportation by hiding or stealing the victim's car keys or transportation money;
- hiding or stealing the victim's identification cards;
- threatening deportation in a situation where the victim was sponsored;
- failing to show up to care for children; or
- physically restraining the victim.

For the purposes of this Policy, a worker includes any employee (permanent, temporary, part or full time), consultant, contractor, volunteer, or other service-providers who may provide services in the Company's workplace.

Third party partners or companies with which the Company works will be expected to abide by this policy or a similar policy that reflects the same principles and procedures.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

(CANADIAN EMPLOYEES)

This is to acknowledge that I have received a copy of the Company's Employee Handbook and its Appendices and understand that the Handbook and, to the extent applicable, its Appendices, sets forth the terms and conditions of my employment, as well as the duties, responsibilities, and obligations of my employment with the Company. I understand and agree that it is my responsibility to read and familiarize myself with the provisions of the Employee Handbook and its Appendices (as applicable) and to abide by the rules, policies, and standards set forth in the Employee Handbook and its Appendices (as applicable).

Employee's Signature

Employee's Name [printed]

Date

Please sign the acknowledgment form below and return it to the People Team. This will let the Company know that you have received the handbook. It is your responsibility to read and understand the contents of this handbook.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that I have received a copy of the Company’s Employee Handbook and its Appendices and understand that the Handbook and, to the extent applicable, its Appendices, sets forth the terms and conditions of my employment, as well as the duties, responsibilities, and obligations of my employment with the Company. I understand and agree that it is my responsibility to read and familiarize myself with the provisions of the Employee Handbook and its Appendices (as applicable) and to abide by the rules, policies, and standards set forth in the Employee Handbook and its Appendices (as applicable). I also acknowledge that, except for the policy of at-will employment, the terms and conditions set forth in this handbook may be modified, changed, or deleted at any time without prior notice to me and other employees, provided such changes are in writing and approved by the CEO of the Company. Any agreement of any kind pertaining to my employment must be in writing. I further acknowledge that I have received, read, and understood the Company’s Technology Systems policy regarding the right of the Company to monitor usage of all Technology Systems of the Company. I also acknowledge that my employment with the Company is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the Company. I acknowledge that no statements or representations regarding my employment can alter the foregoing. As to the circumstances in which employment may be terminated, this is the entire agreement between me and the Company; there are no oral or collateral agreements of any kind.

I agree to abide by the terms of the At-Will Employment, Confidential Information, Invention Assignment, and Arbitration Agreement executed by me and the Company. I further agree, in accordance with the Company’s arbitration policy set forth in this Handbook and the Company’s At-Will Employment, Confidential Information, Invention Assignment, and Arbitration Agreement, that I will submit any dispute arising under or involving my employment with the Company or the termination of my employment to binding arbitration, and I hereby expressly waive any right to a trial by jury. I agree that arbitration is the exclusive forum for resolving all disputes arising out of or involving my employment with the Company or the termination of that employment.

In addition, I acknowledge that I have received a copy of the Company’s policy prohibiting discrimination, harassment, and retaliation, and understand the Company’s policy that there be no discrimination or harassment against any employee or applicant for employment on the basis of race, color, religion (including, but not necessarily limited to, religious creed, dress, and grooming practices), citizenship, political activity or affiliation, marital status, age (40 and over), national origin (including, but not necessarily limited to, language use and possession of a driver’s license issued to undocumented persons unable to obtain a driver’s license under federal law), ancestry, mental or physical disability (including, but not necessarily limited to, HIV and AIDS disabilities), genetic information, medical condition (including, but not necessarily limited to, cancer), military and veteran status, sexual orientation, gender identity, gender expression, sex, gender, pregnancy, taking or requesting statutorily protected leave, or any other characteristics protected under applicable federal, state, or local laws. I understand the Company is committed to a work environment free of harassment and discrimination, and that the Company specifically prohibits retaliation whenever an employee or applicant makes a good-faith complaint that they have been subjected to harassment or discrimination. Accordingly, I specifically agree that to the extent I am the subject of any conduct which I view to constitute harassment, discrimination, or retaliation or which is otherwise in violation of the Company’s policy prohibiting discrimination, harassment, and retaliation, including its sexual harassment policy as set forth in the **New York Appendix** (as applicable), I will immediately report such conduct to the People Team, the CEO, my supervisor, or a management-level employee with whom I feel comfortable. I understand and agree that to the extent I do not use the grievance procedures outlined herein or in the Company’s policy prohibiting discrimination, harassment, and retaliation, the Company has the right to presume that I have not been subjected to any harassment, discrimination, or retaliation, and/or that I have welcomed the conduct.

Employee’s Signature

Employee’s Name [printed]

Date

EXHIBIT A

Complaint Form for Reporting Sexual Harassment

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the People Team. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

COMPLAINANT INFORMATION

Name: _____

Work Address: _____ Work Phone: _____

Job Title: _____ Email: _____

Select Preferred Communication Method: Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____

Title: _____

Work Phone: _____ Work Address: _____

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name: _____ Title: _____

Work Address: _____ Work Phone: _____

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred: _____

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____

Date: _____

EXHIBIT B

Governmental Agency Contact Information

This Exhibit B includes additional information about agencies with whom employees can pursue legal redress with respect to discrimination, harassment, and retaliation. Employees should review the contact information for the jurisdiction in which they perform work as well as the contact information for the Equal Employment Opportunity Commission which is applicable to all employees located in the United States.

Jurisdiction	Agency	Contact Information
Federal	Equal Employment Opportunity Commission	1-800-669-4000; 1-800-669-6820 (TTY) www.eeoc.gov info@eeoc.gov .
Arizona	Arizona State Attorney General's Civil Rights Division	602-542-5025 https://www.azag.gov/civil-rights/discrimination/employment https://www.azag.gov/complaints/civil-rights
California	California Department of Fair Employment and Housing	1-800-884-1684; 1-800-700-2320 (TTY) https://www.dfeh.ca.gov/ https://www.dfeh.ca.gov/complaintprocess/
Colorado	Colorado Civil Rights Division	303-894-2997; 711 (TTY) https://www.colorado.gov/pacific/dora/civil-rights https://www.colorado.gov/pacific/dora/casconnect-0
Connecticut	Connecticut Commission On Human Rights And Opportunity	860-541-3400; 860-566-7710 (TTY) https://www.ct.gov/chro/site/default.asp

Jurisdiction	Agency	Contact Information
Georgia	Georgia Commission On Equal Opportunity	404-656-1736 https://gceo.georgia.gov/equal-employment-division https://gceo.georgia.gov/complaints/employment-complaint-form
Illinois	Illinois Department of Human Rights	312-814-6200; 866-740-3953 (TTY) https://www2.illinois.gov/dhr/Pages/default.aspx
Massachusetts	Massachusetts Commission Against Discrimination	617-994-6000; 617-994-6196 (TTY) www.mass.gov/mcad
Michigan	Michigan Department Of Civil Rights	800-482-3604 https://www.michigan.gov/mdcr/0,4613,7-138-4951-9283--,00.html https://www.michigan.gov/mdcr/0,4613,7-138-70715-272072--,00.html
Missouri	Missouri Commission on Human Rights	573-751-3325; 1-877-781-4236; 1-800-735-2966 (TTY) https://labor.mo.gov/mohumanrights https://labor.mo.gov/mohumanrights/File_Complaint
Nevada	Nevada Equal Rights Commission	800-326-6868; 775-687-5353 (TTY) https://detr.nv.gov/Page/Equal_Rights_Commission https://detr.nv.gov/Page/File_a_Charge_of_Discrimination

Jurisdiction	Agency	Contact Information
New Jersey	New Jersey Division on Civil Rights	973-648-2700 https://www.njoag.gov/about/divisions-and-offices/division-on-civil-rights-home/ https://www.njoag.gov/contact/file-a-complaint/
New York	Division of Human Rights	888-392-3644; 718-741-8300 (TTY) www.dhr.ny.gov www.dhr.ny.gov/complaint
	NYC Commission on Human Rights	212-306-7450 https://www1.nyc.gov/site/cchr/index.page
North Carolina	Local EEOC Office	1-800-669-4000; 1-800-669-6820 (TTY) https://www.eeoc.gov/field-office/raleigh/location
Ohio	Ohio Civil Rights Commission	888-278-7101 https://crc.ohio.gov/ https://crc.ohio.gov/FilingaCharge/EmploymentDiscrimination.aspx
Oregon	Oregon Civil Rights Division	971-673-0761 https://www.oregon.gov/boli/workers/Pages/sexual-harassment.aspx https://www.oregon.gov/boli/workers/Pages/complaint.aspx
Pennsylvania	Pennsylvania Human Relations Commission	717-787-9780 https://www.phrc.pa.gov/Pages/default.aspx https://www.phrc.pa.gov/File-a-Compliant/Pages/How-to-File-a-Complaint.aspx

Jurisdiction	Agency	Contact Information
Texas	Texas Workforce Commission	888-452-4778 https://www.twc.texas.gov/partners/civil-rights-discrimination https://www.twc.texas.gov/jobseekers/how-submit-employment-discrimination-complaint
Washington	Washington Human Rights Commission	1-800-233-3247; 1-800-300-7525 (TTY) www.hum.wa.gov