



PROPERTY ONE

Employee Handbook

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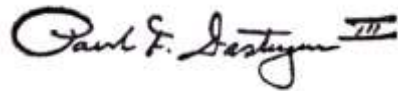
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| | |
|---|----|
| INTRODUCTION | 6 |
| Company History | 6 |
| Statement of Purpose | 6 |
| EMPLOYMENT | 7 |
| Equal Opportunity | 7 |
| At-Will Notice | 7 |
| Introductory Period | 7 |
| Employment Classifications | 8 |
| Employee References | 8 |
| Job Transfers | 8 |
| Employment of Relatives | 8 |
| Employee Records | 9 |
| Reporting Changes in Personal Information | 9 |
| CONDUCT & BEHAVIOR..... | 9 |
| General Conduct Guidelines | 9 |
| Inappropriate Workplace Conduct | 11 |
| Appearance and Conduct | 12 |
| Abusive Conduct | 14 |
| Corrective Action | 14 |
| COMPENSATION | 15 |
| Work Schedules and Pay Periods | 15 |
| Attendance Record Requirements | 15 |
| Direct Deposit | 16 |
| Work Assignments | 16 |
| Payroll Deductions | 16 |
| Exempt Employee Payroll Deductions | 16 |
| Pay Adjustments, Promotions, and Demotions | 17 |
| Performance Evaluation | 17 |
| Expense Reimbursement | 17 |
| Advances and Loans | 18 |
| BENEFITS | 18 |
| Time Off Benefits | 18 |

| | |
|---|-----------|
| Holidays | 18 |
| Vacation Time | 19 |
| Personal Days | 19 |
| Group Health Insurance | 20 |
| Retirement..... | 20 |
| Life and AD&D | 20 |
| Dental | 20 |
| Family and Medical Leave Act | 21 |
| Families First Coronavirus Response Act (FFCRA) | 22 |
| Continuation of Benefits | 24 |
| Military Leave | 24 |
| Court Leave | 24 |
| Funeral Leave..... | 25 |
| HEALTH, SAFETY, & SECURITY | 25 |
| Reasonable Accommodations..... | 25 |
| Injury and Accident Response and Reporting | 26 |
| Alcohol and Drug Abuse | 26 |
| Inclement Weather | 27 |
| Designation of Emergency Closing..... | 27 |
| Procedures during Closings | 27 |
| Workers' Compensation | 28 |
| Driving Safety | 28 |
| Smoking | 29 |
| WORKPLACE GUIDELINES | 29 |
| Orientation | 29 |
| Personal Business | 30 |
| Lactation Accommodation | 30 |
| Gifts..... | 30 |
| Solicitations and Distribution of Information and Literature | 30 |
| Internet Use | 30 |
| Use of Electronic Mail | 31 |
| Social Media Policy..... | 31 |
| Inspections and Searches | 32 |

| | |
|--|-----------|
| Electronic Assets Usage..... | 32 |
| Company Phone Usage and Personal Cell Phones | 33 |
| Personal Property..... | 33 |
| EMPLOYMENT SEPARATION | 33 |
| Resignation | 33 |
| Termination | 33 |
| Personal Possessions and Return of Company Property | 33 |

It is our pleasure to welcome you to Property One, Inc. Our company is one of the most successful commercial real estate firms in the southeast. Our operations extend from Florida to Texas. We're proud of our many accomplishments and owe it all to the hard work and dedication of our employees. We look forward to working with you for many years to come.

A handwritten signature in black ink, reading "Paul D. Dastugue, III". The signature is written in a cursive style with a horizontal line at the end.

Paul D. Dastugue, III, CPM
President

A handwritten signature in black ink, reading "Quentin Dastugue". The signature is written in a cursive style with a horizontal line at the end.

Quentin Dastugue, CCIM
Chief Executive Officer

A handwritten signature in black ink, reading "Paul E. Langenwaller, III". The signature is written in a cursive style with a horizontal line at the end.

Paul E. Langenwaller, III
Chief Financial Officer

INTRODUCTION

These Employee Guidelines are presented for informational purposes only and are not intended to create, nor are they to be construed to constitute a contract of employment or to create any other contractual rights, expressed or implied. Further, all employees have an at-will status and can be terminated at any time for any reason, with or without cause. No employee associated with Property One, Inc. reserves the right to improve, modify, change, disregard, suspend, or cancel at any time, without written or verbal notice from Ownership, all or any part of the Guidelines contents. We cannot rewrite the guidelines each time a change occurs; therefore, modifications may be announced in meetings or by written communication.

Company History

From its beginning as a property management company in 1985, Property One, Inc. has expanded the company's scope of activities to involve "comprehensive real estate services" throughout Louisiana and the Gulf Coast.

Founded by Paul F. Dastugue, III, CPM, and former State Representative Quentin Dastugue, CCIM, Property One, Inc. has extended into virtually every aspect of commercial real estate services involving office, retail, industrial properties, multi-family, and homeowner associations.

With a strong dedication to advancing our clients' objectives through specialized services, Property One, Inc.'s team of real estate professionals is committed to the company's corporate motto:

Keep It Simple
Make A Profit
Have Fun

With client diversification from local investors to large national institutions, Property One, Inc. and its affiliate companies have designed marketing and management functions with long range planning, research, and forecasting to provide for and assure a stable future.

Statement of Purpose

Property One, Inc. shall be a profitable, skillful, respected, and recognized Louisiana commercial real estate management, development, leasing and brokerage firm. Property One, Inc. will not own real estate; income shall be derived wholly from property management, construction management, facility management, development, leasing, brokerage sales, consulting fees, and other related activities.

Policies and procedures have been developed and continuously updated to serve as a guide to employees and associates in the performance of their assigned duties, thereby creating a more effective and efficient program in all areas of operation.

EMPLOYMENT

Equal Opportunity

It is our policy and practice to provide equal employment opportunities to all qualified individuals and to administer all aspects and conditions of employment without regard to the following: religion, sex, color, age, national origin, gender, gender identity, sexual orientation, pregnancy, citizenship and/or immigration status, genetic information, wage garnishment, physical or mental disability, military or veteran status, or any other protected class, in accordance with applicable federal, state, and local laws. Property One, Inc. uses this same policy and practice with respect to compensation and opportunities for advancement. Employment and promotion opportunities are offered to all applicants and employees solely on the basis of merit, qualifications, and longevity. Property One, Inc. will offer opportunities for advancement, as they occur, to employees possessing the ability and ambition to maintain its excellence.

At-Will Notice

Employees are not hired for any definite or specified period of time even though employee wages are paid regularly. Employees are at-will with the Company and their employment can be terminated at any time, with or without cause and with or without prior notice. Company policy requires all employees to be hired at-will and this policy cannot be changed by any oral modifications. There have been no implied or verbal agreements or promises to an employee that they will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this handbook or any other Company document or written or verbal statement or policy.

Introductory Period

The employee's first 90 days of employment with the Company are considered an introductory period. This introductory period will be a time for getting to know fellow employees, managers and the tasks involved in the position, as well as becoming familiar with the Company's products and services. The supervisor or manager will work closely with each employee to help them understand the needs and processes of their job.

This introductory period is a try-out time for the employee and the Company. During this introductory period, the Company will evaluate employees' suitability for employment and employees can evaluate the Company as well. At any time during this first 90 days, employees may resign. If, during this period, employee work habits, attitude, attendance, performance or other relevant factors do not measure up to our standards, the Company may terminate employment.

Completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for cause. Completion of the introductory period also does not imply that employees now have a contract of employment with the Company, other than at-will. Successful completion of the introductory period does not alter the at-will employment relationship.

Employment Classifications

Employees are hired as full time or part time employees, either regular or temporary. In addition to these classifications, positions are classified according to the Fair Labor Standards Act as follows:

Nonexempt employees (hourly) – Nonexempt employees are required to be paid overtime for all hours worked beyond forty hours in a week, in accordance with applicable Federal Wage and Hours Laws. Nonexempt employees are compensated at the rate of time and one half (i.e., one and one half times) their regular rate of pay for all overtime work. For the purposes of determining overtime, “week” is defined as Sunday – Saturday and paid Holiday hours are not considered “worked” hours.

Exempt employees (salaried) – Exempt employees are not required to be paid overtime, in accordance with applicable Federal Wage and Hour Laws, for work performed beyond forty hours in a work week. Executives, professional employees, outside sales representatives, and certain employees in management and administrative positions are typically exempt.

Employees will be informed of their initial employment classification as an exempt or nonexempt employee in their offer letter. If an employee changes positions during his/her employment as a result of promotion, transfer, or otherwise, he/she will be informed by the Human Resources Department of any change in his/her exemption status.

Please direct any questions regarding employment classification or exemption status to the Human Resources Department.

Employee References

The Company makes strict provisions regarding information provided to people outside the Company for current and former employees. This information is restricted to the employment dates and positions held in the Company for that person. This is done to protect the Company and its employees. This information will only be released by authorized management.

Job Transfers

Management reserves its right to place employees where, and in whatever jobs it deems necessary. All job transfers, job changes, reassignments, promotions or lateral transfers are solely decided by the Company.

Employment of Relatives

Property One, Inc. does not have a general prohibition against hiring relatives. However, a few restrictions have been established to help prevent problems of harassment, safety, security, supervision, and morale.

Close family members may not be hired or transferred into a position that results in an employee directly supervising a family member. Close family members may not be hired or transferred into a position if it creates the potential for adversely affecting work performance or if it creates an actual or apparent conflict of interest.

These restrictions apply to the following degrees of relationships, whether established by blood, marriage, or other legal action: spouse, domestic partner (including parties to a civil union), child, step-child, parent, step-parent, sibling, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, aunt, uncle, nephew, niece, cousin, or relations of the same degree of a domestic partner. This policy also applies to romantic relationships.

Employee Records

Property One, Inc. will maintain employee files while individuals remain an employee of the company. Employee files have restricted access. Employees, their supervisor or manager, or their designated agents, may have access to those personnel files. In the event that an employee wishes to review their personnel file, they must do so in the presence of a supervisor or manager. Employees may review their personnel file by making a written request to their supervisor or manager. The written request will become a permanent part of the personnel file.

Reporting Changes in Personal Information

Employees shall promptly inform the Human Resources Department if they have any changes in their name, address, telephone number, marital status, and/or dependents, as well as any desired changes of beneficiary information for their employee benefit plans.

CONDUCT & BEHAVIOR

General Conduct Guidelines

Orderly and efficient operation of the Company requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are not intended to be all-inclusive. Nothing here is intended or will be construed to change or replace, in any manner, the at-will employment relationship between the Company and the employee. Nothing here is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act. The Company views the following as inappropriate behavior:

- Failure to follow the policies outlined in this handbook.
- Negligence, carelessness, or inconsiderate treatment of Company clients and their information.
- Theft, misappropriation or unauthorized possession or use of property, documents, records, or funds belonging to the Company, or any client or employee; removal of same from Company premises without authorization.
- Divulging trade secrets or other confidential business information to any unauthorized individuals or to others without an official need to know.
- Accessing, without authorization, confidential information pertaining to clients or employees.

- Changing or falsifying client records, Company records, personnel or pay records, including time sheets without authorization.
- Willfully or carelessly damaging, defacing or mishandling property of a client, the Company, or other employees.
- Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to a supervisor or manager.
- Entering Company premises without authorization.
- Willfully or carelessly violating security, safety, or fire prevention regulations, or tampering with safety equipment.
- Conduct that is illegal under federal, state, or local law.
- Creating a disturbance on Company premises.
- Use of abusive language.
- Any rude, discourteous or un-businesslike behavior, on or off Company premises, which is not protected by Section 7 of the National Labor Relations Act and that adversely affects the Company services, operations, property, reputation or goodwill in the community, or interferes with work.
- Insubordination or refusing to follow instructions from a supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements.
- Leaving during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
- Sleeping during regular working hours.
- Recording time for another employee or having time recorded by another employee.
- Use or possession of intoxicating beverages or illegal drugs on Company premises during working hours, or reporting to work under the influence of intoxicants.
- Unauthorized possession of a weapon on Company premises.
- Illegal gambling on Company premises.
- Soliciting, collecting money, vending, and posting or distributing bills or pamphlets during working hours in work areas. Such activity by employees during non-working time, including meal and rest periods, is not restricted so long as such activity does not interfere with the regular operation of business, is lawful, in good taste, conducted in an orderly manner, and does not create safety hazards or violate general good housekeeping practices. Non-employees are prohibited from any and all forms of solicitation, collecting money, vending, and posting or distributing bills or pamphlets on Company property at all times.
- Falsification of documents requested by or provided to the employer or necessary for business operations.

Inappropriate Workplace Conduct

The purpose of this policy is to create a standard for appropriate workplace conduct. Property One, Inc. will not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance, or which creates an intimidating, offensive or hostile environment to coworkers, clients, or members of the general public.

Sexual harassment and unlawful harassment are prohibited behavior and against Property One, Inc. policy. Each supervisor has a responsibility to maintain the workplace free of any form of sexual harassment. No supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Other sexually harassing conduct in the work place, whether committed by supervisors or non-supervisory personnel, is also prohibited. Such conduct includes, but is not limited to: (1) sexual flirtations, touching, advances, or propositions; (2) verbal abuse of a sexual nature; (3) graphic or suggestive comments about an individual's dress or body; (4) sexually degrading words to describe an individual; (5) the display in the workplace of sexually suggestive objects or pictures, including nude photographs; (6) other similar offensive conduct.

Property One, Inc. also prohibits harassment on the basis of race, color, religion, national origin, ancestry, physical or mental disability, veteran status, age, or any other basis protected under local, state or federal law.

An employee who believes that the actions or words of a supervisor or fellow employee constitute unwelcome harassment has a responsibility to report this conduct as soon as possible to the company's President or Human Resource Manager.

All reported incidents of prohibited harassment will be promptly investigated. When the investigation is complete, a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. During the investigation, confidentiality will be preserved to the fullest extent possible without compromising Property One, Inc.'s ability to conduct a good faith and thorough investigation.

Any employee, supervisor, or manager who is found after appropriate investigation to have engaged in inappropriate behavior towards another employee will be subject to appropriate disciplinary action up to and including termination.

Further, Property One, Inc. expressly prohibits any form of retaliatory action against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if after investigating any complaint of harassment or unlawful discrimination, Property One, Inc. determines that the complaint **was not made in good faith** or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

Appearance and Conduct

Property One, Inc. requires all employees to present a professional image to the public and clients. Accordingly, employees must wear appropriate attire while at the office or conducting company business.

Clothing should be clean and neat in appearance and all employees should consider their level of customer and public contact and the types of meetings they are scheduled to attend in determining what attire is appropriate. Employees are expected to dress appropriately for their respective jobs within the company and avoid extremes in dress, makeup and hairstyles. If employees have any questions regarding what is appropriate dress in the workplace, they should direct their questions to their supervisor. Employees violating this policy may be sent home to change to appropriate attire. Time away from work to change attire will not be compensated.

All clothing must be consistent with the standards for a professional environment and not attract undue attention or serve as a distraction to others. It must also be appropriate to the type of work being performed and take into account the expectations of any customers served. For general office attire, the key is a professional business appearance.

Preparing yourself begins before coming to work! Please ensure to:

- Groom to feel confident and professional
- Have a positive attitude
- Have appropriate body language that conveys openness and approachability
- Use professional speech with all (no industry jargon or slang)
- Appearance must be professional, safe, practical and non-offensive or distracting
- Good hygiene is imperative on a daily basis
- Hair should be clean, neat and professional
- Service employees' hair should not exceed collar length during working hours
- Hands and nails must be clean and kept well
- Tattoos are not to be visible during working hours
- Body piercing, other than ears, is not to be visible during working hours
- Articles, hats, pins, etc., other than company approved, are not to be worn during work hours
- Daytime make up should be simple and basic
- Maintain clothing by keeping buttons sewn on; clothing must be washed/dry cleaned or pressed at all times
- Smoking is not permitted in front of residents/clients and is not allowed in Property One offices.
- Remember that your body language, facial expression and tone of voice tell people more than your words spoken
- Chewing gum is considered unprofessional and is discouraged

ACCEPTABLE ATTIRE INCLUDES THE FOLLOWING:

- Sport coats and Blazers
- Slacks, Chinos, and Dockers
- Polo shirts
- Oxford button down shirts
- Suits and Dresses
- Coordinated blouses/shirts
- Pants and Slacks in: cotton, linen, rayon, silk or wool fabrics
- Business-appropriate sleeveless blouses or tops. If meeting a client, a blazer or cardigan must be worn over any sleeveless blouse or top.
- Open-toe flats, pumps, heels, or wedge shoes (must have a strap or back to the heel)
- Sweaters and cardigans
- Undergarments must be worn at all times, but should not be visible
- Accessories should be selected to coordinate with your professional dress. Scarves, ties, and simple jewelry for a finished look are acceptable.

Property One, Inc. wishes to provide a work environment that is free of safety hazards, offensive behavior, and harassment of any kind. Therefore, the following are not acceptable:

- Mini-skirts (skirts that exceed 3 inches above the knee)
- Leggings, Fleece or knit stirrup pants
- Tops or blouses that expose midriff or are backless
- Any tight fitting or low-cut ensemble
- Western wear including belt buckles and western boots
- See through fabrics
- Athletic, or canvas footwear
- Ties with “sayings” or advertisements
- Denim pants or jeans
- Sandals, flip flops, or thong shoes
- Shorts or beach wear
- Spandex or Lycra (i.e. biking shorts or pants)
- Tank, tube, or halter tops
- Wrinkled, torn, stained, dirty, faded, discolored, patched, ripped, frayed clothing – or clothing with missing buttons – are not appropriate
- Clothes with offensive slogans or pictures, i.e., profanity, offensive gestures, suggestive cartoons, etc.

CASUAL FRIDAY DRESS:

Fridays have been designated as a “casual” dress day for non-uniform staff-members. The key is “casual,” which is a privilege that is offered to provide a more comfortable and relaxed work atmosphere one day per week. Denim jeans may be worn. Jeans shall be dress jeans only. No torn, worn or faded jeans are allowed. Tennis shoes as well as casual shoes such as deck shoes and loafers may be worn. Team sports jerseys may be worn (no t-shirts). No flip flops are allowed. All other dress code policies shall remain in place.

NOTE: On site non-uniform personnel must have ownership permission to dress casually on these days. Casual dress day may be revoked on an individual, a unit, or a department-wide basis if the guidelines set forth are not adhered to.

Due to ever changing fashions, styles, and fads, employees should always pay attention to any published modifications to these guidelines covering proper dress.

Abusive Conduct

Abusive conduct means malicious conduct of an employer or employee in the workplace that a reasonable person would find hostile, offensive, and unrelated to an employer’s legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person’s work performance. A single act will generally not constitute abusive conduct, unless especially severe and egregious.

The Company considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Employees should report any abusive conduct to a supervisor or manager with whom employees are comfortable speaking. Supervisors and managers are to assume the responsibility to ensure employees are not subjected to abusive conduct. All complaints will be treated seriously and investigated promptly. During the investigation process the Company will attempt to maintain confidentiality to the fullest extent possible.

It is a violation of Company policy to retaliate or otherwise victimize an employee who makes a complaint or a witness who serves in the investigation of the abusive conduct allegation.

Corrective Action

A high level of job performance is expected of each and every employee. In the event that an employee’s job performance does not meet the standards established for the position, employees should seek assistance from their supervisor or manager to attain an acceptable level of performance. If employees fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is the policy of the Company to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool the Company may select to enhance job performance. The Company is not required to take any disciplinary action before making an adverse employment decision, including discharge. Corrective action may be in the form of a written or oral reprimand, notice(s) of inadequate job

performance, suspension, discharge or in any combination of the above, if the Company so elects. The Company reserves its prerogative to discipline, and the manner and form of discipline, at its sole discretion.

If employees violate established Company procedures, guidelines, or exhibit behavior that violates commonly accepted standards of honesty and integrity or creates an appearance of impropriety, the Company may elect to administer disciplinary action.

COMPENSATION

Work Schedules and Pay Periods

The normal working hours for Property One, Inc. are 8:00 a.m. to 5:00 p.m., Monday through Friday. Lunch periods are scheduled for one (1) hour, normally between the hours of 11:30 a.m. and 1:30 p.m. The lunch hour customarily taken shall be specifically approved by the department supervisor in order to minimize the possibility of the office being understaffed during the lunch period. Lunch periods are unpaid time when employees are relieved of all duties.

The workweek for Property One, Inc. begins at 12:01 am on Sunday and concludes at midnight on Saturday.

Employees are paid bi-weekly, every other Friday. When a payday falls on a holiday, payroll will be distributed on the preceding scheduled workday.

Attendance Record Requirements

Regular, on-time attendance is essential for efficient operation of Property One, Inc. When it is necessary for an employee to be late or absent, the appropriate supervisor must be notified as soon as possible. If the cause of the absence or late arrival is unexpected, the appropriate supervisor must be notified at the earliest possible time on the day of the absence or lateness. Repeated absences, excessive absences (excused or unexcused), or a pattern of absences are unacceptable job performance. Similarly, employees will be rated in their performance evaluation in the categories of attendance and punctuality.

All nonexempt, hourly employees will be required to record their own time worked and their absences in Property One, Inc.'s official timekeeping system. All exempt employees will be required on a biweekly basis to approve their own time worked as well as any paid time off in this same timekeeping system.

All time for nonexempt employees must be reviewed and approved by both the employee and his/her supervisor verifying its completeness and accuracy. Supervisors are responsible for approving time sheets for all employees in Property One, Inc.'s official timekeeping system on the Monday preceding payday by 10 am CST. In addition, any paid time off taken must be noted and approved as such. Failure to follow these procedures could result in omission from the current payroll cycle.

Please ensure that your actual hours worked and leave time taken are recorded accurately. Falsification of a time record is a breach of company policy and is grounds for disciplinary action, including the possibility of discharge.

Direct Deposit

Property One, Inc. offers all employees the option of receiving their compensation via direct deposit to a qualified banking institution. The employee is responsible for reporting any changes in their banking account elected for direct deposit during the course of their employment. Enrollment requests or change notifications must be reported to the Human Resources Department.

Work Assignments

In addition to specific duties that come with an individual's job responsibilities, each job also includes "other duties as assigned." From time to time, employees may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant. Employees will be compensated at their regular rate of pay while performing other assigned duties on a temporary basis.

Payroll Deductions

The Company is required by law to make certain deductions from all employees' paychecks. Such deductions include federal, state, and local taxes and court-ordered wage garnishments. Voluntary deductions might include premiums for benefits, retirement plan contributions, and disability insurance.

Exempt Employee Payroll Deductions

The Company complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and does not make improper deductions from the salaries of exempt employees. Exempt employees are those employed in a bona fide executive, administrative or professional capacity and who are exempt from the FLSA's overtime pay requirements.

There are certain circumstances where deductions from the salaries of exempt employees are permissible. Such circumstances include:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- When an exempt employee is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- To offset amounts received as witness or jury fees, or for military pay;
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions

The Company is not required to pay the full salary in the first or last week of employment; for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act, if applicable; or for penalties imposed in good faith for infraction of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.

Pay Adjustments, Promotions, and Demotions

The Company is most interested in providing maximum opportunity for employee advancement within the Company, if advancement opportunities are available. Accordingly, present employees of the Company may be considered for promotions and may be preferred for promotion before any new employees are hired to fill vacancies that may arise. Of course, the Company retains sole discretion to determine the factors to be applied in any promotion decision, and the relative weight of the factors.

All pay increases are based upon merit, market factors, and the profitability of the company. There may not be an automatic annual cost of living or salary adjustment to reflect current economic conditions. Employees pay also may be adjusted downward. Salary decreases may take place when there is job restructuring, job duty changes, job transfers or adverse business economic conditions.

Performance Evaluation

Employees will generally receive an appraisal of their job performance annually. This evaluation may be either written or oral. Such evaluation may not occur at exactly the same time each year, but thereabout, at the discretion of the supervisor or manager.

If in this appraisal employees are given an evaluation sheet or other written document, employees will be required to sign it. An employee's signature does not necessarily indicate that the employee agrees with all the comments, but merely that the employee has been given the opportunity to examine the evaluation and fully discuss the contents of it with their supervisor or manager.

In addition to any formal review, informal counseling sessions may be conducted from time to time.

Expense Reimbursement

This policy establishes the reimbursement procedures for travel, entertainment, and other business expenses ("business expenses") incurred during the conduct of Company business. It is Company policy to reimburse employees for ordinary, necessary, and reasonable expenses when directly related to the transaction of Company business. Directly related means:

- There is the expectation of deriving some current or future benefit for the Company
- The employee is actively engaged in a business meeting or activity necessary to the performance of the employee's job duties, or
- There is a clear business purpose for entertainment

Employees are expected to exercise prudent business judgment regarding expenses covered by this policy. Reimbursement for expenses that are outside the scope of this policy requires the prior written approval of management.

Requests for reimbursement of business expenses and requests for payment of credit card bills must be submitted on the appropriate form.

While original receipts are recommended for all expenses submitted for reimbursement, they are required for all expenses greater than \$25.00. Requests for exceptions to this policy should document extenuating circumstances and be approved by management.

The Company complies with IRS regulations which require that all business expenses be substantiated with adequate records. This substantiation must include information relating to:

- The amount of the expenditure
- The time and place of the expenditure
- The business purpose of the expenditure
- The names and the business relationships of individuals for whom the expenditures were made

Requests for reimbursement lacking this information will not be processed and will be returned to the originator.

Advances and Loans

The Company does not give salary advances or loans to its employees.

BENEFITS

Time Off Benefits

Time off benefits are provided to employees so they maintain appropriate balance in their lives in order to better perform their functions at Property One, Inc. Following are the time off benefits provided to all full-time employees of Property One, Inc.

Holidays

Regular, full-time employees are entitled to the following paid holidays observed by Property One, Inc.:

New Year's Day
Mardi Gras
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day After Thanksgiving
1/2 day Christmas Eve
Christmas Day
1/2 day New Year's Eve

If a holiday falls on a Saturday or Sunday, the holiday may be observed on the following Monday.

Vacation Time

Accrual of vacation time occurs according to the following schedule:

| Length of Employment | Accrual |
|----------------------|---|
| 0-60 months | 80 hrs per year (8 hrs per month* for 10 months) |
| 61-72 months | 88 hrs per year (8.8 hrs per month for 10 months) |
| 73-84 months | 96 hrs per year (9.6 hrs per month for 10 months) |
| 85-96 months | 104 hrs per year (10.4 hrs per month for 10 months) |
| 97-108 months | 112 hrs per year (11.2 hrs per month for 10 months) |
| 109+ months | 120 hrs per year (12 hrs per month for 10 months) |

*New employees accrue, but cannot use paid leave until their 4th month of employment.

The employee's supervisor must approve all vacation time **at least two weeks** in advance through Property One, Inc.'s official timekeeping system.

There will be no carry over of vacation time accrued but not used in an anniversary year into the next anniversary year.

Any unused vacation will be paid out upon employment separation.

Should a company holiday be observed during an approved vacation period, the holiday will not be counted against the employee's annual vacation time balance.

Vacation time can be taken in half or full-day increments up to one week maximum at a time.

Personal Days

A personal day allowance is provided to full-time employees in order to ensure that employees do not incur any serious reduction in income due to minor illnesses. This is a privilege granted by Property One, Inc. which each employee should be careful not to abuse. Personal days may be used for illnesses, doctor or dental appointments, and other personal business.

Each full-time employee shall be entitled to one-half a personal day allowance per calendar month of up to a maximum of five (5) working days per calendar year. Personal days accrued shall be calculated in the same manner as annual leave and may be taken in half or full day increments unless otherwise legally required.

There will be no carry-over of personal days accrued but not used in an anniversary year into the next anniversary year.

Any unused personal days will be forfeit upon employment separation.

Group Health Insurance

Property One, Inc. complies with all applicable federal and state laws with regards to health benefits administration. Health coverage is available through Blue Cross/Blue Shield of Louisiana. All eligible employees have the benefit of group health coverage for themselves at no cost, and may also add a spouse and/or dependent. Employees must pay spouse and/or all eligible dependents premiums. The employee's share of the monthly premiums, if any, will be deducted from the employee's monthly pay in two (2) equal installments.

Employees and their dependents will be covered on the 1st of the month following 60 days of employment, if the enrollment application is received within the first 45 days of employment. If these deadlines are missed, employees must wait until the next open enrollment period (August 1st of each year) to obtain coverage. If additional enrollment applications for dependents are received after coverage is effective, and if enrollment is for a dependent other than a new addition to your family, they will be subject to medical review.

Retirement

A 401(k) plan is available as an incentive for employees to save money for retirement and to share in future company profits, as determined each year by the Executive Committee.

The plan was adopted on January 1, 1993, and is open to all current, as well as future employees, who meet the eligibility requirements, i.e., full time with at least one (1) year of service and age 21 by the "plan entry date". The plan entry dates are January 1st, April 1st, July 1st, and October 1st of each year.

Just prior to the "plan entry date", employees who are initially eligible will receive an application for participation in the plan where they must elect to participate or not participate in the plan. This application must be returned to the Human Resources Department prior to the plan entry date.

Upon request, employees can, at any time receive a "Summary Plan Description" by contacting the Human Resources Department. The Summary Plan Description outlines all plan provisions. Employees may also, at any time, cancel their participation in the group 401(k) plan by requesting such termination in writing. Re-entry in the plan following termination will be eligible based upon the guidelines set forth in the Summary Plan Description.

Life and AD&D

Life insurance and accidental death and dismemberment insurance are available. The premiums for this coverage shall be the responsibility of the employee. The total cost of the monthly premium will be deducted from the employee's pay in two (2) equal installments. Employees and their dependents will be covered on the 1st of the month following 60 days of employment, if the enrollment application is received within the first 45 days of employment.

Dental

A dental plan policy is available for full-time employees. All eligible employees have the benefit of dental coverage for themselves and/or their eligible dependents. The premiums for this coverage shall be the responsibility of the

employee and the total cost of the monthly premium will be deducted from the employee's pay in two (2) equal installments. Employees and their dependents will be covered on the 1st of the month following 60 days of employment, if the enrollment application is received within the first 45 days of employment.

For more information on all benefit plans, please consult Property One, Inc.'s benefit package or contact the Human Resources Department.

Family and Medical Leave Act

The federal Family & Medical Leave Act (FMLA) provides eligible employees with unpaid leave under certain circumstances. The following provides a general overview of the FMLA. Employees with any further questions about their eligibility for FMLA leave should contact the Human Resources Department for more information.

A. LEAVE ENTITLEMENTS

Under this policy, Property One, Inc. will grant up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- To care for the employee's son or daughter during the first 12 months following birth;
- To care for a child during the first 12 months following placement with the employee for adoption or foster care;
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one consecutive block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

B. BENEFITS & PROTECTIONS

If applicable, health care benefits will be maintained during the leave. The employee is responsible for their portion of the medical insurance premium cost, if any.

Upon return from FMLA leave, the employee will be restored to the same or essentially-same position held before the leave with equivalent pay, benefits, and other employment terms and conditions.

C. ELIGIBILITY REQUIREMENTS

Employees are eligible for FMLA leave if they:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service during the 12 calendar months immediately preceding the request for leave; and
- Are employed at a worksite that has 50 or more employees within a 75-mile radius.

D. REQUESTING LEAVE

All employees requesting FMLA leave must provide written notice of the need for the leave to the HR manager. Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When the need for leave is not foreseeable and an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day.

Families First Coronavirus Response Act (FFCRA)

FMLA Child Leave

The Company provides eligible employees with up to 12 weeks of emergency family and medical leave for a qualifying need related to a public health emergency.

Eligibility

Emergency family and medical leave is available to all employees that have been employed by the Company for at least 30 calendar days.

Reason for Leave

Leave under this policy is limited to circumstances where you are unable to work (including at home) due to your need to care for your minor child because the child's school or place of childcare has been closed or is unavailable due to a public health emergency.

Requesting Leave

If you need to take emergency family and medical leave, provide notice as soon as possible. Normal call-in procedures apply to all absences from work.

Compensation

The first 10 days (two weeks) of leave are unpaid, but you may substitute accrued paid leave, including emergency paid sick leave.

The remaining 10 weeks are paid at 2/3 of your regular rate for the number of hours you would otherwise be scheduled to work (with a maximum payment of \$200 per day and \$10,000 total).

Restoration

Upon returning to work at the end of leave, the Company will make its best effort to return you to your original or an equivalent position. However, if your position has been eliminated due to the impacts of the pandemic and no equivalent position exists, restoration is not guaranteed. You will not lose any unused benefits that accrued before leave was taken.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Expiration

This policy expires on December 31, 2020.

Emergency Sick Leave

The Company provides eligible employees with emergency paid sick leave under certain conditions.

Eligibility

All employees are eligible for emergency paid sick leave.

Reason for Leave

You may take emergency paid sick leave if you are unable to work (or work from home) because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual who has been ordered or advised to quarantine by a government agency or health care provider;
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. You are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Duration

Full time employees are eligible for 80 hours of leave.

Part-time employees are eligible for the number of hours they work, on average, over a two-week period.

Compensation

Leave will be paid at an employee's regular rate of pay, subject to a limit of \$511 per day and \$5,110 in total, when leave is taken for reasons 1, 2, or 3.

Leave will be paid at 2/3 of an employee's regular rate of pay, subject to a limit of \$200 per day and \$2,000 in total, where leave is taken for reasons 4, 5, or 6.

Leave Rules

You may elect to use emergency paid sick leave before using any other accrued paid leave.

Leave provided by the Company prior to April 1, 2020 will not count against your FFCRA leave .

Emergency paid sick leave cannot be carried over after December 31, 2020.

Requesting Leave

If you need to take emergency paid sick leave, provide notice as soon as possible. Normal call-in procedures apply to all absences from work.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Expiration

This policy expires on December 31, 2020.

Continuation of Benefits

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may be allowed to continue their health insurance benefits, at their own expense, for up to 18 months after experiencing a qualifying event. Longer periods of coverage may be available dependent upon the qualifying event.

Military Leave

If employees are on an extended military leave of absence, they are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges or benefits provided the employee meets the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty as required by state employment law. A letter from the employee's commanding officer is required to establish the dates of duty.

Court Leave

If an employee is summoned to report for jury duty, they will be granted a leave of absence when they notify and submit a copy of the original summons for jury duty to their supervisor or manager. Property One, Inc. reserves the right to request that they seek to be excused from or request postponement of jury service if the absence from work would create a hardship to the company.

An employee called to jury duty must submit proof that he/she attended each scheduled day. Employees serving on jury duty will be reimbursed for any difference between his/her regular daily wage and the daily stipend provided by the court for regularly scheduled days. The employee retains all fees received for reimbursement of travel expenses.

If an employee is dismissed from jury service before the end of his/her scheduled work time, he/she will be expected to return to his/her position immediately.

If an employee is absent from work to serve as a witness or to appear as the victim in a criminal case, the employee will be granted leave without pay for such time as it is necessary to comply with the request. Property One, Inc. may require proof of the need for leave.

Funeral Leave

Property One, Inc. provides paid leave for employees to attend the funeral of an immediate family member. The length of time allowed for the funeral leave is normally three days, but may vary as determined by your supervisor depending on the distance you must travel and the amount of responsibility you must assume. The total leave cannot exceed five consecutive working days.

Members of the immediate family are defined to include the following: mother, father, mother-in-law, father-in-law, spouse or domestic partner, sister, brother, child, sister-in-law, brother-in-law, grandmother, grandfather, corresponding step-relatives, or anyone related by blood to you who lives in the same home with you.

HEALTH, SAFETY, & SECURITY

Reasonable Accommodations

It is the policy of the Company to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA) and Pregnancy Discrimination Act (PDA), as well as state and local laws concerning the hiring and employment of individuals with temporary and ongoing disabilities. Pregnant workers may also have impairments related to their pregnancies that qualify under the ADA. The Company will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges or conditions of employment, including, but not limited to hiring, advancement, discharge, compensation and training.

Employees who become disabled should notify their supervisor or manager if the conditions of the disability impair their ability to perform the essential functions of their position. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the Company undue hardship. The Company will also make reasonable accommodations for employees who have work-related limitations stemming from pregnancy, childbirth or a related medical condition. This may include temporary transfer to a less strenuous or less hazardous position, if an employee so requests upon the advice of their health care provider, as long as the accommodation does not cause the Company undue hardship.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until a decision has been made by management in regard to the employee's immediate employment situation.

Injury and Accident Response and Reporting

In the event that an employee becomes injured or witnesses an injury during working hours, they must report it immediately to the nearest available supervisor or manager. Employees are to render any assistance requested by supervisor, or manager. Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must obtain an injury reporting form and complete and return the form to Human Resources as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by Human Resources or the designated Safety Officer. The employee may not return to work without the permission of Human Resources or the Safety Officer.

In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act (OSHA) and state law, the Company has an independent interest in making its facilities a safe and healthy place to work. The Company recognizes that employees may be in a position to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as all non-functioning or hazardous equipment, to a supervisor or manager immediately. Appropriate remedial measures will be taken when possible and appropriate.

Employees will not be retaliated or discriminated against for reporting of accidents, injuries, or illnesses, filing of safety-related complaints, or requesting to see injury and illness logs.

Alcohol and Drug Abuse

Property One, Inc. is dedicated to providing employees with a workplace that is free of drugs and alcohol. All employees are forbidden to use or to possess alcohol or illegal drugs at any time during the workday or anywhere in the workplace. For the safety of our employees and clients, Property One, Inc. reserves the right to test any employee for the use of illegal drugs, marijuana, or alcohol under state, federal, or local laws. This may be done in cases where the employee's job carries a risk of injury or accident due to such use, or if there is an apparent inability to perform the duties required of that position.

Employees are forbidden to engage in any sale or distribution involving drugs that are illegal under state, federal or local laws, including marijuana, or any unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) on the employer's premises or performing work-related duties. Violators will be subject to immediate discipline. Any sale of illegal drugs during the workday or on the employer's premises will be treated as gross misconduct and offending employees will be immediately discharged. Additionally, any employee who is arrested for selling or distributing drugs outside of work will be discharged if convicted of a criminal offense.

Property One, Inc. screens all job applicants for alcohol or illegal drugs prior to hire. Candidates are hired contingent upon successful completion of this pre-employment drug screen.

Subsequent to hire, employees of Property One, Inc. will be required to submit to a drug and/or sobriety test upon reasonable suspicion of impairment while on the job. Failure to submit to such testing will lead to discipline up to

and including immediate discharge. Reasonable suspicion exists when an employee's appearance, behavior, speech, or breath odor indicates drug or alcohol use. Some examples include, but are not limited to:

- Direct observation of drug or alcohol use or drug paraphernalia;
- Pattern of abnormal conduct or erratic behavior;
- Lack of balance, unstable or staggered walk or muscle twitching;
- Red, watery, or glassy eyes; dilated or constricted pupils, or difficulty focusing eyes;
- Disorientation or uncoordinated movements of the hands and body;
- Slurred speech, memory loss or drowsiness.

Post-accident drug and/or sobriety testing will be conducted after an employee has an on the job accident, injury, or is involved in a potentially dangerous incident. Failure to submit to such testing will lead to discipline up to and including immediate discharge. Employees who appear to be in an impaired condition on the job may be asked to submit to a test to determine whether they are under the influence of alcohol or illegal drugs.

Any employee will be terminated if any illegal drugs (including prescription drugs without a prescription) are detected within the employee's bodily fluids.

Any employee taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform the essential functions of the job and should advise their supervisor or manager of any job limitations. Upon notification of job limitations, Property One, Inc. will make reasonable efforts to accommodate the limitation.

To the extent any federal, state or local law, rule, or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary and only for that geographical area, this policy is deemed to be amended in compliance.

Inclement Weather

This policy establishes guidelines for Company operations during periods of extreme weather and similar emergencies. The Company will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, the Company does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment with regard to road conditions and other safety concerns.

Designation of Emergency Closing

Only by the authorization of designated managers will the Company cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of Management to release employees. Employees will generally be expected to remain at work until the appointed closing time.

Procedures during Closings

If weather or traveling conditions delay or prevent an employee's reporting to work, their immediate supervisor should be notified as soon as possible. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voicemail message or message with another employee is acceptable.

An employee who is unable to report to work may use any accrued time off or take the day off without pay.

Workers' Compensation

Property One, Inc. provides insurance for all work-related injuries or illnesses.

It is the responsibility of every employee to report any "on the job" injury to his/her supervisor immediately. An incident report must be completed and forwarded to the Human Resources Department as soon as possible.

Driving Safety

The safety and well-being of our employees is of critical importance to the Company. We therefore each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. All employees of Property One, Inc. engaged in transportation as part of their essential job function are required to maintain a valid driver's license and automobile insurance coverage that meets the minimum state requirements, and will be expected to consistently follow all the safety procedures below.

- All employees are expected to wear seat belts at all times while in a moving vehicle being used for Company business, whether they are the driver or a passenger.
- Use of handheld devices, whether personal or Company-owned, while behind the wheel of a moving vehicle is strictly prohibited. This includes the use for making or receiving phone calls, sending or receiving text messages or e-mails, and downloading information from the web. If an employee needs to engage in any of these activities while driving, they must pull over to a safe location and stop the vehicle prior to using any device.
- Employees are required to turn off cell phones or put them on vibrate before starting their car. Employees may consider changing their voicemail message to indicate that they are unavailable to talk, as they are driving. Employees are permitted and encouraged to communicate to clients, associates, and business partners of the policy as an explanation as to why calls may not be returned immediately.
- Although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in emergency circumstances only.
- The use of other handheld electronic devices, such as iPads, iPods, laptops, electronic readers, and the like are strictly prohibited while driving a vehicle on Company business.
- Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading, or changing radio stations or music is also strongly discouraged while driving, even when in slow-moving traffic.
- The use of alcohol, drugs, or other substances including certain over-the-counter cold or allergy medications that in any way impair driving ability is prohibited.

- All employees are expected to follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
- All passengers must be approved by management in advance of travel.
- Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- Employees must promptly report any accidents to local law enforcement as well as to the Company in accordance with established procedures.
- Employees are also required to report any moving or parking violations received while driving on Company business and/or in Company vehicles.
- Insurance that meets the minimum state requirements must be maintained current as a term and condition of continuing employment in positions that require driving.

If an employee is involved in an automobile accident while on Company business (in a personal or Company vehicle) they must report the accident to their supervisor or manager immediately. Employees should request and obtain a police report and police investigation at the scene of the accident. Employees should not admit liability or guilt and should not apologize or say they are sorry under any circumstances, even if they believe they are at fault.

Smoking

Smoking is not permitted in any Property One, Inc. building, facility, work site, or vehicle. Employees wishing to smoke should do so during their break times, outside company buildings in designated areas, and in accordance with local ordinances. Smoking breaks should not exceed ten minutes in length and should not interfere with the performance of the employee's job function. Employees should take no more than two smoking breaks per workday.

WORKPLACE GUIDELINES

Orientation

It is the responsibility of the employee's immediate supervisor to provide full job and company orientation. This includes explaining duties and responsibilities of the job, employment rules, physical layout of the office, and introducing the employee to coworkers. Supervisors are also to acquaint new employees with policies and procedures, services, and to explain benefits available to them.

Personal Business

Employees should take care of personal business outside of company hours. If urgent personal business requires an employee's attention during work hours, their supervisor may give them time off with or without pay for this purpose. Employees should exercise discretion in the use of the company telephone and email for personal calls and communication as the company monitors these devices and employees have no reasonable expectancy of privacy when using them.

Lactation Accommodation

The Company provides a supportive environment to enable breastfeeding employees to express breast milk during work hours for up to one year following the birth of a child. Accommodations under this policy include a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public which may be used by an employee to express breast milk. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated.

Gifts

It is strictly forbidden for any employee of Property One, Inc. to give or accept any gifts, commissions, payments, or entertainment from any vendors, suppliers, or contractors while they are an employee of the company. Failure to comply with this policy may result in employee discipline up to and including discharge.

Solicitations and Distribution of Information and Literature

Property One, Inc. prohibits solicitation and the distribution of literature during the working time of either employee; the solicitor or the employee being solicited. In addition, the solicitation and distribution in working areas is prohibited at all times. This does not preclude employees from using their approved breaks and rest periods to solicit or distribute literature outside of working areas.

Individuals not employed by the Property One, Inc. are prohibited from soliciting or distributing literature on company property at all times.

No bulletins, notices, announcements, or other materials are to be posted on company property without the specific permission of management.

Failure to adhere to this policy may result in discipline, up to and including termination of employment.

Internet Use

Property One, Inc. provides electronic communication and internet access to employees for firm business use only. The policies listed below are a guide to help employees determine proper business internet usage. Property One, Inc. reserves the right to modify policies at any time. If a questionable situation arises, please contact the Human Resources Department for clarification. Due to technology rapidly changing, Property One, Inc. reserves the right to monitor and record internet usage, email, and file server utilization of all firm employees. Thus, as previously stated,

no employee has a reasonable expectancy of privacy. Property One, Inc. reserves the right to suspend individual user accounts for violation of firm policies.

Email and file transfers are to be for business use only by authorized users.

- Use of another employee's account or access to their personal files without ownership consent is strictly prohibited.
- Confidential information is not to be transmitted over the internet without proper encryption.
- All downloaded files or applications are to be scanned for viruses before being saved on the firm's network.
- The firm's network administrator must approve all downloaded applications before being installed on the network.
- Transmission of harassing, discriminatory, or otherwise objectionable emails or files is strictly prohibited.
- Access to non-business related, obscene, or offensive sites is strictly prohibited.
- Disruptive behavior such as introducing viruses or intentionally destroying or modifying files on the network is strictly prohibited.
- Any personal use of the network for commercial or illegal activity is strictly prohibited.
- Transmission of religious or political messages is strictly prohibited.
- Game playing is strictly prohibited.
- Social media is often useful in business and Property One recognizes that business and personal use are sometimes mixed. Due to ever changing social media applications, it may be necessary to modify the social media policy from time to time.

Use of Electronic Mail

All electronic mail messages sent or received by employees who use the electronic mail system are the property of Property One, Inc. The company reserves the right to access and disclose all messages sent over its electronic mail system for any purpose. For security reasons, employees are not to seek access to another employee's personal file of email messages without ownership permission. However, Property One, Inc. reserves the right to enter an employee's email files at any time. Thus, as has been stated previously, no employee has any reasonable expectancy of privacy with respect to company electronic communications.

Social Media Policy

Property One, Inc. recognizes the benefits of social media (Facebook, Twitter, etc.) in business and understands that business and personal may be interwound. Thus, the use of social media is not prohibited at work or on company equipment. However, there are some guidelines which need to be followed.

- Employees' personal use of social media while working must be kept to an absolute minimum and all personal use must be interwound with their work.
- Because anything posted on social media sites may be seen by the whole world, some basic rules must be established.

- Confidential company information concerning arrangements (past, present, or prospective) with customers, clients, vendors, or suppliers must never be posted. (If in doubt, ask senior management if it is confidential.)
 - Derogatory, insulting, harmful, or negative comments about customers or clients must never be posted.
 - Slanderous or libelous comments about fellow employees must never be posted.
 - Postings containing comments about someone’s race, gender, age, disability, national origin, or other personal characteristics are not permitted.
 - No postings with pornographic or sexual images are permitted.
- Conduct that negatively affects an employee’s job performance, the job performance of fellow employees, or Property One, Inc.’s legitimate business interests—including its reputation and ability to make a profit—may result in disciplinary action up to and including termination.

Inspections and Searches

Any items brought to or taken off of Company premises, whether property of the employee, the Company, or a third party, are subject to inspection or search unless prohibited by state law. Desks, lockers, workstations, work areas, computers, USB drives, files, e-mails, voice mails, etc. are also subject to inspection or search, as are all other assets owned or controlled by the Company. The Company may monitor any telephone conversation employees have on Company owned or controlled equipment, premises, or property. Any inspection or search conducted by the Company or its designees may occur at any time, with or without notice.

Electronic Assets Usage

The Company recognizes that use of the internet has many benefits for the Company and its employees. The internet and email make communication more efficient and effective. Therefore, employees are encouraged to use the internet appropriately if required by their job. Use of the internet for non-work purposes should be held to a reasonable limit; reasonableness will be determined by management. Non-work internet usage may be prohibited. If employees have questions about what constitutes reasonable usage they should not hesitate to contact their manager or supervisor.

All Company-supplied technology including computer systems and Company-related work records belong to the Company and not the employee. The Company routinely monitors usage patterns for its email and internet communications. Although encouraged to explore the resources available on the internet, employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the email and internet connection are Company-owned, all Company policies are in effect at all times. Any employee who abuses the privilege of Company-facilitated access to email or the internet may be denied access to the internet.

Company Phone Usage and Personal Cell Phones

The telephones of the Company are to be restricted to business calls for Company business. All employees are required to be professional and conscientious at all times when using Company phones. The use of personal cell phones or other devices during working hours should be held to a reasonable limit. Reasonableness of cell phone usage will be determined by management.

Personal Property

The Company is not liable for lost, misplaced, or stolen personal property. Employees should take all precautions necessary to safeguard their personal possessions. While the Company does not prohibit personal items in the office, desks and office areas are to be kept as neat and organized as possible. Employees should refrain from having their personal mail sent to the Company because mail may be automatically opened.

EMPLOYMENT SEPARATION

Resignation

Employees are requested to provide a minimum of two weeks' written notice of their intent to resign. An employee's notice of resignation to voluntarily terminate employment with the Company should be submitted to their supervisor or manager. An exit interview may be requested.

Termination

All employment with the Company is at-will employment. This means that the employee has not been hired for a specified duration, but that they can terminate their employment with the Company or the Company can terminate the employment relationship at any time, with or without cause, and with or without prior notice. An employee's at-will employment status cannot be changed by any oral modifications.

Personal Possessions and Return of Company Property

Any Company property issued to employees, such as computer equipment, keys, tools, parking passes or Company credit cards must be returned to the Company at the time of employment separation. Employees may be responsible for any lost or damaged items. Upon separation of employment employees are to remove their personal possessions from all Company property.