



EMPLOYEE HANDBOOK

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Contents

PART 1: EMPLOYEE RELATIONSHIP	5
PROOF OF IDENTITY & RIGHT TO WORK IN THE UNITED STATES	5
AT-WILL EMPLOYMENT	5
TYPE OF EMPLOYMENT	5
ATTENDANCE, PUNCTUATLITY AND JOB ABANDONMENT	5
INTERNAL COMPLAINT & REPORTING PROCEDURES	6
EQUAL EMPLOYMENT OPPORTUNITY	6
REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES	6
REASONABLE ACCOMMODATIONS FOR RELIGIOUS BELIEFS, OBSERVANCES AND PRACTICES	8
PART 2: ANTI-HARASSMENT & STANDARDS OF CONDUCT	9
POLICY AGAINST DISCRIMINATION AND WORKPLACE HARASSMENT	9
POLICY AGAINST SEXUAL HARASSMENT	9
POLICY AGAINST RETALIATION	10
BUSINESS ETHICS	11
CONFLICTS OF INTEREST	11
ANTI-NEPOTISM AND NON-FRATERNIZATION POLICY	12
EXTERNAL COMMUNICATIONS	13
POLICY AGAINST WORKPLACE VIOLENCE	14
ALCOHOL AND DRUG-FREE WORKPLACE POLICY	14
NOTIFICATION OF CONVICTION FOR FELONY CRIME.....	17
STANDARDS OF CONDUCT	17
PART 3: INFORMATION TECHNOLOGY, CONFIDENTIAL INFORMATION AND OTHER COMPANY PROPERTY	19
INFORMATION TECHNOLOGY USAGE POLICY	19

CONFIDENTIAL INFORMATION	22
USE OF EMPLOYEE PERSONAL DEVICES	22
CLEAN DESK, CLEAR SCREEN POLICY	23
SECURITY	24
USE OF MOBILE COMMUNICATIONS DEVICES	24
SOCIAL MEDIA AND NETWORKING POLICY	25
PART 4: EMPLOYMENT INFORMATION AND COMPENSATION	28
EMPLOYEE REFERENCES	28
DRESS CODE	28
PERFORMANCE EVALUATION PROCESS	29
PROMOTIONS, SALARY REVIEW AND ADJUSTMENTS	29
INTERNAL JOB TRANSFERS	29
EMPLOYEE REFERRAL PROGRAM	30
RESIGNATION	30
PART 5: EMPLOYEE BENEFITS	32
OVERVIEW	32
WORKERS' COMPENSATION	32
CONTINUATION OF HEALTH COVERAGE UNDER COBRA	33
PART 6: PAYROLL AND PAID TIME OFF	36
PAY PERIODS AND WORKWEEKS	36
WORK SCHEDULES	36
MEAL PERIODS	36
OVERTIME	37
ON CALL	37
HOLIDAYS	38

PAID TIME OFF (PTO)	38
VOLUNTEER TIME OFF (VTO)	40
JURY DUTY	40
BEREAVEMENT	40
LEAVES OF ABSENCE	41
FAMILY CARE/MEDICAL LEAVE OF ABSENCE	41
PART 7: SUPPLEMENTAL POLICIES	46
RENTAL DISCOUNT POLICY	46
MATCHING GIFTS POLICY	48
INCLEMENT WEATHER POLICY	49
PAID PARENTAL LEAVE POLICY	51
EDUCATION REIMBURSEMENT POLICY	53
GYM MEMBERSHIP POLICY	55

PART 1: EMPLOYEE RELATIONSHIP

PROOF OF IDENTITY & RIGHT TO WORK IN THE UNITED STATES

All new hires must produce original, unexpired documentation establishing their identity and right to work in the United States, and complete USCIS Form I-9 Employment Eligibility Verification affirming that they have a right to work in the United States. Documentation must be produced no later than the first day of any employment with the Company. Failure to provide such documentation within the required time limit will result in immediate termination.

AT-WILL EMPLOYMENT

Employment with the Company is at-will, which means that both employees and the Company may terminate the employment relationship at any time, with or without notice, with or without cause, for any reason whatsoever. The Company does not promise that the employment relationship will continue for a set period or specific term, or that the employment relationship can be terminated only under particular circumstances.

TYPE OF EMPLOYMENT

1. **Initial Employment:** All employees will be hired subject to a ninety (90) day introductory employment period. During or after this period, an employee's performance will be evaluated by their manager, and a determination shall be made whether the employee shall be continued with Hankin Group or terminated. Employees will be evaluated annually on a calendar year basis after their initial employment period.
2. **Full Time:** An employee who is regularly scheduled to work at least 30 hours a week is a full-time employee.
3. **Part Time:** An employee who is regularly scheduled to work fewer than 30 hours a week is a part-time employee.
4. **Temporary:** An employee who is hired for a limited duration, less than 12 months, set at the time of hire. Temporary employees are not eligible for benefits except as provided by law.

ATTENDANCE, PUNCTUATLITY AND JOB ABANDONMENT

The Company's ability to effectively operate depends upon the cooperation and commitment of each employee. Regular attendance and consistent punctuality is required, as absences can effect coverage and completion of responsibilities.

All employees are expected to arrive on time and ready to work every day they are scheduled to work.

If an employee is unable to arrive at work on time or will be absent, they must contact their manager with a phone call, Teams message or text (not email) as soon as possible in advance of their start time.

In the event that an employee fails to report for work for three (3) consecutive workdays without any notification to his or her manager, that employee will be deemed to have voluntarily resigned. If an employee is absent for three (3) or more workdays due to illness or injury of the employee or a child, parent, spouse or domestic partner, a health care provider's verification may be required to verify the illness or injury and its beginning and expected end dates, or to verify that the employee may safely return to work.

INTERNAL COMPLAINT & REPORTING PROCEDURES

The Company encourages its employees to discuss work-related concerns or problems with his or her manager or Human Resources without fear of retaliation. Employees are encouraged to express any constructive concerns, raise questions and make suggestions for improvement.

An employee with concerns about work-related issues, including complaints of discrimination and harassment, are encouraged to speak directly with his or her manager. Failing resolution at that level, or if the complaint concerns conduct by his or her manager, then the employee should submit a written complaint setting forth in detail the basis for the employee's complaint and the specific resolution requested to Human Resources, who will conduct a confidential and independent review of the complaint and may interview witnesses and arrange to meet with the parties involved. Written complaints may be submitted to Human Resources in person or via email. Failing resolution at that level or if the complaint concerns Human Resources, then the employee may appeal to the Chief Financial Officer. As soon as practicable, and if permitted by applicable law, after the conclusion of the investigation as it relates to such employee, the employee will be notified of the outcome of the investigation and any action taken to resolve the issue. Any decision made by the Company will be final.

EQUAL EMPLOYMENT OPPORTUNITY

The Company is an equal opportunity employer and makes employment decisions on the basis of merit. The Company is committed to complying with all applicable laws providing equal employment opportunities/ This policy applies to all persons involved in the operations of the Company and prohibits unlawful discrimination by any employee of the Company, including managers and co-workers.

The Company's policies prohibit discrimination based on race, color, national origin, ancestry, sex, sexual orientation, gender identity/expression, transgender status, age, religion, creed, physical or mental disability, medical condition, genetic information, pregnancy, childbirth or related medical condition, marital or domestic partnership status, veteran or military status, or any other characteristic protected by Federal, State or local laws.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

The Company provides equal employment opportunities for individuals with mental or physical disabilities, and/or medical conditions and does not tolerate any discrimination, harassment or retaliation against anyone who requests or is provided with a reasonable accommodation. This policy

applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, rights and privileges or employment.

The Company provides reasonable accommodations for job applicants and employees with disabilities to enable them to apply for positions and to perform their essential job functions, unless it would result in an undue hardship or such individuals pose a direct threat to the health and safety of themselves or others.

Employees who need an accommodation are encouraged to contact Human Resources for additional assistance, including requests for equipment purchases, ergonomic adjustments or physical modifications to the workplace.

Initiating Reasonable Accommodations Process

An employee who needs an accommodation due to a mental or physical disability or medical condition can request reasonable accommodations by contacting Human Resources. Human Resources will initiate an interactive dialogue with the employee about the employee's functional capabilities and work limitations to determine what form of reasonable accommodations may be appropriate to enable the employee to perform all essential job functions.

Medical Documentation May Be Required and Will Be Maintained Confidentially

The Company may request that the employee submit medical documentation from a health care provider to support the need for reasonable accommodations. Although employees who request an accommodation are not required to disclose the underlying nature or diagnosis of their disability, they are expected to provide sufficient information about their functional capabilities and work limitations to enable the Company to evaluate the need for job-related accommodations. Any information received by the Company related to an employee's disability or medical condition will be maintained confidentially.

Requests for Reasonable Accommodations May Be Denied Under Certain Circumstances

Under certain circumstances, the Company may refuse to provide the requested accommodation, including when the employee:

1. Fails to provide medical documentation to support the need for reasonable accommodation;
2. Refuses to disclose information pertaining to his or her work limitations and functional capabilities to enable the Company to determine what, if any, accommodations would be necessary to enable the employee to perform all essential job functions.
3. Poses a direct threat to the health and safety of himself, herself or others; or
4. Requests an accommodation that would cause an undue hardship for the Company. A manager should not make the determination that a requested accommodation would impose an undue hardship or cannot be provided for any reason, without first consulting Human Resources, who will assist in the assessment of the impact of the proposed accommodation on the overall financial resources, operations and workflow of the department and the Company.

REASONABLE ACCOMMODATIONS FOR RELIGIOUS BELIEFS, OBSERVANCES AND PRACTICES

The Company shall provide reasonable accommodations for employees' religious beliefs, observances, and practices, including dress and grooming practices.

Part 2: Anti-Harassment & Standards of Conduct

POLICY AGAINST DISCRIMINATION AND WORKPLACE HARASSMENT

The Company believes that job applicants and employees should be treated with dignity and respect by co-workers, managers, vendors, partners and customers. The Company is committed to providing a work environment free of unlawful discrimination and harassment based on race, color, national origin, ancestry, sex, sexual orientation, gender identity/expression, transgender status, age, religion, creed, physical or mental disability, medical condition, genetic information, pregnancy, childbirth, marital or domestic partnership status, veteran or military status or any other characteristic protected by Federal, State or local laws.

The Company will not tolerate harassing conduct, which:

1. Affects an employee's tangible job benefits;
2. Unreasonably interferes with an employee's work performance; or
3. Creates a hostile, intimidating or offensive work environment for employees.

Examples of prohibited conduct include, but are not limited to the following:

1. **Verbal harassment:** use of epithets, slurs, derogatory jokes or comments, or about a person's protected characteristics;
2. **Written harassment:** sending offensive memos, letters, notes, e-mails, cards or text messages that target a person's protected characteristics;
3. **Visual harassment:** cartoons, drawings, posters or photos that are derogatory or denigrate anyone's protected characteristics;
4. **Physical harassment:** any unwanted touching, assault, blocking normal movement so as to unreasonably interfere with a person's work performance or creates an intimidating, hostile or offensive work environment because of a person's protected characteristics.

The Company will take appropriate corrective action and impose disciplinary action sufficient to prevent reoccurrence, up to and including termination of employment of the offending employee.

POLICY AGAINST SEXUAL HARASSMENT

The Company is committed to providing an environment that is free of sexual harassment. The Company's policies prohibit any verbal, written, physical or visual conduct of a sexual or gender stereotypical nature that unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The Company's policies also prohibit any unwelcome sexual advances and requests for sexual favors where submission to or rejection of the conduct is used as the basis for a decision to award a tangible job benefit or to take adverse action.

PROHIBITED CONDUCT

Examples of sexual harassment prohibited by this policy include, but are not limited to:

1. **Verbal harassment:** requests for sexual favors, unwelcome sexual advances, graphic or degrading conversation containing sexual comments, derogatory comments or slurs about a person's body;
2. **Written harassment:** sending sexually suggestive, obscene or offensive memos, letters, notes, emails, text messages, or cards;
3. **Visual harassment:** leering, making sexual gestures, distributing or displaying sexually suggestive cartoons, drawings, pictures, posters or Internet websites; or
4. **Physical harassment:** offensive physical contact, including grabbing, pinching, patting, or brushing up against another person's body.

COMPLAINT PROCEDURES, INVESTIGATION AND CORRECTIVE ACTION

Any employee who feels that he or she is a victim of discrimination or harassment should submit a written complaint to Human Resources as soon as possible following the incident. The complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

The Company takes all reports of harassment and discrimination very seriously and will promptly and thoroughly investigate all complaints. Complaints will be kept confidential, except to the extent necessary to investigate and take appropriate corrective action.

The Company maintains posters on its bulletin boards that provide information about employees' right to a workplace free of discrimination and harassment. These posters also identify Federal and State governmental agencies that an employee may contact directly for information on how and when to file a complaint.

Consistent with applicable laws and Company practice, all Company employees will be required to attend trainings on how to address and prevent sexual harassment in the workplace. Any employee who witnesses or becomes aware of discrimination or harassment and who fails to take immediate action may be subject to disciplinary action, up to and including termination.

The Company will take appropriate corrective action and impose disciplinary action on offending employees, including termination of employment.

POLICY AGAINST RETALIATION

The Company will not tolerate any retaliation or intimidation taken against an employee for making a legitimate complaint of discrimination or harassment, or for participating in the investigation of such a complaint. Any employee who experiences or witnesses any conduct that he or she believes to be retaliation should immediately follow the complaint procedures described in Part 1 of this employee handbook. Anyone who retaliates against an employee for reporting an incident or participating in an investigation of a complaint of discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.

BUSINESS ETHICS

The Company complies with all laws that apply to its business and activities and conducts its affairs responsibly and ethically and therefore expects its employees to understand and comply with this policy at all times in carrying out their duties. The Company strives to maintain an excellent reputation for conducting its business activities with honesty, integrity and fairness in accordance with the highest standards of business ethics when dealing with employees, customers, vendors, tenants, sub-contractors and competitors. Employees are expected to avoid anything that may interfere with the Company's business operations or with the rights of others. If an employee is ever in doubt whether an activity meets with the Company's ethical standards or compromises the Company's reputation, the employee should discuss with his or her manager or Human Resources.

CONFLICTS OF INTEREST

Employees are expected to devote their efforts and energies to their jobs with the Company and are prohibited from engaging in any behavior or enterprise that creates an actual or apparent conflict with the Company's legitimate business interests. A conflict of interest can occur when an employee's private interest interferes with the interests of the Company. While the Company does not seek to interfere with lawful off-duty and personal conduct of its employees, certain types of off-duty conduct may create a conflict of interest, such as illegal conduct on the part of an employee that adversely affects the Company's business interests or the employee's ability to perform his or her job.

As such, Hankin Group/Hankin Apartments employees are not permitted to engage in outside employment activities that compete with products or services offered by Hankin Group/Hankin Apartments. This would include any activity which requires licensure that would also be used in your employment with Hankin Group/Hankin Apartments. If an employee acquires a real estate sales person license, associate brokers' license or brokers' license, that license must be hung with Eagleview Properties, our in-house brokerage. Keep in mind that when hanging your license with Eagleview Properties, you are not permitted to use it for outside transactions. This also includes doing side work for homeowners. Doing a repair, addition or installation of a product or service exposes Hankin Group/Hankin Apartments to liability if said repair should go awry. A homeowner would think that you represented Hankin Group/Hankin Apartments since you are employed by Hankin Group/Hankin Apartments.

Identifying potential conflicts of interest may not always be clear-cut. The following situations are examples of conflict of interest:

1. Outside Employment: No employee should be employed by, serve as director of, or provide any services to a company that he or she knows or suspects is a customer, supplier or competitor of the Company. Examples include outside residential or commercial real estate brokerage firms, outside maintenance and repair businesses, etc.
2. Improper Personal Benefits: No employee should obtain any personal benefits or favors because of his or her position with the Company.

3. Financial Interests: No employee should have a significant financial interest (ownership or otherwise) in any company that the employee knows or suspects is a customer, supplier or competitor of the Company. A “significant financial interest” means ownership of greater than 3% of the equity of a customer, supplier or competitor.
4. Loans or Other Financial Transactions: No employee should obtain loans or guarantees of personal obligations from or enter into other personal financial transactions that could create a conflict of interest with any company that the employee knows or suspects is a customer, supplier or competitor of the Company.
5. Service on Boards and Committees: No employee should serve on a board of directors or trustees or on a committee of any entity (whether profit or not-for-profit) whose interests reasonably would be expected to conflict with those of the Company.

The actions of family members outside the workplace may also give rise to the conflicts of interest described above (e.g. an employee’s spouse takes a job with a competitor of the Company) because they may influence an employee’s objectivity in making decisions on behalf of the Company. The Company requires that employees disclose any situations that reasonably would be expected to give rise to a conflict of interest. If an employee (or an employee’s family member) engages in a transaction that the employee suspects could create or be reasonably perceived as a conflict of interest, he or she must report it in writing to his or her manager or Human Resources. The employee’s manager and Human Resources will work with the employee to determine whether the employee has a true conflict of interest and, if so, how to best address it.

Each employee has an obligation to advance the Company’s interests when the opportunity to do so arises. If an employee discovers or is presented with a business opportunity through the use of Company property or information or because of the employee’s position with the Company, the employee should first present the business opportunity to the Company before pursuing the opportunity in his or her capacity. No employee may use Company property, information or his or her position with the Company for personal gain or should compete with the Company while employed by the Company.

An employee should disclose to his or her manager the terms and conditions of each business opportunity covered by this policy that the employee wishes to pursue. The employee’s manager will contact Human Resources and the appropriate management personnel to determine whether the Company wishes to pursue the business opportunity. If the Company waives the right to pursue the business opportunity, the employee may pursue the business opportunity on the same terms and conditions as originally proposed and consistent with the other ethical guidelines or policies set forth in this Handbook.

Waivers of the Company’s Conflicts of Interest Policy may be made only by the Company’s Chief Executive Officer and Human Resources.

ANTI-NEPOTISM AND NON-FRATERNIZATION POLICY

The Company prohibits nepotism and fraternization in the workplace, which occurs when an officer, director, manager or employee uses his or her position, power or influence to make personnel decisions

or confer job opportunities or benefits to an individual with whom he or she has a marital, familial, or intimate relationship, without regard to objective job-related criteria. Although personal relationships may develop in the workplace, officers, directors, managers and employees are prohibited from being involved in a marital, familial or intimate relationship with an employee, contractor, vendor, or client who is directly or indirectly under their supervision or whose contract is subject to their approval.

For the purposes of this policy, the Company considers a “marital, familial or intimate relationship” as any relationship where persons are related by either blood or marriage, or whose relationship is similar to that of those who are related by blood or marriage, even if not actually related, but is based on an adoption, foster, step, in-law, domestic partner, girlfriend, boyfriend, significant other, grandparent, grandchild, aunt, uncle, nephew, niece, cousin, and other relatives.

Marital, familial or intimate relationships in the workplace may pose difficulties for supervision, security, safety or morale and can create the appearance of a conflict of interest, impropriety, unfair treatment or favoritism. In such event, the Company may, in its sole discretion: 1) decline applications from and contracts with individuals who have marital, familial or intimate relationship with an officer, director, manager or employee; 2) restrict job placement; 3) modify reporting relationships; or 4) reassign job duties. Any officer, director, manager or employee who attempts to circumvent this policy may be removed from officer or terminated.

EXTERNAL COMMUNICATIONS

Employees may be contacted by outside sources requesting information about Company matters including information regarding the Company’s projects, services and industry, current or former employees, or business relationships and transactions. In order to avoid providing inaccurate or incomplete information or divulging confidential information to outside sources, any employee contacted by any outside source regarding the Company should immediately contact the appropriate Company official, as detailed below.

MEDIA CONTACTS

If a representative from any media organization (e.g. television, radio, newspaper, or website) contacts any employee requesting information regarding the Company, he or she should immediately direct such request to the Senior Leadership who will work with the employee and the appropriate personnel to evaluate and coordinate a response to the request. No employee may communicate with media agents on behalf of the Company without prior authorization.

OUTSIDE ATTORNEYS AND INVESTIGATORS

If any employee is contacted by an outside attorney or investigator regarding Company business, including information regarding current or former employees, or business relationships and transactions, the employee should immediately obtain the individual’s name and telephone number without disclosing any information to the individual. The individual’s name and telephone number should then be provided to the Company’s General Counsel.

POLICY AGAINST WORKPLACE VIOLENCE

The Company prohibits employees, vendors, independent contractors or consultants, agents or tenants of the Company from behaving in a violent or threatening manner. To prevent workplace violence, the Company reserves the right to deal with behavior that suggests a propensity towards violence before the occurrence of any violent behavior.

PROHIBITED CONDUCT

Conduct prohibited by this policy includes, but is not limited to:

1. Threats of any kind;
2. Intimidating, menacing, hostile, physically aggressive, or violent behavior, including stalking and surveillance;
3. Behavior that suggests a propensity towards violence, including belligerent speech, excessive arguing or swearing;
4. Defacing or causing physical damage to the Company's property;
5. Possession, use, sale or purchase of weapons or firearms of any kind on work premises, during work-related functions or while conducting Company business; or
6. Any violent conduct that adversely affects the Company's legitimate business interests and which could potentially result in violation of any criminal laws that prohibit threats of violence or violent acts.

COMPLAINT PROCEDURES, INVESTIGATION AND CORRECTIVE ACTION

Employees who become aware of any conduct that violates this policy must immediately report it to their manager or Human Resources. If an employee is aware of any conduct that creates a potentially violent or dangerous situation, the employee should immediately call 9-1-1 for help. Employees are expected to cooperate fully with law enforcement, security, emergency and medical personnel that respond to a call for help. Employees must not put themselves in peril, but if qualified, may provide first aid to injured persons.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. Workplace violence will not be tolerated and could be the basis for immediate disciplinary action, even if the conduct does not violate any laws. The Company will take appropriate corrective action and impose disciplinary action on offending employees, up to and including termination of employment. The Company will not tolerate retaliation against any employee for making a legitimate report of workplace violence or for participating in an investigation of a complaint. Anyone who retaliates against an employee for reporting an incident or participating in an investigation of a complaint of workplace violence will be subject to disciplinary action, up to an including termination of employment.

ALCOHOL AND DRUG-FREE WORKPLACE POLICY

The Company is committed to maintaining a safe and healthy drug-free work environment for its employees in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. Employees who work under the influence of drugs and alcohol compromise these interests by endangering the health

and safety of themselves and others. Alcohol and substance abuse in the workplace can cause a number of work-related problems, including absenteeism and tardiness, poor productivity and substandard job performance, an increased workload for co-workers, and inferior quality of service to customers. To further its interest in maintaining a safe and healthy working environment and preventing accidents and injury to its employees and others, the Company prohibits employees from working under the influence of drugs and alcohol.

For purposes of this policy:

1. “Illegal drugs or other controlled substances” include any drug or substance that (a) is not legally obtainable; (b) is legally obtainable but has not been legally obtained; or (c) has been legally obtained but it being sold, distributed or used unlawfully.
2. “Legal drug” means any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold, distributed or used.
3. “Abuse of any legal drug” means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured; or (b) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.
4. “Reasonable suspicion” includes a suspicion that is based on surrounding circumstances or specific personal observations such as an employee’s manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by security personnel, or by other persons believed to be reliable.
5. “Possession” means that an employee has the substance on his or her person or otherwise under his or her control.

This policy applies whenever an employee’s drug or alcohol use may adversely affect the Company’s interests by:

1. Interfering with an employee’s own performance or others’ job performance;
2. Impeding the safe and efficient operation of Company business;
3. Endangering the health or safety of the employee or co-workers, vendors, independent contractors or consultants, agents or tenants of the Company.
4. Posing a risk of damage to Company property or equipment; or
5. Threatens the reputation or integrity of the Company.

This policy is not limited to employee conduct on work premises or facilities, but also covers activities that occur:

1. While an employee is conducting or performing work on behalf of the Company, regardless of location, even if it is off work premises;
2. In any work-related setting outside of the workplace, such as during business-related trips, meetings or social events; or
3. While an employee is operating or responsible for the operation, custody, or care of facilities, equipment, property or vehicles owned or leased by the Company.

PROHIBITED CONDUCT

Drugs

Employees may not use, possess, transfer, share, distribute, manufacture or sell any illegal drugs or controlled substances, during working hours or while conducting business for the Company, driving a Company vehicle or driving any vehicle while conducting Company business or in any manner inconsistent with the law.

Alcohol

As a courtesy to its employees, the Company permits the responsible consumption of alcoholic beverages on work premises from time to time. It is expected that each employee that chooses to consume alcoholic beverages on the work premises does so while exercising common sense and in accordance with this policy. In addition to the other requirements set forth in this policy:

1. No employee may provide any alcoholic beverages to any visitor unless the visitor is on the premises for a Company-sponsored event;
2. Employees may not consume alcoholic beverages on the work premises other than Company-provided beverages;
3. Although alcohol may be consumed on the work premises and outside of the work premises during official Company-sponsored events, employees may not abuse alcohol during such times;
4. Employees may not remove any Company-provided alcoholic beverages from the work premises;
5. Employees may not consume any alcoholic beverages on the work premises or at Company-sponsored events within a reasonable period of time prior to operating a motor vehicle.

Prescription Drugs

The purchase, sale, use, manufacture, distribution, possession or abuse of any legal prescription drug that endangers the employee or others or in a manner inconsistent with law is strictly prohibited. Any employee who is using prescription or over-the-counter drugs that may impair his or her ability to safely perform his or her job or affect the safety or well-being of others, must submit a doctor's statement that the prescription drug will not affect job safety. In addition, an employee may be required to see a doctor or take a leave of absence if a doctor finds that the employee cannot do his or her job safely or efficiently because of the use of prescription or over-the-counter medication. Nothing in this policy is intended to diminish the Company's commitment to employ or reasonably accommodate a qualified individual with a disability who must take prescription drugs because of a medical condition, except when using any drug violates any Federal, State or local laws.

VIOLATION OF POLICY AND DISCIPLINARY ACTION

Any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment. A violation of this policy can be found even if the conduct at issue does not violate any laws or the employee is not criminally prosecuted or convicted for such conduct.

CONFIDENTIALITY

Disclosures made by employees concerning their use of prescription drugs will be treated confidentially and will not be revealed to others unless there is an importance work-related reason to do so.

Disclosures made by employees to management concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially.

NOTIFICATION OF CONVICTION OF CRIME

Employees must notify the Company within 2 days of any conviction, including pleas of no contest, of any crime. The Company may report any convictions brought to its attention to governmental authorities as required by law.

STANDARDS OF CONDUCT

Employees are expected to observe the Company's standards of job performance and conduct. The rules of conduct set forth below and elsewhere in this Handbook are intended to provide employees with examples of prohibited conduct that will result in disciplinary action. When job performance or conduct does not meet acceptable standards, the Company will endeavor, in its sole discretion, to provide employees with a reasonable opportunity to correct the deficiency. If an employee fails to correct the conduct or improve performance, he or she will be subject to disciplinary action, up to and including termination of employment. Moreover, misconduct not specifically listed below, but which adversely affects the interests of the Company, may also lead to disciplinary action, including immediate termination of employment. Nothing in this section should be construed to alter the at-will nature of the employment relationship, including the Company's right to terminate with or without cause or advance notice.

Examples of conduct warranting disciplinary action include, but are not limited to:

1. Harassment or discrimination against the Company's employees, vendors, independent contractors or consultants, visitors or tenants.
2. Violation of the Company's Alcohol and Drug-Free Workplace Policy, including possession, use, sale or purchase of illegal drugs or controlled substances on work property or while performing work-related functions.
3. Providing false information or omitting material facts on any documents in connection with employment including, but not limited to job applications, resumes, medical, payroll or other Company records.
4. Unauthorized use, theft, destruction, or removal of any Company property or the property of any employee or tenant.
5. Violation of the Company's Policy Against Workplace Violence, including engaging in altercations or violent, abusive or disorderly conduct; including threatening language, possessing using, selling or buying weapons while on work premises or while at work-related functions.
6. Committing a crime, fraudulent act or breach of ethical conduct that reflects unfitness for the job.
7. Poor performance, unsatisfactory work quality or quantity.
8. Insubordination, including but not limited to refusal to follow directions or to cooperate with others.
9. Excessive absenteeism or tardiness.
10. Failure to provide a health care provider's note when requested or required to do so in connection with sick leave.
11. Violation of any Company safety, health, security policies, rules or procedures.

12. Unauthorized use or disclosure of the Company's Confidential Information (as defined in the Handbook.)
13. Improper use of the Company's computer, e-mail, Internet, phones and other devices.
14. Violation of the Company's policy prohibiting use of cellular phones or text messaging while driving for work-related reasons.

Part 3: Information Technology, Confidential Information and Other Company Property

INFORMATION TECHNOLOGY USAGE POLICY

The Company provides Technology Resources (as defined below) to employees to assist them in performing their job duties. The Technology Resources and associated data remain at all times the property of the Company. Each employee has a responsibility to use the Technology Resources in a manner that increases productivity, enhances the Company's public image and is respectful of other employees. The Company's Technology Resources are to be used by employees for the purpose of conducting Company business. Minor personal use is allowed if it does not interfere with an employee's job and does not violate any Company policies. Failure to follow the Company's policies regarding the Company's Technology Resources may lead to disciplinary action, up to and including termination of employment. Moreover, the Company reserves the right to advise appropriate legal authorities of any violation of law by an employee.

TECHNOLOGY RESOURCES DEFINITION

The "**Technology Resources**" consist of all electronic devices, software, and means of electronic communication including, but not limited to, the following: computers, including laptops; computer hardware such as disk drives and tape drives; peripheral equipment such as printers, modems, fax machines, scanners and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet, e-mail; telephones; voicemail systems; and any other technology resources which may come into use while this policy is in effect.

A. Prohibition Against Harassing, Discriminatory and Defamatory Use

The Company provides employees access to on-line services such as the Internet. The Company expects that employees will responsibly use these services for business-related purposes. Employees are prohibited from using the Company's Technology Resources to access, download, or contribute to Internet sites that contain inappropriate content such as sexually-oriented materials. Under no circumstances may employees use the Company's Technology Resources to transmit, receive, or store any information that is discriminatory, harassing or defamatory in any way (e.g., sexually-explicit or racial messages, jokes, cartoons) which violates the Discrimination and Workplace Harassment and Sexual Harassment Policies.

B. Prohibition Against Violating Copyright Laws

Employees must not use the Company's Technology Resources to copy, retrieve, forward or send copyrighted materials unless the employee has the author's permission.

C. No Reasonable Expectation of Privacy

Employees should understand that they have no right of privacy with respect to any messages or information created or maintained on the Company's Technology Resources. The Company may, at its discretion, inspect all files or messages on its Technology Resources at any time for any reason. The Company may also monitor its Technology Resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information or for any other business purpose.

Employees should understand that any information kept on the Company's Technology Resources may be electronically recalled or recreated regardless of whether it may have been "deleted" or "erased" by an employee. Employees who delete or erase information or messages should not assume that such information or messages are confidential or cannot be accessed by management.

The Company may audit or monitor employees' workplace activities to determine compliance with these policies. Audits can include, but are not limited to, records of telephone conversations, voicemail, e-mail, faxes, documents and Internet use. Audits and monitoring may be conducted without an employee's consent or knowledge and appropriate disciplinary action will be taken against anyone who violates this policy.

D. Passwords

Employees at the Company must access a variety of IT resources, including computers and other hardware devices, data storage systems, and other accounts. Passwords are a key part of IT's strategy to make sure only authorized people can access those resources and data.

All employees who have access to any of those resources are responsible for choosing strong passwords and protecting their log-in information from unauthorized people.

The purpose of this policy is to make sure all company resources and data receive adequate password protection. The policy covers all employees who are responsible for one or more account or have access to any resource that requires a password.

PASSWORD CREATION

All passwords should be reasonably complex and difficult for unauthorized people to guess. Employees should choose passwords that are at least eight characters long and contain a combination of upper- and lower-case letters, numbers, and punctuation marks and other special characters. These requirements will be enforced with software when possible.

In addition to meeting those requirements, employees should also use common sense when choosing passwords. They must avoid basic combinations that are easy to crack. For instance, choices like "password," "password1" and "Pa\$\$w0rd" are equally bad from a security perspective.

Employees must choose unique passwords for all of their company accounts and may not use a password that they are already using for a personal account.

All passwords must be changed regularly, with the frequency varying based on the sensitivity of the account in question. This requirement will be enforced using software when possible.

If the security of a password is in doubt— for example, if it appears that an unauthorized person has logged in to the account — the password must be changed immediately.

Default passwords — such as those created for new employees when they start or those that protect new systems when they're initially set up — must be changed as quickly as possible.

PROTECTING PASSWORDS

Employees may never share their passwords with anyone else in the company, including co-workers, managers, administrative assistants, IT staff members, etc. Everyone who needs access to a system will be given their own unique password.

Employees may never share their passwords with any outside parties, including those claiming to be representatives of a business partner with a legitimate need to access a system.

Employees should take steps to avoid phishing scams and other attempts by hackers to steal passwords and other sensitive information. All employees will receive training on how to recognize these attacks.

Employees must refrain from writing passwords down and keeping them at their workstations. See above for advice on creating memorable but secure passwords.

The Company provides Employees with password management software. Employees may not use other password managers or other tools to help store and remember passwords without IT's permission.

E. Virus Screening

Employees may not load onto any of the Company's Technology Resources or transmit any disabling software, such as Trojan horses, viruses, worms, or any other form of disabling code. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into the Company's network. From time to time the Company may install virus-screening software on certain of the Company's Technology Resources. No employee is permitted to disable any such software for any reason.

F. Security and Protection of the Company's Technology Resources

Employees entrusted with the Company's Technology Resources, including laptops, software, data transmitted through personal devices, etc., must exercise due diligence at all times to prevent theft, destruction or other misuse of the Technology Resources and sensitive business data. Employees are required to comply with all applicable privacy and data protection laws to which such data is subject, and to take all reasonable efforts to protect client, consumer, personal data, and confidential business information against loss, corruption, unauthorized disclosure, or misuse, including in respect of any Personal Device (as defined below) on which such information is viewed. Employees must take appropriate measures to ensure the physical security of any Technology Resources in their control and

must notify their manager and the Company's IT Department immediately if they believe that any Technology Resources in their possession is lost or stolen or believed to be lost or stolen.

Employees who lose or damage the Company's computer equipment and associated peripherals, books, equipment or property will be responsible for reimbursing the Company for the actual cost or replacement value of the item.

CONFIDENTIAL INFORMATION

The Company seeks to protect the Company's Confidential Information of as well as the confidential information of third parties. Employees should also verify e-mail addresses before transmitting any messages containing such information.

Confidential Information should not be accessed through the Company's Technology Resources in the presence of unauthorized individuals. Such information should not be left visible or unattended and is subject to the Company's Clean Desk, Clear Screen Policy.

Employees may not use the Company's Technology Resources (1) to improperly disclose any Company Confidential Information or confidential information of any third parties; (2) for any illegal purpose; (3) in violation of any Company policy; or (4) in a manner contrary to the best interests of the Company.

USE OF EMPLOYEE PERSONAL DEVICES

The Company grants its employees the opportunity to access the Company's Technology Resources through the use of devices such as their personal smartphones and/or tablets (collectively, "Personal Devices"). This policy applies to all Personal Devices that can access the Company's Technology Resources and is intended to protect the security and integrity of the Company's Technology Resources and Confidential Information and the confidential information of the Company's customers and partners that may be viewed and/or stored on an employee's Personal Device.

Any employee that accesses the Company's Technology Resources through a Personal Device must adhere to the following rules:

1. Any Personal Device that accesses the Company's Technology Resources must be password protected using the features of the Personal Device and a password consistent with the Company's security protocol is required to access the Company's Technology Resources from the Personal Device.
2. The Personal Device must lock itself with a password or PIN if the Personal Device is idle for 5 minutes or less.
3. Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the Company's Technology Resources.
4. Employees must notify their manager and the Company's IT Department immediately if their Personal Device with access to the Company's Technology Resources is lost or stolen or is believed to have been lost or stolen.

5. Employees' ability to access the Company's Technology Resources will be disabled in the event

- (a) the Personal Device is lost or stolen or believed to be lost or stolen,
- (b) the employee terminates his or her employment with the Company or
- (c) the Company's IT Department detects a data breach, a virus or similar threat to the security of the Company's Technology Resources.

The Company reserves the right to disable any access that a Personal Device may have to the Company's Technology Resources without notification. Employees are expected to adhere to the Company's Information Technology Usage Policy outlined above when the Personal Device is used to access the Company's Technology Resources. The Company is not liable if any Personal Device is rendered useless or otherwise damaged as a result of employees accessing the Company's Technology Resources through their Personal Devices.

CLEAN DESK, CLEAR SCREEN POLICY

To reduce the risk of security breach, fraud and information theft and to ensure that the Company complies with the expectations and requirements of our customers and vendors the Company expects all employees to comply with this policy which provides:

CLEAN DESK

In any circumstance when an employee has to leave any data unattended, he or she must assess the likely risk to this data by others and must act to reduce the risk when leaving his or her desk or workstation. Employees should always consider whether it will be possible for documents on their desks or workstations to be seen or data accessed by those not authorized to do so. Wherever possible, employees should clear away and secure any information including, but not limited to, work papers and removable media before leaving their desks or workstations. Any documents containing the Company's Confidential Information or any third party's confidential information (including without limitation any information containing passwords, password prompts, PIN numbers or any other security measures used by employees to access the Company's Technology Resources (as defined below)) must never be left accessible on an unattended desk or workstation. Employees must take particular care when printing any such information to ensure that such information is not left unattended at a printing station.

CLEAR SCREEN

When leaving their desk or workstation unattended, or in any circumstances when a desk or workstation is left vacant in such a way that information left on it could be seen by others, all employees should ensure that their computer screen is locked so that information contained on the computer cannot be accessed by anyone else.

This policy applies equally to employees who are working in a Company office or at home, at a hotel, at a client site, etc. When working in an open office, or any other environment, where others can see the

information displayed on a computer screen or cellular phone screen, steps must be taken to ensure that no individual may view any such information unless such individual needs to see the information.

SECURITY

Security of the Company's premises and welfare of our workforce requires that employees be alert to security risks and follow these rules:

1. Immediately notify Human Resources of suspicious persons, or persons acting in a suspicious manner, in or around the premises.
2. Immediately notify Human Resources of the loss of keys, access cards, security passes, parking passes or identification badges.
3. Do not lend keys, access cards, security passes, parking passes or identifications badges to anyone who is not authorized to possess them.
4. Do not let persons into the Company's facilities unless you know that they are authorized to be on the Company's property (e.g., no "tailgating").
5. Do not disclose computer passwords, electronic door codes, or any other security access information to any unauthorized personnel. Employees are responsible for any guests, including customers, vendors, etc., that they invite onto Company property and should not leave such guests alone in any part of the property.

The Company is not responsible for the damage, loss or theft of any personal items that employees bring to the workplace.

USE OF MOBILE COMMUNICATIONS DEVICES

The Company may issue individual mobile communications devices to employees who are required to be in close contact with the company at all times. Employees are expected to use these devices for the main purpose of conducting company business and are required to be professional and conscientious at all times when receiving or transmitting information.

Employees will make every effort to maintain a reasonable amount of data usage. Cell phone bills are reviewed monthly; Any employee who exceeds their contracted data allowance is subject to an additional usage review.

Employees in possession of company equipment are expected to protect the equipment from loss, damage or theft. Upon resignation, termination or employment, or at any time upon request, the employee will be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within a reasonable time period will bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss. Any outstanding debt will be deducted from the employee's final pay check.

Employees are prohibited from making or receiving telephone calls and reading or sending text messages or emails on any mobile communications device (whether or not provided by the Company) (1) while operating a motor vehicle provided by the Company (whether a rental or Company vehicle) or (2) operating the employee's own vehicle when traveling for work-related reasons, including to and from tenant sites, or when the telephone calls, text messages or emails are work-related; provided that employees may operate their mobile communications devices through the use of "hands free" devices if applicable law permits such use.

SOCIAL MEDIA AND NETWORKING POLICY

The Company recognizes that many employees participate in online conversations and social media sites (such as, Facebook®, Twitter®, LinkedIn®, YouTube®, etc.), and may periodically comment on Company-sponsored social media sites. The Company recognizes the importance of these online discussions and believes that, used responsibly, social media activity can enhance organizational and individual development through information sharing and collaboration. The Company respects the legal rights of its employees and understands that employees' time outside of work is their own. However, social media activity, whether done in or outside work, may affect an employee's job performance, the performance of co-workers, and the Company's business interests. This policy provides guidance on responsible social media activity by employees.

APPLICATION

This policy applies to all employees' social media activity that identifies an employee's affiliation with the Company (other than as an incidental mention of place of employment in personal social media activity unrelated to the Company) or relates in any way to the Company's business, employees, customers, vendors, or competitors.

SCOPE

This policy applies to social media activity when on or off duty, while using the Company's or personal electronic resources, and whether or not the employee posts anonymously or uses a pseudonym. Unless specifically authorized, employees are prohibited from using the Company's electronic resources during normal working hours to engage in their personal social media activity if such activity distracts the employee from performing his or her job duties.

"SOCIAL MEDIA ACTIVITY" DEFINED

For purposes of this policy, social media activity includes all types of postings on the Internet, including but not limited to, postings on social networking sites (such as, Facebook® or LinkedIn®); blogs; micro blogging, such as Twitter®; and postings of video or audio on media-sharing sites, such as YouTube®.

Employees who engage in social media activity should be aware of the potential impact of their postings on the Company's business interests. This policy seeks to reduce the risk of adverse consequences for the Company by providing guidelines for employees' social media activity. These guidelines apply when employees' social media activity relates in any way to the Company's business, shareholders, directors, employees, partners, customers, vendors or competitors. This policy does not and cannot cover every possible social media activity. For this reason, the Company relies on the professionalism and judgment

of its employees to ensure that social media activity is undertaken responsibly.

The Company values its established brand reputation and good will relationships. These are important corporate assets. An employee, who engages in social media activity which identifies him or her as a Company employee or in any way relates to the Company, should bear that in mind.

1. Employees' social media activity is subject to all of the Company's policies, including, but not limited to, the Conflicts of Interest, Confidential Information, Harassment & Discrimination, Employee Privacy, Internet Use and the standards of conduct policies. Employees must avoid posting anything that would violate these or other workplace policies.

2. Employees should not disclose the Company's or any third parties' Confidential Information on social media. Any questions about whether such information is confidential in nature should be directed to the Company's General Counsel for express clearance/approval before disclosure of such information.

3. Employees should not use social media or networking sites in order to threaten, libel, defame, harass or discriminate against co-workers, partners, vendors, customers or anyone else, regardless of whether they use their real names, post anonymously or use a pseudonym.

4. Employees should disclose their employment by the Company if their social media activity expresses opinions, beliefs, findings or experiences concerning the Company's products or services. Employees should make it clear to readers that the views expressed in any posting are their own and do not reflect the views of the Company. If that is not obvious from a post, an employee should specifically state, "The views expressed in this post are my own. They have not been reviewed or approved by Hankin Group."

5. Employees should not defame the Company's shareholders, directors, executive leadership or employees or unlawfully disparage the Company's products or services, or the products or services of its partners, vendors, competitors or third parties.

6. Employees should not make any false statements about the Company or its competitors and their services, as the Company does not support false or misleading statements or comparisons. Employees should only make factual statements about the characteristics or qualities of products or services that they know to be true and can be verified.

7. Employees should not disclose personally identifiable information of the Company's employees, customers, partners, vendors, competitors or third parties.

8. To ensure that the Company communicates with the media in a consistent, timely and professional manner about matters related to the Company, employees should speak to the Company's Chief Executive Officer, Corporate Communications Representative, or Chief Operating Officer before responding to any media inquiry about their social media activity that is related to the Company's business or employees.

9. Employees should not post any material to any social media that may violate any Company policies and the Company may request that an employee divulge personal social media information if it is reasonably believed to be relevant to an investigation of employee misconduct, provided that the social media is used solely for purposes of that investigation.

10. Employees may not use their Company e-mail address to register for any personal or non-work related social media account or site, or as an identifier needed to participate in any personal or non-work related social media activity.

11. Employees should use only social media channels approved by the Company, and not personal social media sites or pages, to conduct the Company business.

ENFORCEMENT

The Company will not construe or apply this policy in a manner that improperly interferes with or limits employees' rights under the National Labor Relations Act or in a manner that interferes with employees' legally protected right to engage in discussions regarding wages, hours or working conditions. The Company will, in its discretion, review social media activity to the fullest extent permitted by applicable law. Employees will be held accountable for engaging in social media activity that violates this or any other workplace policy. The Company reserves the right to report suspected unlawful conduct to appropriate law enforcement and government authorities.

Part 4: Employment Information and Compensation

EMPLOYEE REFERENCES

All requests for Company references must be directed to Human Resources. Only Human Resources may respond to requests for Company references for current or former employees. The Company's policy as to employee references is to disclose only the dates of employment and positions held. The Company will also cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations and as otherwise legally required.

DRESS CODE

Employees contribute to the corporate culture and reputation of the Company in the way they present themselves. A professional appearance is essential to a positive image with customers, visitors, and other employees.

Hankin Group values employee diversity and inclusion and encourages employees to express their individuality in a professional manner.

The Company recognizes and supports that employees have different racial, cultural, and religious backgrounds and gender/sexual identities, or may have a disability where they dress or present themselves in certain ways.

Hankin Group provides a business casual yet professional work environment for its employees in the workplace.

GENERAL GUIDELINES

- Appearance should be without offensive language or designs. Examples include, but are not limited to displays of profanity, violence, hate speech or discriminatory content.
- Clothing should be neat, clean and in good condition. Neat jeans are allowed.
- Good judgment should be used for when more professional appearance is suitable.

Some departments have specific requirements.

For example, Apartment Maintenance and CPM staff wear specific clothing with company logos and Apartment Leasing staff wear business professional/casual attire excluding jeans.

Construction employees may be required to wear specific safety equipment/clothing depending on the nature of their job. For example, safety vests, hard hats, safety glasses and work shoes.

Any questions or clarification on the dress code should be directed to Human Resources.

PERFORMANCE EVALUATION PROCESS

Performance evaluations are an important way for employees and their managers to communicate about past performance and future goals. These evaluations, which occur at mid-year and year-end, may review factors such as employees' quality and quantity of work performed, knowledge of the job, initiative, work attitude and attitude toward others. Evaluations offer an opportunity to provide feedback about an employee's performance, cooperation, diligence, accuracy and attendance and explore areas for development and improvement.

Human Resources will discuss the performance evaluation process and the timing for the process with the Company's employees. Employees should also take initiative to discuss any questions they might have with their manager about performance expectations or other career development matters at any time.

Positive performance evaluations do not guarantee increases in salary or promotions. A poor evaluation may result in corrective action or termination of employment.

PROMOTIONS, SALARY REVIEW AND ADJUSTMENTS

The Company rewards employees for significant changes in the scope and complexity of their responsibilities, skills and contributions. Promotions and salary adjustments are dependent on numerous factors, including business needs, evaluation of budgetary and outside market conditions, as well as information documented by a formal performance evaluation process. These actions are not based on time spent in any position, but are determined by an assessment from management of the skills and performance of the employee, acceptance of additional responsibilities or significant contributions that are beyond the high expectations for the position. Promotions generally, but not always, are accompanied by increases in salary.

INTERNAL JOB TRANSFERS

Those employees who have been in their current position for a minimum of 12 months are eligible to apply for a transfer to another position for which they are qualified. Such applications can be made in

response to a Company job posting or at the initiative of the employee. Employees should have a preliminary discussion with their current manager concerning their interest in transferring to a new position within the Company. The employee's current manager will then speak with Human Resources in respect of the employee's interest in transferring. The Company will make every attempt to accommodate transfer requests as long as the transfer is beneficial to both the employee and the Company. As project needs change, the Company reserves the right to transfer employees between departments at any time.

EMPLOYEE REFERRAL PROGRAM

It is beneficial for the Company to encourage current employees to locate potential applicants. Although all applicants are valuable, referrals from current employees enable the Company to focus its attention on individuals who are most likely to meet the Company's requirements. The referral program applies to new external hires only, and will be carried out in strict compliance with Federal and State equal employment opportunity laws and the Company's hiring policies.

To be considered a referral under this program, candidates must have the experience and qualifications listed on the posted job openings. This program is open to all regular full-time employees with the exception of the hiring manager for the position, any member of Human Resources, and executives at the level of Vice President and above.

Subject to the requirements set forth below, the Company will pay to the referring employee a referral award depending on the position being filled by the referral. In order for a referral award to be paid: (i) the referral must not have been referred for employment at the Company within the past year by another person (whether externally or internally), (ii) the employee making the referral must have had a prior personal or working relationship with the person being referred for employment, (iii) the person being referred for employment must not be a direct report of the person making the referral and (iv) the person making the referral must be employed by the Company at the time the referral award payment is scheduled to be paid. The Company will pay all referral awards on the first payroll date after the new hire completes 90 days of employment with the Company.

To qualify for the referral award, the employee making the referral should instruct the candidate to mention the referral in his or her applicant profile. The candidate should apply through the Company's regular candidate process.

RESIGNATION

Both the Company and employees are free to terminate the employment relationship at any time, without notice or cause. Although resignation is a voluntary act initiated by the employee to terminate employment, the Company requests that employees provide at least 2 weeks advance notice to allow for a smooth transition of work and for any workload adjustments to be made. All notices of resignations must be in writing and directed to Human Resources.

An employee who fails to report to work for 3 consecutively scheduled workdays without a legitimate

excuse, prior notice to or approval by his or her manager will be deemed to have resigned.

All departing employees are required to return all laptop computers and associated peripherals, key fobs, mobile phones, Company-issued credit cards, and any other Company-supplied equipment and materials and all materials containing any Confidential Information of the Company (or confidential information of any customer) in such departing employee's possession to the Human Resources or his or her manager on or before this or her last day of employment.

Part 5: Employee Benefits

OVERVIEW

Company offers group health insurance and other benefit programs for its employees including medical/dental/vision, 401(k) retirement plan and disability insurance plans. Such coverage is subject to the terms, conditions and limitations of each benefit plan. Details about insurance coverage and benefits are provided in summary plan descriptions available on SharePoint and upon request from Human Resources. The Company reserves the right to change or discontinue these benefits at any time, without limitation, regardless of employees' length of service or reliance on these benefits in deciding whether to accept, continue or resign from their employment.

WORKERS' COMPENSATION

The Company, in accordance with applicable State law, provides insurance coverage for employees in case of work-related injury or illness. The workers' compensation benefits provided to injured employees may include:

1. Medical care and/or a leave of absence.
2. Payment of loss of earnings.
3. Vocational rehabilitation to help qualified injured employees return to suitable employment.

Employees who experience an occupational injury or illness must:

1. Immediately seek treatment to ensure proper and timely medical care;
2. Notify their manager and Human Resources as soon as possible no matter how minor the injury;
3. Complete a written Employee's Claim Form (DWC Form 1) and return it to Human Resources;
and
4. If a leave is requested, provide Human Resources with a certification from a health care provider regarding the need for leave, as well as the employee's ability to return to work from leave.

If, after returning from a workers' compensation leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the Company will engage in an interactive dialogue with the employee to determine what, if any, reasonable accommodations would enable the employee to perform the essential functions of the job.

An employee who is absent for three (3) or more consecutive days due to a work-related injury or illness must apply for workers' compensation benefits. An employee who is absent due to a non-work-related illness or injury for fourteen (14) or more consecutive calendar days must apply for disability benefits.

CONTINUATION OF HEALTH COVERAGE UNDER COBRA

COBRA (Consolidated Omnibus Reconciliation Act of 1985) is a Federal Law which allows benefit eligible employees and their dependents the option of continuing their group health insurance if they lose group health coverage because of a reduction in hours of employment, the termination of employment or a qualifying event. Under this Federal Law, these employees and their dependents have the right to continue group health care coverage at their own cost plus a 2% COBRA administration fee limited to a specific period of time.

Description of COBRA policy

Employees and dependents may continue coverage for up to 18 months if employment with the Company is terminated or there is a reduction in hours of full time employment.

A spouse/domestic partner and dependent children may continue coverage for up to 36 months upon the occurrence of the following events:

- Coverage is lost because of an employee's death
- Divorce or legal separation from the employee
- Dependent children no longer meet the Plan's eligibility requirements
- Employee becomes eligible for Medicare benefits and ceases to participate in the employee-sponsored plan

This coverage is called Continued Coverage and the individuals eligible for coverage are called Qualified Beneficiaries. Only employees, spouses/domestic partners, and dependent children who are enrolled in the Plan at the time of the qualifying event are eligible for the Continued Coverage.

A Qualified Beneficiary may be subject to more than one Qualifying Event. Subsequent Qualifying Events may occur as the result of a death, divorce, legal separation, medical enrollment, or a child losing plan eligibility. A second event may extend coverage to a maximum of 36 months from the date of the original Qualifying Event.

Continued Coverage will end before the maximum time period is reached if:

- Payments are not paid on a timely basis (within the 30 day grace period)
- The Qualified Beneficiary becomes enrolled in Medicare Part A Benefits;
- In the case of a 20 month extension due to certain disabilities, a final determination is made that the individual is no longer disabled (after the first 18 months) or;
- The Company ends its Health and Dental Care Plan coverage for all active employees.

The Company, through our COBRA carrier, is responsible for providing you and your dependents with enrollment information for Continued Coverage at the time of the Qualifying Event. However, if there is a change in your dependent's status as a result of a divorce, separation, or a child becoming ineligible for coverage, you (or the Qualified Beneficiary), must notify Human Resources of the change within 60 days of the event. If you fail to notify Human Resources on time, the right to elect continued coverage is lost. In addition, if disabled individuals wish to continue coverage beyond the original 18 months, they must provide appropriate notice within 60 days of a final determination of disability by the Social Security Administration.

Qualified Beneficiaries are entitled to 60 days to elect his or her own Continued Coverage election. When coverage is elected, you have 45 days from the date of the election to make any payment. After that, payments must be made on a monthly basis and there is a 30-day grace period. Conversion of medical coverage is available only at the expiration of COBRA coverage.

Eligibility for COBRA

All full-time employees and their dependents enrolled in benefits are eligible for COBRA.

COBRA Process when you leave the Company

Your benefits will continue until the last day of the month in which you resign or are terminated from the Company. Your information will be sent to our COBRA carrier and they will send you a COBRA election notice. Qualified Beneficiaries are entitled to 60 days to elect his or her own Continued Coverage election. When coverage is elected, you have 45 days from the date of the election to make any payment. After that, payments must be made on a monthly basis and there is a 30-day grace period.

COBRA Process when you have a qualified life event

If there is a change in your dependent's status as a result of a divorce, separation, or a child becoming ineligible for coverage, you (or the Qualified Beneficiary) must notify Human Resources of the change within 60 days of the event. Qualified Beneficiaries are entitled to 60 days to elect his or her own Continued Coverage election. When coverage is elected, you have 45 days from the date of the election to make any payment. After that, payments must be made on a monthly basis and there is a 30-day grace period.

COBRA Process when you go onto Long Term Disability

When an employee has been approved to receive LTD benefits, all salary and payroll deductions from the Company will end.

Continued coverage for medical, dental, health savings account (HSA) and Employee Assistance Plan (EAP) coverage is available under COBRA. The length of the COBRA period is dependent upon the qualifying reason. Generally, COBRA coverage may be continued for up to eighteen (18) months. If an employee under age 65 on the LTD benefit effective date, and is determined by the Social Security Administration (SSA) to have been disabled, they may qualify to receive up to an additional eleven (11) months of COBRA coverage, for a maximum of twenty-nine (29) months. The first twenty-four (24) months of the COBRA period, providing the employee applies for and is qualified for the COBRA disability extension, will be billed at the employee rate plus a 2% COBRA administration fee for the coverage and level, for which the employee is currently enrolled.

However, if the employee turns age 65 during the COBRA period, they are required to apply for Medicare coverage. Applications for Medicare must be made at least two (2) months prior to the Medicare effective date. Information regarding COBRA will be mailed directly from Conestoga, the Company's COBRA administrator. Also, information regarding conversion of the employee's current life insurance coverage will be sent directly from the Company's life insurance provider.

If an employee is over age 65 on the LTD benefits effective date, and is determined by the Social Security Administration (SSA) to have been disabled, they may qualify to receive up to an additional eleven (11) months of COBRA coverage, for a maximum of twenty-nine (29) months. The first twenty-four (24) months of the COBRA period, providing the employee applies for and is qualified for the COBRA disability extension, will be billed at the employee rate plus a 2% COBRA administration fee for the coverage and level, for which the employee is currently enrolled. However, they will have an eight (8) month period to elect Medicare coverage from their LTD benefits effective date. If Medicare coverage is not elected within the eight (8) month election period, Medicare may be elected in the future, but will be subject to the late enrollment penalty. In order to avoid this on-going penalty, Medicare coverage must be elected when first eligible for coverage.

Part 6: Payroll and Paid Time Off

PAY PERIODS AND WORKWEEKS

For pay period purposes, the workday (a consecutive 24-hour period) begins at 12:00 a.m. and ends at 11:59 p.m. The workweek begins on Thursday and ends on Wednesday.

Paydays are bi-weekly on the Wednesday following the end of the pay period. If a regular payday falls on a day that is not a regular workday, employees will be paid on the following regular workday. Any errors on an employee's check should be immediately reported to the employee's manager or Human Resources. Employees will be notified if the Company elects to change its payday practices.

The Company does not permit advances against paychecks.

WORK SCHEDULES

The operating hours of the corporate office is 8:00 a.m. – 5:00 p.m. Leasing Offices hours may vary. Monday through Friday. Individual work schedules are determined by department managers.

Regular attendance is required of all employees as a condition of continuing employment. Employees are expected to minimize attendance interruptions.

Any major exception to an employee's schedule should be approved by the employee's manager and Human Resources to ensure that such exception does not result in any adverse consequences throughout the organization. When a manager approves such an exception, the manager must notify Human Resources of the approval, the nature of the exception and the reason for the exception.

The Company has the right to change work schedules, within its sole discretion, such as when it determines there has been an abuse of the flexible schedules or other policies.

MEAL PERIODS

Employees who work more than six (6) hours on a given day with a 30-60 minute meal break. They should take it within two (2) to five (5) hours from the beginning of their workday. If an employee works longer than ten (10) hours in one day, he or she can take a second meal break. These breaks are unpaid for non-exempt employees.

An employee may waive his or her meal break with manager approval.

OVERTIME

Overtime is paid to non-exempt associates for hours worked in excess of 40 in a work week for employees. The work week begins at 12:00 AM on Thursday morning and ends at 11:59 PM on Wednesday night.

There are some situations in which overtime may be required. In these situations, an employee may be notified of overtime requirements in advance (if possible) and will be expected to work unless other arrangements can be made by their supervisor/manager. Overtime will be distributed as equitably as practical over a reasonable period of time among those who normally do the work. An employee who is scheduled for overtime and fails to show up will be subject to the same corrective action that would apply for missing regular hours. There are also situations in which overtime is not required, but an employee may wish to work overtime to complete work that could not be completed within the regular work week. In such instances the employee must, without exception, obtain approval in advance from their supervisor/manager.

Overtime hours are paid at one and a half times the regular hourly rate for those hours worked in excess of 40 in a work week.

Company holidays, paid time off (PTO), jury duty, bereavement, disability and military leave hours are not considered hours worked for the purposes of determining overtime. Any hours worked on a holiday are added to the regular hours for purposes of overtime calculations. Employees who violate this policy may be subject to corrective action, up to and including termination of employment.

ON CALL

The purpose of the On Call policy is to establish and clarify expectations for on call assignment required of Commercial and Residential Maintenance staff.

ASSIGNMENT TO ON CALL

1. Supervisors will maintain a rotating roster of his/her employees' assignments to on call ensuring equitable distribution of assignment among all employees required by their job titles to stand on call duty.
2. Supervisors will only assign new employees to on call duties when sufficiently familiar with their job duties and the properties, but no later than 90 calendar days from the initial date of employment in the job title for which on call assignment is required.
3. Changes to the on call assignment due to illness, injury, or other unforeseen circumstance must be forwarded to the Supervisor as soon as possible.

ASSUMPTION OF ON CALL DUTY

1. Employees will be compensated \$100 per week when assigned to on call duty, plus one and a half times their regular hourly rate for time worked when called in to work.

2. An employee assigned to on call duty must elect to switch or otherwise allow another employee to take his-her place on call. This should be done in advance and formally via email to Supervisor and not informally via a verbal agreement.
3. Except in extenuating circumstances, an on call assignment may not be split between two (2) or more employees.
4. Failure to meet the expectations or performance and conduct of on call assignment may result in disciplinary action.

HOLIDAYS

The company provides a list of paid holidays to be observed at the start of each calendar year. At its discretion, the Company may change which paid holidays it will observe.

PAID TIME OFF (PTO)

The Company believes that employees should have opportunities to enjoy time off to help balance their lives and recognizes that employees have diverse needs for time away from work. The Company has created a PTO policy that promotes a flexible approach to time off. Employees are accountable and responsible for managing their own time off and receiving approval from their manager utilizing ADP. PTO should be used for vacation, illness, appointments, emergencies or other situations that require time away from work. Once an employee has exhausted his or her PTO benefit, any additional time off will be unpaid.

PTO entitlement is measured based on an employee’s years of service with the Company. The PTO allowance schedule for all eligible employees is listed below.

Years of Service	Total PTO Days	Total PTO Hours
1-5	15	120
5-10	20	160
10+	25	200

PTO is granted on January 1 of the calendar year in which an employee’s service anniversary is achieved. For example, if an employee reaches his or her five (5) year anniversary on June 1, 2021, they would receive the PTO allowance in the above schedule for five (5) years of service on January 1, 2021.

Regular part-time employees regularly scheduled to work twenty (20) or more hours per week are eligible for pro-rated PTO allowance outlined in the table above. based on number of scheduled hours. Regular part-time employees regularly scheduled to work less than 20 hours per week are not eligible for time off under this policy.

When an employee is hired after January 31, his or her PTO allowance will be adjusted for the remainder of that calendar year depending on the month hired. The table below reflects the PTO allowance based on the month of hire.

Month of Hire	PTO Days	PTO Hours
February	13.75	110
March	12.5	100
April	11.25	90
May	10	80
June	8.75	70
July	7.5	60
August	6.25	50
September	5	40
October	3.75	30
November	2.5	20
December	1.25	10

CARRYOVER PTO

Employees will be permitted to carryover a maximum of 5 vacation days; however, the carryover vacation days must be used by June 1 (including June 1) of the following year. There is no entitlement for accrued unused vacation time.

SCHEDULING PTO

Whenever possible, PTO must be scheduled in advance for time off and is subject to supervisory approval, department staffing needs and established departmental procedures. Supervisors are responsible to ensure that PTO days are coordinated in a way that ensures adequate coverage.

PTO may be taken in one (1) hour increments for non-exempt employees and four (4) hour increments for exempt employees.

UNSCHEDULED PTO

Employees are not permitted to take more than five (5) unscheduled PTO days per calendar year. Should an employee exceed his limit, disciplinary action may be taken by the Company as outlined below.

Unscheduled PTO Days	Disciplinary Action
5	Written notice of exhaustion of unscheduled PTO days
6	Written warning
7	Termination

New hires are not permitted to take more than three (3) PTO days in the first 60 days of employment. Employees should contact Human Resources for unscheduled PTO absences of three (3) or more days so a determination regarding Family Medical Leave (FML) eligibility can be made.

PTO and OVERTIME (OT)

PTO hours are not considered hours worked for the purposes of determining/calculating overtime.

PAYMENT OF UNUSED PTO

Active employees will not receive pay in lieu of taking PTO. Terminated employees will be paid accrued, unused PTO time, except for willful misconduct.

VOLUNTEER TIME OFF (VTO)

Hankin Group encourages employees to volunteer, lending their service to charities or community organizations to positively impact these communities. VTO also supports the company's values of corporate social responsibility.

The following guidelines are for employees who serve as volunteers in 501(c)(3) non-profit community programs that are corporate-sponsored or of personal interest.

Full-time employees may take up to **8 hours of volunteer time off** per calendar year (pro-rated for part-time employees) to participate in their specific volunteer program. VTO does not rollover and may be used in 4 or 8 hour increments.

Volunteer Time Off will be paid as regular time on scheduled work days. If VTO falls on a Hankin designated holiday, volunteer hours will be added to an employee's PTO balance.

Volunteer Time Off should be requested at least two weeks in advance. To request, employees should complete the **Volunteer Time Off (VTO) request form** and email the completed form to their manager and Human Resources for approval.

JURY DUTY

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify his or her manager. The employee is required to provide copies of the subpoena or jury summons to his or her supervisor and to Human Resources.

Requests for paid jury duty are not deemed approved until the employee provides the certificate of completion from the court to his or her manager and Human Resources.

Employees appearing in their own case as a plaintiff or defendant or for a non-subpoenaed court appearance will not receive paid time off. Vacation or unpaid time should be used for such instances.

BEREAVEMENT

In the event of the death of a member of the employee's household, an employee shall be afforded a maximum of four (4) days of bereavement leave with pay. For purposes of this policy, the term

“household” shall mean spouse or registered domestic partner, child, stepchild, or the child of a registered domestic partner.

In the event of the death of a member of the employee’s immediate family, a maximum of (3) days of bereavement leave with pay shall be afforded. The term “immediate family member” refers to mother, father, sister, brother, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law and sister in-law, as well as the parents, siblings, grandparents, and grandchildren of the employee’s spouse or domestic partner.

For other relatives, such as an aunt, uncle, niece, nephew, or cousin, an employee shall be afforded a maximum of one (1) day of bereavement leave with pay.

Additional time off with pay may be granted if the employee has PTO time available to use. An employee requesting leave under this policy may be required to provide substantiation for the requested leave.

Any violation of this policy may result in corrective action, up to and including termination of employment.

LEAVES OF ABSENCE

When circumstances arise where an employee may need to take a leave of absence from the Company, he or she should discuss such potential leave of absence with his or her manager and Human Resources. Below is a list of the more frequent reasons for a request for a leave of absence; however, please note that other valid reasons for the granting of a leave of absence may exist and so it is important for employees to discuss their reason for requested leave with Human Resources.

FAMILY CARE/MEDICAL LEAVE OF ABSENCE

The Company provides leaves of absences for eligible employees under the federal Family and Medical Leave Act (“FMLA”) as well as any similar State law (“State FMLA”),

THE COMPANY’S RESPONSIBILITIES

The Company will inform employees requesting leave whether they are eligible under FMLA or any State 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 Company must provide a reason for ineligibility. The Company will inform employees if leave will be designated as FMLA or State FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA or State FMLA-protected, the Company will notify the employee.

The Company will not:

1. Interfere with, restrain or deny the exercise of any right provided under FMLA and State FMLA.
2. Discharge or discriminate against any employee for opposing any practice made unlawful by FMLA or State FMLA or for involvement in any proceeding under or relating to FMLA or State FMLA.

Employees should speak with Human Resources to learn about the eligibility requirements for FMLA and State FMLA, the documents and notices required by FMLA and State FMLA, the length of the leave

permitted by FMLA and State FMLA, the benefits offered under FMLA and State FMLA and the employee's rights in respect of returning to work following the end of the leave under FMLA and State FMLA.

MATERNITY AND PATERNITY-RELATED LEAVE

Employees who expect to miss work due to pregnancy or the birth or adoption of a child should speak with the Human Resources as different State and Federal rules may apply in these situations.

PREGNANCY DISABILITY LEAVE AND REASONABLE ACCOMMODATIONS

REASONABLE ACCOMMODATIONS AND TRANSFERS TO OTHER POSITIONS OR DUTIES

An employee requesting reasonable accommodations for conditions related to pregnancy, childbirth, or related medical conditions may need to provide medical certification by a health care provider. If an employee is affected by pregnancy or a related medical condition, the employee may be eligible to transfer to a less strenuous or hazardous position or duties, if it is medically advisable.

LENGTH OF LEAVE ALLOWED

If in the opinion of her health care provider, an employee who is disabled by pregnancy, childbirth or related medical condition, cannot perform any of her essential job functions or cannot do so without undue risk to herself, to her pregnancy's successful completion, or to other persons, she may be eligible to take a pregnancy related disability leave ("PDL") for up to the number of days the employee would normally work within 4 calendar months (or one-third of a year or 17 1/3 weeks). If the employee's schedule varies from month to month, a monthly average of the hours worked over the 4 months prior to the beginning of the leave will be used for calculating the employee's normal work month. PDL does not need to be taken in one continuous period of time but can be taken on an as-needed basis.

AUTHORIZED USE OF LEAVE

PDL is for any period(s) of actual disability caused by an employee's pregnancy, childbirth or related medical conditions up to 4 months per pregnancy. Time off needed for severe morning sickness, prenatal or postnatal care, doctor-ordered bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, post-partum depression, childbirth, recovery from childbirth and loss or end of pregnancy would all be covered by PDL.

MEDICAL CERTIFICATION

An employee must provide medical certification from her health care provider to support a request for pregnancy disability leave or transfer or other form of reasonable accommodation and return to work date. The certification should include:

1. the date on which the employee became disabled due to pregnancy or the date of the medically advised transfer or reasonable accommodation;
2. the probable duration of the period(s) of disability or the period(s) for the advisability of the transfer or reasonable accommodation; and
- 3.a statement that:
 - a. due to the disability, the employee is unable to work at all or to perform any one or more of the essential functions of her position without undue risk to the employee, the pregnancy or to others;
 - b. due to her pregnancy, the transfer, reasonable accommodation or leave is medically advisable; or
 - c. the employee has successfully completed her pregnancy disability leave and can safely return to work without undue risk to herself or others.

GROUP HEALTH AND STATE DISABILITY BENEFITS DURING PDL

The Company will pay for the continuation of any group health coverage for an eligible female employee who takes a PDL for the duration of such leave, not to exceed 4 months over the course of a 12-month period, under the same conditions that coverage would have been provided if the employee had been employed continuously.

The Company may have the right to recover the group health plan premiums it paid for the extension of coverage for the duration of the employee's PDL if the employee fails to return from such leave for reasons other than one of the following:

1. taking family care/medical leave or a leave covered by disability laws;
2. the continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave;
3. non-pregnancy related medical conditions requiring further leave; or
4. other circumstances beyond the control of the employee.

RETURN TO WORK

Upon an employee's return to work, she has the right to be reinstated to the same position or comparable position if one is open on the date of her scheduled return or within 60 calendar days for which the employee is qualified. An employee has no greater right to reinstatement than if she were actively at work rather than on leave.

An employee's failure to return from approved leave at the end of or before the completion of the period granted, or acceptance of employment elsewhere while on leave, could be considered a voluntary resignation and result in termination of the employee's employment.

Please note that should anything in this policy conflict with current applicable law, applicable law will apply.

OTHER DISABILITY LEAVES

Employees may request to take an unpaid disability leave of absence if necessary to reasonably accommodate a disability, medical condition or workplace injury by contacting the Human Resources.

The duration of such leaves shall be consistent with applicable law, but in no event shall the leave extend past the date when an employee becomes capable of performing the essential functions of his or her position, with or without reasonable accommodations. Medical certification may be required to initiate and continue a disability leave of absence. Upon return from a disability leave, the employee must submit medical certification that he or she is able to return to work and capable of performing the essential functions of the job, with or without restrictions. Any restrictions must be clearly stated in the medical certification.

ALCOHOL AND DRUG REHABILITATION LEAVE

The Company will attempt to reasonably accommodate employees who voluntarily enter into a drug or alcohol rehabilitation program, provided that it does not impose an undue hardship on the Company. Employees may request a leave of absence through the Human Resources. Leaves taken for this purpose will be unpaid.

Employees who, because of their current use of alcohol or drugs, are unable to perform their job or who cannot perform their duties in a manner without posing a threat to the health or safety of themselves or others may not be granted a leave or any other form of accommodation.

Furthermore, the Company's support for treatment and rehabilitation does not obligate the Company to employ any person who violated the Company's Alcohol and Drug-Free Workplace Policy or whose attendance or job performance is impaired because of alcohol or substance abuse.

PERSONAL LEAVES OF ABSENCE

At the Company's discretion, personal leaves not otherwise covered in this Handbook may be granted on an individual basis for justifiable reasons, providing the leave does not seriously disrupt the Company's operations. Personal leaves are unpaid leaves. All leave requests must be approved by the Human Resources and the head of the requesting employee's business unit.

Full time and part time employees who have completed 6 months of continuous service may request unpaid personal leaves of absence from the Company. A request for a personal leave of absence must be submitted in writing to the employee's manager at least 2 weeks prior to the requested start date.

The request must state the reason for the leave, the start date requested, and the planned return to work date. Employees must keep in touch with the Human Resources during their approved leave and give prompt notice if there is any change in their return to work date. If the employee fails to contact his or her manager upon expiration of the leave it will be assumed that the employee has terminated his or her employment.

Upon return from an approved leave of absence, employees will be credited with their employment status which existed prior to the start of the leave so that they will retain their seniority for the purposes of calculating any benefits.

If the personal leave request is necessitated by an emergency, the employee or a member of his or her immediate family must notify the employee's manager as soon as possible. The oral notification should be followed up with a written explanation of the nature of the leave and the expected length of the absence, which must be submitted within 3 days of the beginning of the leave.

If the leave extends beyond 30 days, an employee will be responsible for the costs of maintaining his or her group health coverage through under COBRA. For more information about this option, contact the Human Resources.

Depending upon the Company's operational needs that may warrant filling positions during the employee's absence, reinstatement cannot be guaranteed upon an employee's return from a personal leave. However, the Company in its sole discretion may place the returning employee in his or her former positions or another position comparable in status and pay if such a position is available and the returning employee is qualified and able to perform his or her essential job functions.

PART 7: SUPPLEMENTAL POLICIES

RENTAL DISCOUNT POLICY

General Statement:

This policy applies to Hankin Group and its affiliates (collectively referred to as the “Company.”) This policy supersedes and replaces any previous policy on this subject matter issued by any operating unit of the Company.

Statement of Policy:

The purpose of this policy is to establish the Company’s parameters for employee discounts pertaining to rental units on the Company’s property. Discounts are limited to 1% of the property count for each property.

The administration of this policy is the responsibility of Human Resources. Any matters related to the interpretation of this policy stated or not are at the sole discretion of Human Resources and Executive Leadership, in all cases consistent with applicable law.

This policy applies to all regular full-time U.S. employees scheduled to work at least 30 hours per week who have completed 90 days of service and are in good standing with the Company. This discount is only applicable to the actual employee who must be on the lease and living in the apartment.

Policy:

Discount entitlement is based on employee job classification. The discount allowance schedule for all eligible employees is listed below.

Job Classification	Discount
Tenant Services Manager	100%*
All other Hankin Apartments Employees	20%
All Other Employees	10%

*By signing a lease, Tenant Service Managers who wish to receive the eligible discount will be required to live at or adjacent to the site they are assigned and be available 24/7 (except for approved PTO time) for emergencies, emergency access, power outages, and weather events. If a Tenant Services Manager is transferred to a new site, the employee’s current residence can be maintained until the current lease expires, at which time the employee will be expected to move to the new site or receive a reduced discount based on the schedule above.

Discounted rent may be subject to income tax for those grandfathered into the previous Policy. If you are under a policy prior to Jan. 21, 2025 please see that policy for more information.

Renewals:

All employee leases regardless of discount amount will run on 12-month lease terms and renewal rates are subject to market increases. Your renewal rent will be raised at least 3% each year.

Your Direct Supervisors or HR must approve the renewal before completing in the system. Your direct supervisor must also prepare and sign your lease, managers should not generate their own lease.

Apartment Selection:

The Company reserves the right to select the apartment on behalf of the employee based on availability and the 1% of the property count rule. All apartment selections are chosen at Management's discretion and must be pre-approved by HR and Executive Leadership. Exclusions may vary depending on availability, size, age restriction, financing and lease up status.

Application and Compliance:

Application for rental discounts must be submitted to Human Resources and are subject to approval. The Company reserves the right to revoke the Rental Discount in the event of employment disciplinary action, late payments, or violation of the leasing agreement.

Any violation of this policy may result in corrective action, up to and including termination of employment.

Employee Leave, Transfer or Termination:

Employee needs to give 60-day notice if voluntarily leaving the apartment. No lease break fee will be assessed

If an employee's position is **voluntarily terminated**, their rent will return to market value effective the date of termination. They will not be charged a lease break fee should they choose to terminate their lease and vacate within 30 days of the termination effective date. After 30 days all lease break fees will be in effect.

If an employee is **involuntarily terminated** their rent will return to market value effective the date of termination and they will have 30 days to vacate the apartment.

This policy will be attached to the apartment lease and must be initialed by employee.

MATCHING GIFTS POLICY

General Statement:

This policy applies to Hankin Group and its subsidiaries (collectively referred to as the “Company.”) This policy supersedes and replaces any previous policy on this subject matter issued by any operating unit of the Company.

Statement of Policy:

The purpose of this policy is to outline the procedure for Company employees to use the Matching Gifts Program. This program allows all regular employees to have their personal charitable donations matched through the Hankin Foundation.

The administration of this policy is the responsibility of Marketing. Any matters related to the interpretation of this policy stated or not are at the sole discretion of Executive Leadership, in all cases consistent with applicable law.

This policy applies to all regular full-time and part-time employees.

Policy:

The Company supports our employees’ charitable efforts through our Matching Gifts program. Open to all regular employees, personal donations to registered charities can be matched by the Foundation dollar for dollar up to US \$1,000 per calendar year.

Recognized Charities & Community Organizations:

Through this policy and our programs, we support organizations that are registered as a 501(c)3 organization that is consistent with our values. The Company will not support employee efforts for organizations that discriminate; organizations, private foundations, or programs that fund terrorist groups or activities; political causes, candidates, organizations or campaigns; or religious organizations for denominational or religious purposes. The Company reserves the right to withhold support for other charities or for campaigns that it deems is in violation of the spirit of any of the above exclusions.

Guidelines for Matching:

To apply for your personal charitable donations to be matched, employees must submit a Matching Contribution Application to Marketing with a receipt of payment written to the organization (cancelled check, copy of check, credit card receipt, etc.)

All applications are subject to approval by the Hankin Foundation Board.

INCLEMENT WEATHER POLICY

General Statement:

This policy applies to Hankin Group and its subsidiaries (collectively referred to as the "Company.") This policy supersedes and replaces any previous policy on this subject matter issued by any operating unit of the Company.

Statement of Policy:

The purpose of this policy is to establish the Company's parameters for inclement weather. The administration of this policy is the responsibility of Human Resources. Any matters related to the interpretation of this policy stated or not are at the sole discretion of Human Resources and Executive Leadership, in all cases consistent with applicable law.

This policy applies to all regular full-time and part-time employees.

Policy:

The Company will make every effort to maintain normal work hours even during inclement weather. Employees should speak with their supervisors about work from home opportunities in the event of extreme weather which prevents them from commuting into the office. If no such opportunity is available, or the employee chooses not to telecommute, the provisions below should be followed.

a. Prior to normal starting time, if a State of Emergency for inclement weather is announced for any Hankin Group location, Human Resources will notify employees via email that the corporate office will be closed. All full-time employees will be paid for such time off. Part-time employees will only be paid if normally scheduled to work that day and only for those hours which the employee would normally work.

b. If a State of Emergency for any Hankin Group location is NOT called in the event of extreme weather, the office will be open and all employees will be expected to make reasonable efforts to get to work using their best judgment. Employees unable to arrive for work on any such day will be charged (8) hours of PTO. All employees who are unable to report to work should call their department supervisor and report their absence 90 minutes prior to the start of their work day, if they are able to reach a phone, or it may be considered an unexcused absence.

c. Time absent from work under either "a" or "b" above shall not be counted as hours worked when computing weekly overtime.

d. If inclement weather occurs on a federal holiday not generally observed by the Company, and employees are therefore at work, the Company will make its own decision concerning early closing on that day.

e. On days when weather conditions worsen as the day progresses, the Company may decide to close early. In such cases, a decision and an announcement will be made by Human Resources. Employees will be expected to remain at work until the appointed closing time unless they receive permission from

their department head to do otherwise or request to use PTO hours. PTO may be used in 4 hour increments for exempt employees or 1 hour increments for nonexempt employees.

f. Essential personnel are required to report regardless of weather conditions. Please contact your supervisor to make special arrangements to ensure your safety during adverse weather conditions.

PAID PARENTAL LEAVE POLICY

General Statement:

This policy applies to Hankin Group and its subsidiaries (collectively referred to as the “Company.”) This policy supersedes and replaces any previous policy on this subject matter issued by any operating unit of the Company.

Statement of Policy:

The purpose of this policy is to establish the Company’s parameters for Parental Leave to enable the employee to care for and bond with a newborn or newly adopted or newly placed child.

The administration of this policy is the responsibility of Human Resources. Any matters related to the interpretation of this policy stated or not are at the sole discretion of Human Resources and Executive Leadership, in all cases consistent with applicable law.

This policy applies to all regular full-time and part-time employees. Temporary employees and interns do not qualify for Parental Leave under this policy.

Policy:

It is the policy of the Company to provide up to 12 weeks of unpaid Parental Leave to eligible employees under the federal Family and Medical Leave Act (“FMLA”) as well as any similar State law (“State FMLA.”) Additionally, the Company will provide 160 hours of paid Transitional Leave for eligible employees who transition back to work. Pro-rated for part-time employees.

Eligibility:

To qualify for Parental Leave under the FMLA, the employee must meet all of the following conditions:

- 1) The employee must have worked for the Company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years.
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave.

Amount of Leave:

An eligible employee can take up to 12 weeks of Parental Leave under the FMLA circumstances during any 12-month period. The Company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under the FMLA. Each time an employee takes leave, the Company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

If spouses/committed partners both work for the Company and each wishes to take Parental Leave, the spouses may only take a combined total of 12 weeks unpaid leave. Both spouses/committed partners are eligible for the 160 hours of paid Transitional Leave.

Employee Status and Benefits During Leave:

While an employee is on leave, the Company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than circumstances beyond the employee's control, the Company will require the employee to reimburse the Company the amount it paid for the employee's health insurance premium and 50% of regular wages paid during the leave period.

Use of Paid and Unpaid Leave:

An employee who is taking Parental Leave is not required to use all PTO prior to being eligible for unpaid leave. However, employees may use PTO at their discretion to supplement their income during a Parental Leave. Paid Transitional Leave (160 hours) does not need to run concurrently with unpaid Parental leave, and may also be used to supplement their income during a Parental Leave.

Disability leave for the birth of a child will be designated as FMLA leave and will run concurrently with the Parental Leave policy. For example, if the employee is approved for six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. Employees will be paid for Disability Leave based on the terms of their voluntary employee-paid Short Term Disability policy.

Procedure for Requesting Parental Leave:

All employees requesting Parental Leave must provide a written request to Human Resources within 30 days' of the requested leave date.

Designation of FMLA Leave:

Within five business dates after the employee has submitted the appropriate certification form, Human Resources will complete and provide the employee with a written response to the employee's request for Parental Leave under FMLA using the DOL Designation Notice.

Intent to Return to Work from Parental Leave:

On a basis that does not discriminate against employees on Parental Leave, the company may require an employee on leave to report periodically on the employee's status and intent to return to work.

EDUCATION EXPENSE REIMBURSEMENT POLICY

General Statement:

This policy applies to Hankin Group and its subsidiaries (collectively referred to as the “Company.”) This policy supersedes and replaces any previous policy on this subject matter issued by any operating unit of the Company.

Statement of Policy:

The purpose of this policy is to outline the procedure for Company employees to use the Education Expense Reimbursement Program. This program allows all regular employees to receive educational expenses reimbursed through the Company.

The administration of this policy is the responsibility of Human Resources. Any matters related to the interpretation of this policy stated or not are at the sole discretion of Human Resources and Executive Leadership, in all cases consistent with applicable law.

This policy applies to all regular full-time only. Part-time employees are ineligible.

Policy:

Hankin Group supports undergraduate and graduate level courses that are relevant to the duties you perform as a Hankin Group employee; Hankin Group supports job related seminars that may or may not lead to a professional certificate.

Consideration will be given to employees required to participate in education related to their duties and responsibilities while employed by Hankin Group. Reimbursement will be granted if the course relates directly to the duties required as listed on the employee’s job description and the course content must be pre-approved by the Department Manager/Director, HR, and the COO.

Hankin Group will reimburse tuition when the employee completes and presents proof of completion in the form of the final grade report. The employee will also submit a tuition bill showing the cost of the class along with a receipt for any applicable lab fees and books. Hankin Group agrees to reimburse its employee for costs up to \$5,250 per calendar year, *minus any grants or scholarships received by employee*, according to the following:

Grade	Reimbursement Amount
A or Equivalent (Pass)	100% of tuition and published lab fees and books only
B or Equivalent (Pass)	85% of tuition and published lab fees and books only
C or Equivalent (Pass)	50% of tuition and published lab fees and books only
Lower Grades	Not eligible for reimbursement

Specialized seminars required for the performance of the job description will be reimbursed at 100% up to \$1,500 per calendar year.

In the event that an employee resigns or is terminated within twelve (12) months after reimbursement is received, the employee must agree to repay Hankin Group in full.

Employees are required to sign individual agreements in order to receive reimbursement under this policy.

Tax consequences (if any) as a result of company reimbursement under this plan are the sole responsibility of the employee.

Eligibility:

The employee must have a minimum of one (1) year of service and is employed by Hankin Group at the completion of the course to be eligible for tuition reimbursement. Employees with less than one (1) year of service are eligible for reimbursement of specialized seminars only.

GYM MEMBERSHIP POLICY

General Statement:

This policy applies to Hankin Group and its subsidiaries (collectively referred to as the “Company.”) This policy supersedes and replaces any previous policy on this subject matter issues by any operating unit of the Company.

Statement of Policy:

The purpose of this policy is to establish the Company’s parameters for gym memberships provided and paid for by the Company.

The administration of this policy is the responsibility of Human Resources. Any matters related to the interpretation of this policy stated or not are at the sole discretion of Human Resources and Executive Leadership, in all cases consistent with applicable law. This policy applies to all regular full-time and part-time U.S. employees.

Policy:

Gym memberships to acac Eagleview are provided at no cost to employees by the Company. Continuation of membership is contingent on the following:

Employees must use membership a minimum of 4 times per month.

Membership usage will be reviewed quarterly. Failure to adhere to this guideline will first result in a warning and then a loss of membership if guideline continues to not be met.

Membership removal is at the discretion of HR.

Employee Termination:

If an employee’s position is voluntarily or involuntarily terminated, their gym membership is also terminated.