

TEMPORARY ILLNESS POLICY

Our Company realizes that employees with contagious temporary illnesses, including influenza, colds and other viral infections, need to continue with normal life activities, including their work. In evaluating whether an employee with an apparently short-term and possibly contagious illness may continue to work, the Company will consider several factors. These will include the employee's observed ability to perform their normal job functions and meet regular performance standards. The Company maintains the discretion to determine whether an employee's continued presence will pose a risk of health to the employee or others. If the Company determines that an employee's presence in the workplace imposes an unacceptable risk, the employee will be asked to leave. If the employee disputes the Company's determination that a risk exists, the employee may submit a statement from his or her attending healthcare provider stating that the employee's continued presence in the workplace poses no significant risk to the employee or others.

Supervisors are encouraged to remind employees that they are provided with paid leave time that includes absences relating to temporary illnesses. Employees are urged to contact their manager or human resources regarding any questions about the possible contagious nature of another employee's apparent illness, or if they are concerned that their own condition may pose a risk to others.