

Policy And Statement

Family Friendly

BuroHappold Engineering strives for building a family-friendly workplace for our employees to more easily balance family and work, and to fulfill both their family and work obligations. We also recognize that flexible work environments attract, motivate and retain employees, increase employee satisfaction and maintain employee productivity.

BuroHappold Engineering has implemented the following family-friendly policies:

Flexible Work Arrangements

Employees may be provided with flexible work arrangements such as modified work schedules or the ability to work from home, at the Company's sole discretion.

Employees may work flexible work hours with the approval of their Principal line manager and at the Company's discretion, this must be confirmed in writing by the Human Resources team before an employee can commence flexible working hours.

If you intend to work from home, you must get approval from your line manager at least 2 working days prior to the date you intend to work from home. Written approval in the form of an email is acceptable.

Flexible work arrangements may be modified or discontinued at any time, in the Company's sole discretion.

[From Page 9 of Employee Handbook]

Leaves of Absence Overview

BuroHappold Engineering takes its responsibility to care for its employees and their families seriously. We recognize that there are times when an employee has to take time off for various reasons such as to deal with family emergencies. It is expected that employees taking leave will not work elsewhere during the leave unless approved by BuroHappold Engineering. If it comes to the attention of the firm that employees are working elsewhere during leave without the firm's knowledge and approval, the firm may terminate the employee at its discretion, subject to applicable law.

Compassionate Leave

In the unfortunate event of a death in the immediate family, a leave of absence of up to 3 days with pay will be granted to regular full-time employees and regular part-time employees regularly scheduled to work 30 or more hours per week. These three days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed. For this purpose, immediate family is defined as:

- Spouse/domestic/civil-union partner
- Child/Step-child
- Parents (including in-laws), step-parents
- Siblings, step-siblings

Any relation that is not listed above is not covered by this policy. This does not apply to pets or domestic animals.

Employees should make their line manager aware of their situation. In turn, the line manager should notify Human Resources of the reason and length of the employee's absence. In administering this policy, the Company may require proof of death and relation to the deceased.

Upon returning to work, the employee must record his/her absence as a Compassionate Leave on his/her timesheet

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Family Bonding Leave (Maternity, Paternity, Adoption & Placement leave)

BuroHappold Engineering offers **paid** Family Bonding Leave for parents who have given birth, adopted, or have foster placement of a child. This time is intended to provide our employees with peace of mind and an opportunity to welcome the new addition to their family. Employees are required to use their entitled leave within 12 months of the event (birth, adoption or placement) date that begins eligibility. Leave may be taken in minimum weekly increments.

Family Bonding Leave Benefit

Years of Service	Weeks Paid Leave
5+ years	2 weeks
1 - 4 years	1 week

In order to be considered eligible for this leave, employees must meet the following criteria:

- Full time employee, regularly scheduled to work 30 or more hours per week;
- Employed with BH for at least twelve (12) months; and
- Not have used family bonding leave in the last 12 months (rolling 12 months from the commencement date of the last leave).

Family Bonding Leave is paid at the employee's regular rate of pay prior to the leave commencing. If both parents are employees, only one may access paid benefits under this policy. Both however, continue to be entitled to family and medical leave if eligible.

Temporary employees are not eligible for paid Family bonding leave under this policy.

Time taken as Family Bonding Leave will run concurrently with any other approved and or required state and/or federal leaves PFL and FMLA included.

Requirements for Requesting Paid Leave

The employee must provide in writing a minimum 30 days' notice to their line manager and Human Resources (or as much notice as practicable if the leave is not foreseeable).

After the entitled Family Bonding Leave has been exhausted, subsequent leave will be covered under appropriate policies. The Family and Medical Leave Act (FMLA) allows employees up to 12 workweeks of unpaid leave annually. Paid leave under this policy will run concurrently with FMLA leave. After family bonding leave is exhausted, the employee is required to apply other available paid leave, which will also run concurrently with FMLA.

Employees not eligible for FMLA leave should refer to the Personal Leave of Absence Policy after paid family bonding leave and any other paid leave have been exhausted regarding continuation of insurance coverage for employees on unpaid leave of absence.

Family And Medical Leave("FMLA")

Eligibility Requirements

Employees are eligible for FMLA if:

- At least 50 or more employees are employed within a 75-mile radius of the employee's work site;
- The employee has been employed for at least one year; and
- The employee has worked at least 1250 hours within the previous 12 months.

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Basic Leave Entitlement

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave in a 12 month period to eligible employees for certain family and medical reasons. The 12 month period is determined on a “rolling” 12 month period dating back from the time the employee requests leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent (but not in-law) who has a serious health condition; and/or
- For the employee’s own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee’s job.

Military Family Leave

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement which permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period (one time basis only). A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness and who were members of the Armed Forces (including members of the National Guard or Reserves) at any time during the five years preceding the date of treatment, recuperation or therapy.

Job Benefits and Protection

If applicable, during FMLA leave, the Company must maintain health coverage under any “group health plan” on the same terms as if the employee had continued to work. If paid time off is substituted for unpaid leave, the Company will deduct the employee’s portion of any applicable health plan premium as a regular payroll deduction. If the employee’s leave is unpaid, the employee must make arrangements with Human Resources prior to taking leave to pay their portion of any applicable health insurance premiums each month. If the employee’s premium is more than thirty (30) days late, the applicable coverage may cease without further notice.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

The use of FMLA leave cannot result in the loss of any employment benefits that accrued prior to the start of an employee’s leave.

Upon returning from FMLA, employees are required to work 30 days from the date of return to ensure continued benefit coverage. If the employee fails to work the 30 days following, benefits will be cancelled retroactively to the last day worked.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Company’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

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Substitution of Paid Leave for Unpaid Leave

Employees must use accrued PTO and time while on unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves and the paid time will run concurrently with an employee's FMLA entitlement.

Upon written request, the Company will allow employees to use accrued PTO and /personal time to supplement any paid disability or Workers' Compensation benefits. Receipt of disability benefits or Workers' Compensation benefits does not extend the maximum amount of leave time to which an employee is eligible under the FMLA.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Company's normal call-in procedures.

Employees must provide sufficient information for the Company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may also be required to provide medical certification and periodic recertification supporting the need for leave.

Employer's Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for the Company to:

- Interfere with, restrain, or deny the exercise of any right provided under the FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

If you believe that the Company has violated either of these obligations, please report your concerns to the Company's Human Resources Department.

Enforcement

Employees may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement, which provides greater family or medical leave rights.

[From Page 20 - 25 of Employee Handbook]

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