



WELCOME TO DAHL

Orientation Packet | 2021

Congratulations! You have joined one of the leading employment groups. Welcome to our team! The information in this packet includes an outline of your responsibilities as well as policies and procedures to adhere to while you are on assignment through Doherty Consulting, Inc. dba Dahl Consulting (“DAHL”). If you should have additional questions or concerns, please contact a DAHL representative. We look forward to working with you!

ABOUT YOUR ASSIGNMENT

- Be punctual, friendly and courteous. Observe the client company’s regulations regarding breaks, smoking, cell phone use and other procedures.
- Dress neatly and appropriately for the job. Your representative will tell you of any dress requirements of the client company at the time of the assignment.
- Any misconduct while on assignment, such as insubordination, theft, fighting, refusal to follow the directions of a supervisor, horseplay, or unexcused absence may lead to immediate termination of your assignment, as well as termination from DAHL.

Call DAHL as soon as you know when your assignment will be completed to discuss future availability for work. If you don’t contact DAHL, the presumption will be that you are not available for work.



PROCEDURES

- If you get lost, are going to be late, or for any reason are not able to report to your assignment, call DAHL as soon as you know. Please give DAHL as much notice as possible. Failure to notify us of absences or tardiness may affect your employment with DAHL on future assignments.
- If you have any problem or concern while working at a company, never walk off or leave without first calling DAHL.
- Any questions or problems regarding your assignment can be addressed by calling your representative at DAHL.
- Notify DAHL immediately if you have a change of address, telephone number or tax exemptions.
- Notify DAHL if you are offered employment arising out of a DAHL assignment. All employment offers are subject to DAHL's agreement with the client company.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of DAHL not to discriminate against any applicant or employee because of race, color, creed, religion, sex, national origin, genetic characteristics, sexual orientation, disability, age, membership or activity in a local commission, marital status, familial status, status with regard to public assistance, or any other status protected under law for employees within the jurisdiction of that law. This policy applies to all terms, conditions and privileges of employment. Employment-related decisions at DAHL are based only on bona fide qualifications with respect to the requirements of the job and the drive and ambition of the employee. DAHL's commitment to equal employment opportunity extends to providing reasonable accommodations that do not impose an undue hardship for otherwise qualified employees and applicants with disabilities in accordance with the Americans with Disabilities Act Amendments Act.

ABOUT YOUR BENEFITS

DAHL offers valuable benefits to which you may be entitled. Benefits may vary with your particular job assignment. DAHL provides you access to medical, dental and HSA plans. Enrollment occurs at the time you complete your new employee paperwork. Details concerning benefits are available by calling DAHL directly at 651-772-9225 and asking your representative for further information.

Employees who have been employed by DAHL for at least 1 year and for 1250 hours over the previous 12 months, may be eligible for unpaid Family and Medical Leave for specific reasons. For additional information about FMLA eligibility and employee rights, please refer to your Employee Portal at www.dahlconsulting.com. Please refer to the FMLA poster in every company office for additional information or call the DAHL office.

DRUG AND ALCOHOL TESTING POLICY

DAHL prohibits the possession, use, sale, solicitation, or distribution of illegal or unprescribed drugs and alcohol while on an assignment. A violation may result in termination of your assignment as well as termination from DAHL.



DAHL may also require you to undergo a drug test as a condition to the offer of an assignment at some client companies. You will have the right to refuse to take the test, but the assignment offered will be withdrawn. You may still be eligible for assignments at client companies that do not require a drug and/or alcohol test.

While on assignment, DAHL may require you to undergo a drug and/or alcohol test if we have a reasonable suspicion that you are under the influence of drugs or alcohol, have violated the rule above about possession, use, or distribution of drugs or alcohol while on assignment, have sustained a personal injury or caused a co-worker to be injured, or caused, or were involved in, a work-related accident. You have the right to refuse testing in these situations; however, your refusal may result in your immediate termination of employment from the assignment and from DAHL.

The Drug and Alcohol Testing Policy is available at the DAHL office for review during regular office hours by any employee or applicant of DAHL. Additionally, the Drug and Alcohol Testing Policy can be found in your Employee Portal at www.dahlconsulting.com. Please call a DAHL representative if you have any questions regarding this policy.

GENERAL SAFETY RULES

DAHL has established basic safety work rules. In addition to the safety rules listed below, there may be additional safety work rules established by the client company where you are assigned. You are expected to follow all of the client company's verbal, written and posted safety rules and always use safe work practices. If you are unclear about any rules or if you have any questions about safety; ask your DAHL Representative or your client company supervisor at the worksite. The following are general safety rules:

- Reporting for work under the influence of alcohol or any drug that impairs judgment or performance, whether prescribed or not, is prohibited.
- Only perform the jobs you have been assigned and trained to do.
- Do not operate any machinery or drive any client company vehicles without specific permission from DAHL.
- Keep your work area clean and neat.

While DAHL and our client companies make every effort to provide a safe workplace, occasionally injuries do happen. If you are injured at work report it to your supervisor immediately, and get first aid as soon as possible. If treatment other than on-site first aid is required, report your injury to your supervisor on the job site, and have the supervisor report it to DAHL right away. In the event of a workplace injury:

- In most cases DAHL can work with you to provide transitional duty so you can continue to work. Get a note from your doctor with the doctor's name, address, your diagnosis and any work restrictions. Bring the doctor note to your DAHL supervisor right away, or bring the note to the client company and have them email or fax it to DAHL's Safety department at: (952) 356-1966 or Safety@dahlconsulting.com.
- We value your contributions and will make every effort to accommodate medical work restrictions if you are injured at work. Our transitional duty program is designed to assist injured employees to return to work as soon as they are medically able.

NOTE: Submitting a false workers' compensation claim or collecting workers' compensation benefits to which a person is not entitled is fraud. DAHL is committed to providing the best quality care to our employees who have work-related injuries, and to helping employees return to work as soon as they are medically able to do so. We are equally committed to preventing and stopping workers' compensation fraud.

If you know of an employee who is fraudulently collecting benefits, call our Safety department at (952) 832-8308 or toll free at 1 (800) 966-9992 ext. 8308.

PROHIBITED FORMS OF EMPLOYEE HARASSMENT AND VIOLENT AND THREATENING CONDUCT

DAHL prohibits any employee to engage in verbal or physical conduct which denigrates or shows hostility or aversion toward an individual because of that person's sex, race, color, creed, religion, national origin, genetic characteristics, marital status, sexual orientation, age, familial status, mental or physical disability, status with regard to public assistance, membership on a local human rights commission or any other protected status for employees within the jurisdiction of that law ("Protected classifications"), if the conduct:

- Has the purpose or effect of unreasonably interfering with the person's work performance; or
- Otherwise adversely affects that person's employment opportunities; or
- Creates an intimidating, offensive or hostile work environment.

DAHL also prohibits any violent or threatening conduct in the workplace.

The following are examples of prohibited harassment. Please note that these are not the only examples. If you have a question about whether conduct is permissible under this policy, you should discuss it with your DAHL Representative, or call the DAHL office directly at (651) 772-9225.

- Epithets, slurs or negative stereotypes
- Intimidating or hostile acts based upon protected classification
- Written or graphic material that denigrates or shows hostility or aversion to persons of a protected classification and that is posted or circulated on DAHL or a client company's property
- Sexual harassment, which includes unwelcome sexual advances or flirtations requests for sexual favors, objectionable physical proximity or contact, unnecessary touching of an individual, sexually explicit or offensive jokes or remarks, display of sexually suggestive pictures, or other sexually-oriented speech or conduct which unreasonably interferes with an individual's work or creates a hostile or intimidating work environment

If you feel that you are being harassed or physically or verbally threatened by any coworker or supervisor (whether an employee of DAHL or of the client company or any other person in connection with your employment with DAHL), call DAHL immediately at (651) 256-7437 to report the incident. You are also encouraged to report the incident directly to a supervisor or manager at the client company worksite.

Complaints of harassment and threatening or violent conduct are taken seriously and will be investigated. Any employee of DAHL who is determined to have engaged in any prohibited conduct, including retaliation against an individual who reports such conduct, will be subject to appropriate disciplinary action, up to and including termination.



POLICY PROHIBITING FIREARMS IN THE WORKPLACE

DAHL prohibits employees from carrying, possessing or using a firearm while on DAHL client company premises (excluding parking areas). It is also a violation of this policy for an employee to carry, possess or use a firearm or other weapon while acting in the course and scope of employment.

DAHL Carrying, Possessing or Using Firearms Policy: This policy prohibits employees from carrying, possessing or using firearms while the employee is performing duties as an employee of DAHL, regardless of where or when the employment activities are being performed. Specifically, this policy prohibits possessing, carrying or using firearms on DAHL client company property, on any client company's property or in any other location when acting in the scope and course of employment.

This policy applies to all employees, including those employees with a valid permit to carry a concealed weapon. The only exception to this policy is the lawful carry or possession of firearms in parking areas, as long as the employee is not acting in the course and scope of employment at that time.

An employee who suspects that another employee is carrying, possessing or using a firearm while acting in the course or scope of employment at a client company worksite should immediately report their suspicion. An employee should not directly confront any individual suspected of being in violation of this policy. Call DAHL immediately at (651) 256-7437 to report the incident. You are also encouraged to report the incident directly to a supervisor or manager at the client company worksite.

Any employee who violates this Policy will be subject to appropriate disciplinary action, up to and including immediate termination of employment.

PERSONNEL FILE REVIEW RIGHTS (STATE OF MINNESOTA)

- You may review your personnel record upon written request, made in good faith, once every six months and at least once per year following termination of employment.
- DAHL will make your personnel record, or an accurate copy, available for review during normal hours at your place of employment or at another reasonably nearby location, but not necessarily make the record available during your actual working hours.
- DAHL may require that the review be made in the presence of a DAHL representative.
- Upon your written request, DAHL will provide a copy of your personnel record to you at no charge.
- If you dispute specific information contained in your personnel record, and agreement is not reached to remove or revise the disputed information, you may submit a written statement, not exceeding five pages, identifying the disputed information and explaining your position, which is then included as part of your personnel record
- DAHL will not retaliate against you for asserting your rights under the Personnel Records Statute (MN).
- If you feel that DAHL has violated the Personnel Records Statute (MN), you may bring a civil action to compel compliance and seek damages.

WAGE DISCLOSURE PROTECTION - EMPLOYEES WORKING IN MINNESOTA

Employees working in Minnesota have the right to discuss their wages and the company is prohibited from taking any adverse action against employees for discussing their or other employees' wages that have been disclosed voluntarily. Employees are still bound to maintain the company's confidential information and are not allowed to disclose confidential information to the company's competitors.

Should your rights related to wage discussion be violated by the company, you may bring a civil action against the company for a violation. If a court finds that the Company has committed a violation, the court may order reinstatement, back pay, restoration of lost service credit, if appropriate, and the expungement of any related adverse records of an employee who was the subject of the violation.

MINNEAPOLIS SICK AND SAFE TIME

The City of Minneapolis Sick and Safe Time Ordinance (the Ordinance) ensures that all eligible persons working in the City of Minneapolis receive paid leave to use when they or a family member are sick, injured, need preventative health care, or need to seek help for domestic violence, sexual assault, stalking, or other safety-related issues. The Ordinance is intended to allow employees to care for themselves and family members, making Minneapolis a healthier, more secure, and more productive community.

The Ordinance applies to all employees who work within Minneapolis city limits who work 80+ hours per year. All types of employees qualify, including full-time, part-time, seasonal, paid interns and temporary staff. Employees collect a minimum rate of one (1) hour of paid (at customary rates and benefits) Sick and Safe time off for every thirty (30) hours worked. However, if there are five (5) or fewer employees in an organization, the time off may be unpaid.

Employees can use their leave after they've been employed for ninety (90) days, and for all of the reasons outlined by the Ordinance:

- Treatment, recuperation, or preventative care for a medical or mental health condition, illness, or injury
- To seek law enforcement, counseling, or other services for domestic abuse, sexual assault, or stalking
- Closure of an employee's place of business for public health reasons
- Needs related to the medical health, mental health, or physical safety of a family member (child, spouse, domestic partner, parent, grandparent, or member of household); or unexpected closure of a family member's school or place of care, including inclement weather

For use of Sick and Safe Time, employers may require advance notice as soon as practicable -- not more than seven (7) days -- and reasonable explanation of need. Employee requests for Sick and Safe Time must be made in increments of four (4) or more hours.

- Upon request by an employee, an employer must provide, in writing or electronically, information stating the employee's then-current amount of:
 - Accrued Sick and Safe Time available to the employee.
 - Used Sick and Safe Time.

To request Sick and Safe Time, contact your local Doherty representative or the Minneapolis office at 612-208-1611. For additional questions, please contact the Doherty Payroll Department at 952-832-8375.

If an employee believes that they have been subject to a violation of the City of Minneapolis Sick and Safe Time Ordinance, please file a report with the City of Minneapolis Labor Standards Enforcement Division located at 350 S. Fifth St. - Rm. 239, Minneapolis, MN 55415, by calling 311, or online:

www.minneapolismn.gov/sicktimeinfo.

It is unlawful for an employer or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under the Minneapolis Sick and Safe Time Ordinance. This policy runs concurrently with all applicable leaves.

EMPLOYMENT VERIFICATION

The Work Number from Equifax is a fast and secure way to provide proof of your employment or income—a necessary step in many of today's life events including obtaining credit, financing a home or automobile, obtaining a housing lease or securing government benefits or services. The Work Number simplifies the verification process and accelerates qualifying decisions through an online system available to verifiers 24 hours a day, 7 days a week.

The verifier should go to www.theworknumber.com.

Please provide the verifier with the Dahl Consulting Employer Code: 19449