

Domestic Violence and Crime Victim Leave Policy

Effective January 1st, 2026

At Culinary Staffing, we understand that situations involving domestic violence, sexual assault, stalking, hate crimes, or other violent crimes can deeply affect the lives of our employees and their loved ones. In accordance with Washington State law, eligible employees may take reasonable time away from work - whether partial days or full days - to address these issues for themselves or a qualifying family member. This leave may be taken on an intermittent basis or as part of a reduced schedule when needed.

Employees may take this leave with or without pay. They may use any available paid leave (such as PTO, vacation, or sick leave), or, if they prefer or if no paid leave is available, they may take the leave as unpaid, consistent with Washington law.

Permitted Uses of Leave

Employees may use this leave for any of the reasons allowed by Washington law, including to:

- Seek help from law enforcement or legal services, such as meeting with police or prosecutors, or obtaining or enforcing protective or no-contact orders.
- Attend court hearings or administrative proceedings, including those related to domestic violence, sexual assault, stalking, hate crimes, or other covered crimes.
- Obtain medical or mental health care, including trauma-informed counseling or related support for themselves or a qualifying family member.
- Access services from shelters, victim advocacy programs, legal assistance programs, or other community and social service organizations.
- Take steps to increase safety or relocate, such as developing a safety plan, changing phone numbers or locks, relocating, or securing new housing.
- For victims of hate crimes or other covered crimes, use leave for any of the above reasons, including obtaining support from community-based programs serving crime victims.

Reasonable Safety Accommodations

In addition to leave, employees who are victims of domestic violence, sexual assault, stalking, hate crimes, or other covered crimes may request reasonable safety accommodations, such as changes to work schedule, work location, work phone, email address, work station, or other workplace adjustments intended to enhance safety. The Company will engage in an interactive process and will provide reasonable safety

accommodations as required by Washington law, unless doing so would impose an undue hardship or create a direct threat to the health or safety of the employee or others.

Notice and Documentation

If you know in advance that you will need time off (for example, for a scheduled court date or appointment), please provide advance notice following our usual time-off procedures, to the extent it is safe and practicable to do so. If an emergency or unforeseen circumstance prevents advance notice, you or your representative should inform us as soon as you safely can.

The Company may request reasonable verification that your leave or safety accommodation request qualifies under this policy, as allowed by Washington law. Acceptable documentation may include a police report, court order, or documentation from a victim advocate, attorney, member of the clergy, or healthcare provider, or your own written statement. When permitted by law, we may also ask for verification of a qualifying family relationship, and we will not require verification that is more burdensome than what the law allows.

Confidentiality

We respect your privacy. All information or documents provided in connection with a request for leave or a safety accommodation under this policy will be treated as strictly confidential, kept in a file separate from your personnel file, and disclosed only with your written consent, or when required by law or court order, or when necessary to protect workplace safety or to administer this leave or accommodation consistent with applicable law.

Job Protection and Non-Retaliation

Your safety and job security are priorities. You will not be disciplined, discharged, or otherwise subjected to adverse action for requesting or taking leave, or for requesting or using a reasonable safety accommodation, under this policy in accordance with Washington law. When you return from protected leave, you will be reinstated to the same or an equivalent position with the same pay, benefits, and other terms and conditions of employment, unless an exception permitted by law applies (for example, if your position is eliminated in a bona fide layoff that would have affected you regardless of your leave).

Retaliation, discrimination, or any adverse treatment for requesting or using this leave or a safety accommodation – or for being, or being perceived as, a victim – is strictly prohibited.

Interaction with Other Leave

Domestic Violence and Crime Victim Leave is in addition to, and does not replace, other leave and benefit rights available under Company policy or applicable law, including Washington Paid Sick Leave, Washington Paid Family and Medical Leave, federal Family and Medical Leave (FMLA), or any other Company-provided leave benefits. When multiple laws or policies apply, the Company will administer them in a manner that complies with all applicable requirements and, where possible, provides employees with the most favorable protections available under the circumstances.

If you need support, plan to take this leave, request a safety accommodation, or have questions about your options, please contact Human Resources or our leave administrator. We are here to help you navigate this process with care, respect, and confidentiality.