

**REEP | RESIDENTIAL**

# Employee Handbook

Revised May 23, 2023

# REEP | RESIDENTIAL

Dear REEP Residential Employees:

Welcome to REEP Residential!

This Employee Handbook establishes policies, procedures, benefits, and working conditions that all REEP Residential, REEP Equity, and REEP Development employees will follow as a condition of their employment. The Employee Handbook and Addendums describe employees' everyday actions and behaviors while conducting company business. It is essential to understand the various entities that make up the REEP family; for this handbook, REEP Residential will encompass all REEP companies, Reep Equity, and REEP Development.

We believe that each employee/team member contributes greatly to REEP Residential's ability to achieve its goals. Our core values of Caring, Excellence and Dedication include the company's commitment to supporting your success. REEP Residential strives to provide an employee-friendly environment and encourage employees to communicate openly with management and other employees regarding anything that affects their job. REEP Residential is an equal opportunity employer. Religion, age, gender, national origin, sexual orientation, race, or color does not affect hiring, promotion, development opportunities, pay, or benefits. REEP Residential provides for fair treatment of employees based on merit and complies with all applicable federal, state, and local labor laws.

This Employee Handbook is not a contract of employment nor is it intended to create contractual obligations for REEP Residential (The Company) of any kind. The policies and procedures outlined in this handbook will be applied at the discretion of the Company. The Company reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this Handbook. Furthermore, the Company reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this Handbook at any time, for any reason, and without prior notice. REEP Residential will make every effort to notify employees of changes in policies or procedures however employees are responsible for their own up-to date knowledge about company policies, procedures, benefits, and working conditions. No provision in this Employee Handbook and Addendums can be waived without written permission from the REEP Residential Principals. Such a waiver, if granted, applies only to the employee for whom the waiver was granted at the time of the waiver.

Employment at REEP Residential is on an "at will" basis, which means that either employees, or REEP RESIDENTIAL Industries, or The Company, may terminate the employment relationship at any time, for any reason, with or without cause. Only a written agreement, signed by the Principals of the Company, can change the "at will" nature of the employment of any individual.

Please review the REEP Residential Employee Handbook. You will be asked to affirm that you have read, understand, agree to abide by, and acknowledge your receipt of this Handbook and the Addendums.

We sincerely hope that your experience with REEP Residential will be enjoyable and rewarding!

Regards,

Jacob G. Garza  
Principal

Arleen E. Garza  
Principal

# REEP | RESIDENTIAL

## NOTICE TO EMPLOYEES

The policies in this Handbook are to be considered as guidelines. REEP Residential (The Company), at its option, may change, delete, suspend, or discontinue any part of the policies in this Handbook at any time without prior notice. Any such action shall apply to existing and future employees, with continued employment being the consideration between the employer and the employee. Employees may not accrue eligibility for monetary benefits they have not accrued through actual time spent at work. Employees shall not accrue eligibility for any rights or privileges beyond the last day worked. No one other than the Principles of REEP Residential may alter or modify any of the policies of this Handbook. No other statement or promise made by a supervisor, Manager, or department head may be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this Employee Handbook be found to be unenforceable and/or invalid, such findings do not invalidate the entire Employee Handbook, but only the subject provision.

## PURPOSE OF THIS HANDBOOK

This Handbook has been prepared to inform you about REEP Residential's history, company values, philosophy, employment practices, and policies and is provided to you as a valued employee. This Handbook also details the conduct expected from you.

No Employee Handbook can answer every question, nor would we want you to restrict the normal question-and-answer interchange between employer and employee. It is through person-to-person conversations that we can know each other better, express our views, and work together in a harmonious business relationship.

We hope this Handbook will help you feel comfortable with us. Our greatest asset is our employees, and we depend on you. Please do not hesitate to ask questions. Your manager will gladly answer them or will obtain the appropriate answer.

It is our sincere hope that you will find REEP Residential a good place to work and hope that you will find personal satisfaction in doing a great job. We ask that you read this Handbook carefully and refer to it whenever questions arise.

The Company's policies and rules, as explained in this Handbook, may change from time to time as business, employment, legislation, and economic conditions dictate. When provisions are changed, we

will make every effort to notify you of changes; however, employees are responsible for up-to-date knowledge of the Company' policies, procedures, benefits, and working conditions.

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# **I. Introduction**

## **A. Company Expectations**

Your first responsibility is to know your duties and how to perform your duties to meet expectations while displaying a courteous and business demeanor. You are expected to cooperate with management and your fellow employees and maintain a good team attitude. How you interact with fellow employees and those whom the Company serves and how you accept direction can affect your success and the team's success. The performance of one department/property can affect all the services offered by the company. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the company overall, and personal satisfaction to you.

You are encouraged to grasp opportunities for personal development that are offered to you. This Handbook offers insight on how you can positively perform to the best of your ability to meet and exceed performance expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management and fully endorse employees approaching their manager, or any member of management, to discuss any issue or question. We encourage you to voice your opinions and contribute your meaningful suggestions on how to improve the quality of services provided by REEP Residential.

Remember that you will be helping create the healthful, pleasant, and safe working conditions that the company intends for you. Your dignity and respect towards your fellow employees, as well as that of our customers/residents, is important. The company needs your help in making each working day enjoyable and rewarding.

## **B. Company Managers – An Employee Resource**

Your immediate Manager/Supervisor is the person on the management team who is closest to you and your work. Your day-to-day contact with your Manager/Supervisor gives you a chance to receive guidance and counsel regarding your assignments and the progress you make on your job. Your manager can show you how your work fits into the overall picture, teach you how to do things, explain the “how’s” and “why’s” and encourage you when things look a little tough.

Your manager oversees the department/property, and he/she is responsible for the efficient operation of the department. Your manager has authority to hire and dismiss, to assign work, recommend pay increases, transfers, and promotions, and to maintain order and discipline. The Manager may accomplish this personally or through his or her assistant.

Please get to know your manager, and when you need help or have questions, complaints, problems, or suggestions, contact your manager first. He or she is interested in your success, the success of every member of your department, and the overall success of The Company.

Your manager is human, has many responsibilities, and needs your cooperation. He or she wants to help you – that is their job – so please ask. If he or she cannot help you or answer your question, the issue will be referred to someone who can.

You can expect to be treated fairly and with respect. Like the Company, your manager has a direct interest in you. Go to your Manager for information about your job, your pay, or other matters of company policy. On some projects or assignments, you may have a dotted line reporting relationship to other managers in addition to your reporting relationship with your REEP Residential supervisor. We will include the dotted line Manager in obtaining feedback on your performance and in handling any performance issues that may arise. In some cases, you may be subject to following policies related to a particular job, contract, or assignment.

We encourage you to ask for clarification of policies, regulations, or responsibilities. Any problem that hinders the efficient completion of your responsibilities should be taken up with your manager.

### **C. Violation of the Policies**

All employees have an ethical, and in some cases, a legal obligation to call to the Company's attention, any violation of policies and the company code of ethics. No discipline or other retaliatory action shall be taken by the Company against employees because they inform the Company of possible violations. If you are aware of any violations of the REEP Residential Code of Ethical Business Conduct or company policies, please discuss them with your immediate supervisor, human resources representative, or executive management.

## **II. General Personnel Policies**

### **A. Equal Employment Opportunity**

It is the policy of REEP Residential to provide equal opportunities without regard to race, color, sex, religion, national origin, age, or disability. It conforms with all applicable federal and state laws, rules, guidelines, and regulations, and provides equal employment opportunity in all employment and employee relations. Our Equal Employment policy is reflected in all practices and policies, including but not limited to recruitment, selection, appointment, job assignment, training, promotions, transfers, merit increases, demotion, termination, layoffs, pay rates, fringe benefits and other forms of compensation. The Company takes seriously and will investigate all charges of alleged discrimination in employment. EEO-related complaints may be made to Executive Management.

### **B. At-Will Employment**

The policies and procedures set forth in the Employee Handbook are not a binding employment contract. This Handbook provides general guidelines only and none of its provisions are contractual in nature. Employees must understand that all employment and compensation with REEP Residential is at “will,” meaning that employment may be terminated at any time, with or without notice, for any reasons or no reason, either by REEP Residential or the employee, except as otherwise provided by law.



This Handbook is not a contract guaranteeing employment for any specific period. No Manager, supervisor, or representative other than REEP Residential Principals has the authority to enter into any agreement guaranteeing employment for any specific period or to make any written or oral promises, agreements or commitments contrary to this policy and any employment agreement entered by the principals will not be enforceable unless it is in writing.

### **C. Introductory (Provisional) Period**

The first ninety (90) days of employment are considered an Introductory Period and all new regular employees are subject to this period. Your manager will also detail your rate of pay during the Introductory Period, if different from your rate of pay beyond the initial 90 days.

This Introductory Period is a trial period for both of us: for you, as an employee, and REEP Residential as an employer. During the Introductory Period, REEP Residential will evaluate your suitability for employment, and you can evaluate The Company, become familiar with fellow employees and tasks involved in your position as well. If you take approved time off more than five workdays during the Introductory Period, the Introductory Period may be extended by the length of time taken. During the introductory period, unless otherwise authorized by the principals, new employees are eligible for those benefits required by law such as workers' compensation, insurance, etc. They may also be eligible for other REEP provided benefits subject to the terms and conditions of each benefit program.

At the end of the Introductory Period, your manager will discuss your job performance with you. This review will be much the same as the normal job performance review that is held for regular full time or part time employees. During the discussion, you are encouraged to give your comments, opinions, and ideas as well.

Please understand that at no time does your employment during the Introductory Period guarantee continued employment for any specified period, nor does it require that an employee be discharged only for "cause." All employment with REEP Residential is "**at will**." Employees are subject to all the general rules and regulations contained in this Handbook, and the safety standards and performance standards related to their position during their Introductory Period. Please review the Handbook for the impact of eligibility for benefits during this period.

## **D. New Hire Requirements**

REEP Residential relies upon the accuracy of information contained in the employment application as well as the accuracy of other data presented through the hiring and employment process. Any misrepresentations, falsifications, or omissions in any of this information or data may result in the exclusion of an individual from further consideration of employment, or if already hired, termination.

### **1. Background Check**

As a standard part of our screening and a condition of employment for new employees, we will conduct a background check and will ask for references to verify previous employment. This may be conducted by an outside vendor and any information obtained will be used strictly to base our decision for employment and will remain confidential.

### **2. Drug and Alcohol Testing**

As a standard part of our screening for new employees, we will require individuals to submit to, and pass a drug test. Any information obtained will be used strictly to base our decision for employment and will remain confidential. The Company reserve the right to conduct random, periodic, post-accident, post rehabilitation, and reasonable suspicion testing and to require individuals involved in accidents or injuries on the job to submit to testing within 24 hours or as quickly as feasibly possible, preferably within a 24hour period. Subject to any state or local laws or regulations dictating otherwise, any employee who tests positive will be subject to immediate termination.

### **3. Driver's License & Driving Record**

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license, must maintain a valid commercial driver's license (CDL) if required, and maintain a driving record acceptable to our insurer. We may examine a copy of your driving record (MVR), from time-to time, and where it is deemed necessary, take appropriate action. Any changes in your driving record **must** be reported to the personnel department immediately. Failure to do so may result in disciplinary action, up to and including termination. Reimbursement for renewal of driver's licenses and necessary endorsements are the responsibility of the employee.

## **E. Anniversary Date**

The first day you report to work is your official "anniversary date". Your anniversary date is used to determine annual performance reviews, other employee related actions, and benefits described in this Handbook.

## **F. Employee Benefits**

REEP Residential provides a benefit package to its employees, who meet the established criteria for each benefit category. Refer to the Benefits Section for more details.

## **G. Personnel Records**

REEP Residential retains information related to employees during the time of employment. It is maintained on a confidential basis.

## **H. Employee Files**

REEP Residential maintains a detailed record of each employee's employment in a separate personnel file. Keeping your personnel file up to date can be important to you regarding pay, deductions, and other matters. If you have changes in any of the following items, it is your responsibility to notify your manager or the REEP Residential Administration Manager(s) as soon as possible:

1. Legal Name
2. Home Address
3. Home Telephone Number
4. Person to call in case of Emergency
5. Number of dependents
6. Marital Status
7. Driving record or status of driver's license
8. Military or draft status
9. Exemptions on your W-4 form or other withholding or payroll deduction information
10. Any changes in criminal record

Since REEP Residential refers to your personnel file when there is a need to make decisions in connection with promotions, layoffs, and recalls, it is to your benefit to be sure your personnel file includes information about completion of education or training courses, outside civic activities, and areas of interest and skills that may not be a required part of your current position here. The availability of information from personnel files will be governed by all applicable laws of the State of Texas. Employees are entitled to review their personnel file upon request in the presence of a Manager. The employee may not remove the personnel file from the company offices. All outside requests for information regarding employees must be forwarded to the appropriate Administration Manager for handling.

## **I. First Aid**

Federal law (OSHA) requires that we keep records of all work-related illnesses and accidents that occur during the workday. If you hurt yourself or become ill, please contact your manager for assistance. If you fail to notify the company of an injury, you may jeopardize your employment with REEP Residential. Failure to notify us may also jeopardize eligibility for Worker's Compensation. Drug and alcohol testing is required as soon as possible within 24 hours following any injury due to an accident on the job. OSHA also provides for your right to know about any health hazards, which might be present on the job.

## **J. Dress Code/Personal Appearance**

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image REEP Residential presents to customers/residents, vendors, and others. When representing REEP Residential, you are expected to present a clean, neat, and tasteful appearance. As representatives of REEP Residential, employees should remember that their appearance is a direct reflection on the level of professionalism in the company. All employees shall follow basic minimum guidelines regarding dress and personal appearance. Management may impose additional appropriate standards.

Each Manager or department head is responsible for establishing dress code appropriate to the job performed in the department/property. sweatshirts, cutoffs, revealing clothing, hot pants, halter tops, miniskirts, or dresses more than 3 inches above the knee, visible body piercing (i.e., nose, eyebrow, and tongue rings) are not appropriate. Mustaches and beards must be clean and neat, hairstyles are to be in good taste, poor personal hygiene and visible tattoos must be covered during business hours. Clothing is expected to be clean and pressed. Likewise, clothing should not have visible frayed edges, stains, missing buttons, or tears. Clothing having any slogans (other than approved company slogans/logos), wording, symbols, logos, or marks will not be allowed. REEP Residential reserves the right to indicate what is offensive. You are required to be suitably attired and groomed during working hours or when representing REEP Residential.

If your manager feels your attire is inappropriate, you may be asked to leave the workplace until you are properly attired and will not be paid for the time you are off the job for this purpose. Employees that violate this standard will be subject to appropriate disciplinary action.

## **K. Personal Debts**

REEP Residential will not be involved in any way with the extension of credit to employees by others. Wages earned by an employee will be paid to that employee unless REEP Residential is legally required to do otherwise.

## **L. Company Issued Equipment**

New employees may be issued identification badges, access cards, tools, cell phones/cell phone accessories, and other equipment necessary to perform their job duties, free of charge. These items will be replaced by REEP RESIDENTIAL at no cost to employees if returned worn due to normal wear. Lost or damaged items must be reported immediately, will be replaced, and the employee will be charged for the original cost of the item if found to have demonstrated negligence.

## **M. Use of Company Equipment/Supplies**

No item purchased or supplied by REEP Residential should ever be removed from company premises without the express written authorization of an immediate Manager(s) and the proper paperwork associated with the situation. This rule applies to all REEP Residential' property including computers, and even pens and paper. All employees may be subject to random searches as they leave REEP Residential' facilities or designated client locations.

Your manager(s) has been given detailed instructions on the circumstances in which he or she can authorize you to borrow equipment or to take samples of your work home. A checkout procedure will be used, and if you fail to return any item removed on schedule, the value of the items will be charged against your paycheck, and you may be subject to disciplinary and/or legal action for theft. The employee should not expect privacy rights to be extended to work related conduct or use of REEP Residential owned equipment or property.

The penalty for any incidence of unauthorized possession or removal of REEP Residential property or customer property is immediate dismissal. All examples of unauthorized possession or removal of REEP Residential property or customer property, regardless of the employee's past record, seniority, or the dollar value of the item, will be treated equally. You may be subject to prosecution for unauthorized possession or removal of REEP Residential property or customer property.

## **N. Email**

Use of email carries with its responsibilities and repercussions for misuse. Employees must assume that anything written, downloaded, or sent will be seen within the company and/or outside of the company. Employees must note that inappropriate use of company email (incoming or outgoing) may result in disciplinary action, up to and including termination.

The use of REEP Residential automation systems, including computers, copiers, fax machines and all forms of Internet/Intranet access, is for company business and is to be used for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks, or before or after regular work hours), and does not result in expense to the Company.

Use is defined as "excessive" if it interferes with normal job duties, responsiveness, or the ability to perform daily job activities. The Company automation systems are company resources and are provided as business communications tools. Electronic communication should not be used to solicit or sell products, distract co-workers, or disrupt the workplace.

Use of REEP Residential computers, networks and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct including, but not limited to:

- Sending chain letters.
- Engaging in private or personal business activities.
- Misrepresenting oneself or the Company.
- Engaging in unlawful or malicious activities.
- Using abusive, profane, threatening, discriminatory, harassing, racist, sexist or otherwise objectionable language in either public or private messages.
- Sending, receiving, or accessing pornographic materials.
- Becoming involved in partisan politics.
- Causing congestion, disruption, disablement, alteration or impairment of the Company networks or systems.
- Using recreational games, excessive use of social media sites; and/or
- Defeating or attempting to defeat security restrictions on company systems and applications.

Using company automation systems to create, view, transmit or receive racist, sexist, threatening or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entry. Such material violates the Company's anti-harassment policies and is subject to disciplinary action. The Company's electronic mail system must not be used to violate the laws and regulations of the United States or any other nation or state, city, province or other local jurisdiction in any way. Use of company resources for illegal activity or violations of these policies can lead to disciplinary action up to and including termination and criminal prosecution. Unless specifically granted in this policy, any non-business use of the Company's automation systems are expressly forbidden.

#### Ownership and Access of Electronic Mail and Computer Files

REEP Residential owns the rights to all data and files in any computer, network or other information system used in the company and reserve the right to monitor electronic mail messages and their content. Employees must be aware that the electronic mail messages that they send and receive using the Company equipment are not private and are subject to viewing, downloading, inspection, release and always archiving by company officials or designated network vendors. No employee may access another employee's computer, computer files or electronic mail messages without prior authorization from either the employee or an appropriate official of the Company.

REEP Residential has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violations of this policy can lead to disciplinary action up to and including termination.

#### Confidentiality of Electronic Mail

As noted above, electronic mail is always subject to monitoring and the release of specific information is subject to applicable state and federal laws and company rules, policies and procedures on confidentiality. Existing rules, policies and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-worker related information is to refrain from violating our policies regarding electronic mail.

It is a violation of the Company's policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Employees found to have engaged in such activities will be subject to disciplinary action.

#### Message Tone for Electronic Mail

Employees are expected to communicate with courtesy and restraint with both internal and external recipients. Electronic mail should reflect the professionalism of the company and should not include language that could be construed as profane, discriminatory, obscene, sexually harassing, threatening or retaliatory.

### Electronic Mail Tampering

Electronic mail messages received should not be altered without the sender's permission nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

### Internet/Intranet Browser(s)

This policy applies to all uses of the Internet but does not supersede any state or federal laws or company policies regarding confidentiality, information dissemination or standards of conduct. The use of REEP Residential automation systems is for business purposes only. Brief and occasional personal use is acceptable if it is not excessive or inappropriate, occurs during personal time (lunch or other breaks) and does not result in expense to the Company. Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Examples of inappropriate use are defined in "Inappropriate Use of the Internet/Intranet" found below. The Company will determine the appropriateness of the use and whether such use is excessive.

Employees are individually liable for all damages incurred because of violating company security policy, copyright, and licensing agreements. All REEP Residential policies and procedures apply to employees' conduct on the Internet, especially but not exclusively, relating to intellectual property, confidentiality, company information dissemination, standards of conduct, misuse of company resources, anti-harassment and information and data security. Violation of these policies and/or state and federal laws can lead to disciplinary action up to and including dismissal and possible criminal prosecution.

### Internet/Intranet Security

REEP Residential own the rights to all data and files in any information system used in the company. Internet use is not confidential and no rights to privacy exist. The Company reserves the right to monitor Internet/Intranet usage, both as it occurs and in the form of account histories and their content. REEP Residential have the right to inspect all files' stores in private areas of the network to assure compliance with policy and state and federal laws. The Company will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities. Existing rules, policies and procedures governing the sharing of work-related or other confidential information also apply to the sharing of information via the Internet/Intranet. REEP Residential has taken necessary actions to assure the safety and security of our network. Any employee who attempts to disable, defeat, or circumvent REEP Residential security measures is subject to disciplinary action up to and including dismissal.

Examples of inappropriate use include, but are not limited, to the following:

1. Discrimination: Employees may not discriminate or use discriminatory language against any other individual via email or other company communication.
2. Harassment: Employees may not harass another individual via email or other correspondence and may not include sexual images, cartoons, offensive language, jokes, chain letters, etc. Any item downloaded, transmitted, or displayed on any REEP Residential computer or any personally owned computer while on company business at any location (including client and company job sites) must adhere to these guidelines.
3. Illegal Purposes: Email may not be used for illegal purposes.
4. Personal Use: Email should be used to conduct business communications.
5. Monitoring: REEP Residential reserves the right to monitor all sent and received email. Private/personal email should be done on your own time and on your personal computer equipment.
6. Viruses: All incoming email and attachments must be screened for viruses. Settings established by the company may not be changed and virus software must be kept up to date. Employees should take precautions in opening messages or downloading files that are not recognized or that may contain computer viruses.

## **O. Computer Passwords/Use of Computers**

From time to time your manager may ask you to password protect certain confidential files. In this event you will be notified as to what password to use. Please be advised these passwords are confidential and are not to be discussed.

Unauthorized passwords are not allowed (passwords management does not know, (i.e., management cannot access the file) for any reason. **Do not use passwords that management is not aware of either for personal or business use.**

Accessing inappropriate sites such as sexually explicit sites or excessive use of computers for personal reasons may result in disciplinary action, up to and including immediate termination. The Company reserve the right to monitor cookies and usage information to determine disciplinary action.

## **P. Computer Software (Unauthorized Copying)**

REEP Residential does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. It is illegal to make or distribute copies of copyrighted material without authorization. The only exception is the users' right to make a backup copy for archival purposes.

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless the manufacturer does not provide a backup copy. Unauthorized duplication of software is a federal crime. Penalties include fines of as much as \$100,000 and jail terms of up to five years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support, and no information about product updates. REEP Residential licenses the use of



computer software from a variety of outside companies. REEP Residential does not, unless authorized by the software manufacturer, have the right to reproduce it. Regarding use on local area networks or on multiple machines, REEP Residential employees shall use the software only in accordance with the license agreement. REEP Residential employees learning of any misuse of software or related documentation within REEP Residential shall notify the department/property Manager (s) or REEP Residential legal counsel. REEP Residential employees who make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances, up to and including termination.

## **Q. Personal Phone Calls and Mail**

Office telephones are for company business. You are permitted to take personal emergency phone calls only and may be disciplined for excessive personal phone or email usage during the workday. Additionally, you may be required to reimburse the company for any personal phone calls charged to the company/property, at the rate these calls are billed to the company.

Employees should not use REEP Residential as a personal mailing address and should not put personal mail in areas to be run through the postage meter. Although the amount may seem small, it is still considered theft.

## **R. Cell Phones**

Cell phones issued by REEP Residential are the property of REEP Residential and are for business use only. Employees who use company-supplied devices or company-supplied vehicles are prohibited from using a cell phone, hands on or hands off, or similar devices while driving, whether the business conducted is personal or company-related. This includes receiving or placing calls, text messaging, surfing the Internet, receiving, or responding to email, checking phone messages or any other purpose related to your employment, the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the company; or any other company or personally related activities not named here while driving. Monthly cell phone bills are monitored and are the property of the company. Reimbursement for business calls made from a personal cell phone account will not be honored without approval by the Principals of the Company. Lost or damaged cell phone/accessories may be replaced, and the cost of replacement may be charged to employees if lost or damaged due to negligence on the part of the employee.

## **S. Expense Reimbursement**

You must have your manager's written authorization (requisition/purchase order, etc.) prior to incurring an expense on behalf of REEP Residential. To be reimbursed for all authorized expenses, you must submit an expense report each week, as you incur authorized reimbursable expenses.

As a rule, you should not conduct company business using your personal vehicle. Any exceptions to this rule, should be approved by a Manager/Supervisor, and will be reimbursed at the rate at which the Internal

Revenue Service allows per the tax rules and regulations or per a special arrangement/agreement. Please submit this expense on your monthly expense report.

If you utilize a company credit card or charge account, you must save all your receipts and reconcile your credit card statement within three (3) days. REEP Residential discourages personal use of any credit card or charge account unless authorized by a REEP Residential Manager. All purchases on the credit card or charge account must have a purchase order or be approved by one of the company officers.

We will pay the reasonable and necessary expenses incurred by an employee approved to attend a workshop, in-service training seminar, or other job-related activities of a nature specifically designed to provide on the job improvement. Management must approve all travel and any upfront costs in advance. Upon completion of training or travel, employees must submit a travel/expense report to obtain reimbursement and appropriate documentation of expenses must be attached.

## **T. Confidential Information**

Customers and suppliers may entrust REEP Residential with important information relating to their businesses. The nature of this relationship requires the maintenance of confidentiality. In safeguarding the information received, REEP Resident earns the respect and further trust of our customers and suppliers.

Your employment with REEP Residential assumes an obligation to maintain confidentiality even after you leave our employment.

Any violation of confidentiality seriously injures REEP Residential reputation and effectiveness. Therefore, please do not discuss any aspects of REEP Residential business with anyone who does not work for us, and never discuss business transactions with anyone who does not have a direct association with the transaction. Our employees should not discuss our confidential business or company matters directly with our customers/clients. Any concerns of our employees should be discussed with their supervisor and/or Manager. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality. If you hear, see or become aware of anyone else breaking this trust, consider what he or she might do with the information they get from you. Sharing confidential or proprietary information may result in disciplinary action, up to and including termination.

If someone questions you outside the company or your department/property and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer, and that we do not wish you to do so. Instead, as politely as possible, refer the request to your manager or to the principals.

## **U. Customer Relations**

The success of REEP Residential depends on the quality of the relationship between REEP Residential, our employees, our customers, their customers, and the public. Our customer's impression of REEP

Residential and their interest and willingness to allow us to provide rental housing and related needs, is greatly formed by the people who serve them. In a sense, regardless of your position, you are REEP Residential ambassador. The more goodwill you promote, the more our customers will respect and appreciate you and REEP Residential services.

1. Act competently and deal with customers in a courteous and respectable manner.
2. Always communicate pleasantly and respectfully with other employees. No foul or abusive language is to be used around or with customers or employees.
3. Follow up on work orders and questions promptly, provide businesslike replies to inquiries or requests, and perform all duties in an orderly manner.
4. Take pride in your work and complete it in a manner that represents your personal best.

Non-adherence to these guidelines may lead to disciplinary action, up to and including termination. These are the building blocks for your REEP Residential continued success.

## **V. Safety Precautions**

Employees should be aware of and informed regarding the following:

1. Fire: Employees should know and understand fire rules, the position of fire extinguishers, and duties in the case of a fire.
2. Accidents: Employees should avoid accidents by eliminating hazards and follow safety and standard operating procedures.
3. Reporting Unsafe Conditions: Employees should take care of or make their supervisors aware of wet and slippery floors, equipment left in halls, defective equipment, combustible materials near open flames, operation of electrical equipment with wet hands, and other unsafe conditions.
4. Altercations/Fighting: Employees should avoid physical or verbal confrontations while on the job as this behavior is deemed unprofessional and inappropriate.

As a rule, contact the appropriate emergency personnel for emergencies encountered (i.e., dialing 911) and notify your Manager/Supervisor/Executive Management as soon as feasibly possible.

## **W. Resignations/Terminations**

As soon as it is determined that any employee is terminating for any reason, a written notice of at least two weeks in advance of the final date should be given. Any accrued but unused paid time off will be addressed with employees at the time of employment termination, as specified under the “Paid Time Off” section in this Handbook. Any employee terminated for cause, failing to give appropriate notice upon resignation, or if an employee has given the appropriate notice will not be entitled to the payment of accrued but unused paid time off. Paid Time Off will not be available to use during your time or resignation. We reserve the right to indicate you are not eligible for rehire if you fail to give a two-week notice.

Any REEP Residential property issued to you, such as phones, Handbooks, or other property, must be returned to REEP Residential at the time of your dismissal or resignation, or whenever a manager or a

member of management requests it. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck. Upon termination, petty cash must reconcile the day of exit and any shortages will be taken from final pay.

## **X. Rehire Policy**

At the time of resignation or dismissal, an employee may inquire of their manager or a designated company representative regarding rehire status. In general, if an employee fails to provide a two week notice at the time of resignation, they will not be eligible for rehire.

## **Y. Nepotism (Employment of Relatives)**

In order to ensure REEP Residential policies with regard to employment, compensation, promotion, and discipline are administered fairly and objectively, and to eliminate potential conflicts of interest, it is our policy not to appoint, hire, transfer, promote or advance individuals who would directly supervise or be supervised by a close relative, who would work in the same department/property as a close relative, or who have a close relative in a management or payroll position.

A close relative includes any of the following to an employee: spouse, member of household, parent, child, grandparent, grandchild, parent-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother, half-sister, uncle aunt, nephew, niece, or first cousin.

Exceptions to this policy must be approved in writing by Executive Management.

## **Z. Interpersonal Relationships and Fraternization**

While REEP Residential encourages a supportive atmosphere at work for its employees, interpersonal relationships between employees may be a concern if they have the effect of impairing the work of any employee; harassing, demeaning, or creating a hostile working environment; disrupting the smooth and orderly flow of work within the office; or harming the goodwill and reputation of the Company among its customers or in the community at large.

For this reason, the Company reminds its employees that supervisors should not engage in any form of relationships with a subordinate employee that could potentially have the appearance of creating or promoting favoritism or special treatment. All employees are reminded to avoid relationships or social activity between two or more employees that:

- Has the potential or effect of involving employees, their coworkers, or the company in any kind of dispute or conflict with other employees or third parties.
- Interferes with the work of any employee or creates a harassing, demeaning, or hostile working environment for any employee.
- Disrupts the smooth and orderly flow of work within the office, or the delivery of services to the Company clients or customers; or
- Harms the goodwill or reputation of the company or places in doubt the reliability, trustworthiness, or sound judgment of the persons involved in the relationship,

### **III. Pay and Other Related Policies**

REEP Residential has developed policies and procedures to maintain competitive wages and salaries comparable to those of other employees with similar jobs in our industry. Our wage and salary policies are designed to attract and retain the best-qualified people available.

REEP Residential employs you and will be carried directly on our payroll, regardless of designated assignments to contracts or projects. No person may be paid directly from petty cash or any other fund for work. Exceptions to this policy may be made in cases where a contractual relationship exists with a bona fide contractor that dictates special handling of wages and/or salaries.

#### **A. Calculating Pay**

Employees whose pay is not based on an hourly rate (exempt) may experience times when the company chooses to compensate them for some daily pay. When this is necessary, REEP Residential will compute your time based on a forty-hour workweek. If you are an “hourly (non-exempt) employee, your pay will be computed based on the submission of hours worked per the required documents (i.e., timecard, electronic data, etc.), and any hours worked over 40 hours in one week will be paid at a rate of time-and-a-half, however ‘paid but not worked time’ is not used in calculating overtime. ‘Paid but not worked time’ includes vacation, holiday, and leave time. No overtime hours can be worked without the prior approval of a manager.

#### **B. Timecards/ Records**

By law, we are obligated to keep accurate records of the time worked by employees. This is accomplished by time clock cards, electronic software/information, or other written documentation, as requested by your manager.

Your timecard, electronic information, or other written documentation is the only way the payroll department/property knows how many hours you worked and how much to pay you. Your timecard, electronic information, or other written documentation indicates when you arrived and when you departed. All employees are required to keep their manager advised of their departures from and return to the premises during the workday and to follow established work schedules, unless approved by a manager. Employees must clock time in and out through company-provided software or if necessary, turn in timecards or other required documentation and ensure they are signed by their Supervisor/Manager, where applicable. Failure to do so may delay payment for hours worked, may lead to discrepancies, or may bring in to question the time to be paid.

#### **C. Work Schedule**

As REEP Residential employees provide services to our clients/residents, your schedule will be determined and provided to you by your manager(s). Your manager(s) will provide you with your schedule of daily/weekly work hours and you are required to arrive with sufficient time to prepare to work your schedule and any duties needed to prepare your workstation or check your equipment/vehicle. All employee work schedules will be predicated on the determined based on operational needs of REEP Residential and/or client or contract requirements. You will be notified promptly whenever a change is necessary or if inclement weather results in a change to your schedule. Should you have any questions concerning your work schedule, please ask your manager.

#### **D. Overtime Pay**

Any hours worked over 40 hours in one week will be paid to non-exempt employees at a rate of time and a half; 'paid but not worked time' is excluded in calculating overtime. 'Paid but not worked time' includes vacation, holiday, and leaves. No overtime hours can be worked without prior approval of a manager.

#### **E. Pay Periods and Hours**

For REEP Residential employees' paychecks are distributed semimonthly.

#### **F. Distribution of Paychecks**

Pay advice is distributed on the designated pay period. To the extent possible, employees are encouraged to provide an email address for forwarding pay advice; however, a copy will be available from the Manager at your request. All questions regarding pay should be directed to your manager. In the event of an overpayment of wages or fringe benefits, the affected employee will be required to make an acknowledgment and REEP Residential will deduct the amount from the next pay cycle or final pay. In the event a shortage occurs, the employee will be reimbursed within 48 hours once the amount of the shortage is determined and approved by payroll. We will not issue pay before the regularly designated time except in the case of a shortage.

#### **G. Unforeseen Circumstances/Inclement Weather**

Hourly employees will not be paid when work is unavailable due to circumstances beyond REEP Residential control; the following are examples of such circumstances.

- Operations cannot commence or continue due to threats to employees or property or when recommended by civil authorities.
- Public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities or sewer system.
- The interruption is caused by a Natural Disaster (inclement weather, fire, flood, earthquake, avalanche, etc.) or some other cause not within REEP Residential control. Work cannot continue due to the circumstances involved with inclement weather, flood, etc.

In the case of inclement weather, REEP Residential will generally continue to be open. If necessary, leave your house early to take the time needed to safely arrive at work. REEP Residential is not liable for any

accidents related to commuting to and from work. If an employee cannot make it in to work due to inclement weather, they will not get paid for that day, unless accrued paid time off is used.

## **H. Closure after Starting Time**

If severe weather conditions exist and the principals or (other designated representative) decides to close REEP Residential or a work site for the remainder of the day, you will be notified as soon as possible by your manager(s). You will be paid for the time that you worked, or time approved by Executive Management.

## **I. Deductions from Pay (Mandatory)**

REEP Residential is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal income tax and your contribution to Social Security, as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information, you furnish on your W-4 form, regarding the number of dependents/ exemptions you claim. Any change in name, address, telephone number, marital status, or number of exemptions, is your responsibility, and must be reported to your manager(s) immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much was deducted from your earnings for these purposes.

## **J. Wage Assignments (Garnishments)**

REEP Residential policy will comply with all valid claims against the wages of employees. If REEP Residential receives a notice of wage garnishment, child support order, or some legally valid claim against your wages, you will be notified about the amount and details of the garnishment or wage order. While you may attempt to work out your obligations with your creditor, REEP Residential will be required to comply with the provisions for the garnishment notice or legal order, as soon as practicable after it is received, to ensure compliance with applicable laws and may assess an administrative fee to employees, as allowed by law, to comply with the claim against the wages of employees.

## **K. Error in Pay**

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your manager(s) immediately. He or she will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

## **L. Status Changes**

As changes are made to employee status, resignations, promotions, pay increases, etc., this information will be reflected on the company personnel records. As indicated above, employee data changes (address changes, exemptions, etc.) are the responsibility of the employee and their Manager and should be reported upon their occurrence to accounting.

## **M. Performance Management & Compensation Reviews**

Your manager(s) is continuously evaluating your job performance. Day-to-day interaction between you and your manager(s) should give you a sense of how your manager(s) perceives your performance.

At the discretion of management, new employees may receive a performance review (either formal or informal) on or about 90 days (commonly viewed as the Introductory Period). Otherwise, performance reviews will be conducted periodically, but not less than annually, on or about each employee's anniversary date. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

During formal performance reviews, your manager(s) will consider the following things, among others:

- Attendance, initiative, and effort
- Knowledge of your work and responsibilities
- Attitude and willingness
- Quality and quantity of your work
- Conditions under which you work

The primary reason for performance evaluations is to identify your strengths and weaknesses to reinforce your good habits, develop ways to improve in your weaker areas, and to document how your job performance compares to the goals, descriptions, and expectations of your job.

## **N. Job Descriptions**

REEP Residential has job descriptions for positions held at the Company. A copy of your job description is available from your manager(s). This job description lists the primary duties and responsibilities for your position. In addition to individual job performance reviews, REEP Residential periodically conducts reviews of job descriptions to ensure that we are fully aware of any changes in the duties and responsibilities of each position and those changes are recognized and adequately compensated.

## **O. Compensation Reviews**

Wage and salary increases are based on performance, not length-of-service or the cost-of-living. A performance review does not necessarily mean that you will be given an increase. Any wage or salary increases will appear in the pay period ending after the dates they are granted. Wage and salary increases may be retroactive, in the case of late reviews, at the discretion of the principals.

## **P. Employment Classifications**

All employees will be classified as one of the following:



### Regular Full-Time Employees

A regular full-time employee is an individual, whose employment is for no definite term, and who is scheduled to work a minimum of 40 hours per week on a regular basis. Generally, full-time employees are eligible for benefits, subject to the terms, conditions, and limitations of each benefit program.

### Regular Part-Time Employees

A regular part-time employee is an individual whose employment is for no definite term, and who is scheduled to work less than 40 hours per week on a regular basis. A regular part-time employee is not eligible for group insurance benefits, paid leave time, paid holidays or other standard benefits, which require full-time employment (see Benefits section for details).

### Commission Only Employees

A commission-only employee is an individual who receives a type of incentive compensation that can be expressed as a percentage of sales dollars, a percent of gross margin or profit, or a dollar amount per unit sold/leased. A commission-only employee is not eligible for paid time off, for leave of absence, sick time or vacation time, or paid holidays. Their eligibility for group benefits is subject to the terms, conditions, and limitations of each benefit program. They are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA.)

### Temporary Employees

A temporary employee is an individual whose work assignment is expected to be of limited duration. A temporary employee is not eligible for any of the group benefits.

### Contract Employees

A contract employee is an individual who whose work assignment is for a specified project/term. A contract employee is not eligible for any of the group benefits.

## **Q. Exempt and Nonexempt Classifications**

In addition to an employee's status, each employee is classified as either "Exempt" or "Nonexempt". In general, "Exempt" refers to an employee who is exempt under the executive, administrative, outside sales, or professional exemptions from the minimum wage, timekeeping, and overtime requirements of the Fair Labor Standards Act (FLSA) and any requirements of applicable state law. "Nonexempt" refers to an employee who is not exempt from these FLSA or state law requirements. Applicable state/federal wage and labor laws govern whether an employee is considered exempt or nonexempt, and are defined as:

### **1. Exempt Employees**

Exempt includes the regular full-time employees who are paid on a salary basis and the employee's salary is total compensation (other than bonuses or commissions) for all hours worked in a work week. Exempt employees are required to submit an attendance record showing the days worked and noting any days where vacation, holiday, sick time, personal time, jury duty, or other absences from the workplace occur. These records are necessary to ensure that the Company properly tracks vacation and other paid time off.

## **2. Nonexempt Employees**

Nonexempt employees are typically paid an hourly rate. Such employees may be paid overtime in accordance with applicable state and federal laws; however, the use of paid-but-not-worked time is omitted in calculating overtime. "Paid but not worked time" includes time away such as vacation, personal, holiday, sick, jury duty, voting time, or bereavement.

## **IV. Benefits and Time Away Policies**

### **Benefits**

In addition to receiving an equitable salary and having an equal opportunity for advancement, upon completing the ninety (90) day introductory period, employees may be eligible to enjoy other benefits:

1. Full-Time Employees: Enjoy all the benefits described in this Handbook as soon as the eligibility requirements for each particular benefit are met.
2. Part-Time Employees: Enjoy only those benefits, which are required by law to be afforded to part-time employees, provided that the minimum requirements set forth by law and in the benefit plan (s) are met. Part-time employees are defined as employees regularly scheduled to work more than 30 but less than forty (40) hours a week.
3. Introductory Period: No benefits are available during the Introductory Period, except as otherwise provided by law or exceptions that the company may deem appropriate and defined in this handbook. See applicable section titled "Introductory Period" in this Company Handbook for further details.
4. Temporary or Contract Employees: Are not eligible for benefits unless otherwise mandated by law. Temporary is defined as any temporary or contract labor employee that is not an official employee of REEP Residential.

### **Bonus and Commissions Policy**

Employee leasing or renewal commissions pay out amounts are discretionary and approved by Regional Manager and or President of Operations. If employee resigns and does not fulfill the required two weeks' notice or employee is terminated all leasing or renewal commissions are forfeited. If employee resigns

and fulfills two weeks' notice, he/she will be eligible for any pending leasing and renewal commissions upon final review and approval by the President. Upon termination or resignation, all performance-based bonuses for monthly, annual, or quarterly submission are forfeited.

## **Updated Employee Referral Program**

REEP Employees will receive \$250.00 dollars when they refer talent. To qualify for this pay-out, the referred employee must complete his/her 90-day probationary period and be in good standing. Payout will be done on the following pay cycle from referred employee's 90-day date. The hiring manager will not qualify for referral bonus if they refer a direct subordinate. Please reach out to HR for any questions.

### **A. Group Insurance**

REEP Residential is interested in the health and well-being of both you and your family. Prior to June 1, 2018, employees are not eligible to receive benefits under the comprehensive health insurance program until completion of their (90) day Introductory Period. Effective June 1, 2018, employees may submit enrollment data any time after starting work and are eligible to receive benefits under the comprehensive health insurance program the first day of the month following completion of thirty (30) days. We provide group insurance underwritten by a national insurance carrier. Only full-time employees are eligible for medical insurance; part-time and temporary employees are not eligible for this benefit. For this benefit only, federal law defines full-time as working thirty-hours (30) or more per week.

We may pay a portion of the premiums for employee insurance coverage. Information regarding the insurance carrier and coverage are provided to you upon enrollment in the program. Please refer to insurance plan and enrollment information to determine your cost. Our insurance carrier requires that employee's complete insurance enrollment forms within 15 days of the date of hire to receive coverage regardless of when coverage begins. If enrollment forms are not completed, employees will be required to wait until the following annual enrollment period to receive coverage. Employees will be notified of annual enrollment. Dependent additions to policies (i.e., births, adoptions, marriage) will be added in accordance with carrier regulations.

In the event of your termination of employment with REEP Residential or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program (per COBRA guidelines) for a limited period of time at your or their own expense. This does not affect the conversion privilege as stated in the insurance policy.

### **B. Termination of Insurance**

Your insurance will terminate when the insurance policy terminates, when you fail to make an agreed contribution to premium when due, when you cease to be eligible for coverage under the terms of our group insurance program, or when you cease to be employed as an employee eligible for the insurance.

Benefits will be terminated upon the occurrence of a qualifying event and subject to each employee's right under the Consolidated Omnibus Budget Reconciliation Act ("COBRA"). An employee choosing to terminate coverage must notify the Manager at least 30 days prior to the beginning of the month in which they want termination of coverage to occur. The Manager can advise as to the timing and termination of coverage.

## **C. Government-Required Coverage**

### **1. Workers' Compensation**

#### **a. Covered Employees**

Every REEP Residential employee is protected by Workers' Compensation. Employees are responsible for reporting all work-related injuries or illnesses to their manager immediately and may be subject to doctor's review within 24 hours.

#### **b. Coverage**

Injuries are covered if it's caused by or on the job — not just serious accidents, but even first-aid type injuries. Illnesses may also be covered if they're related to your job. For example, common colds and flu are not covered. The main criteria relate to whether the injury or illness is the result of the performance of your job.

Coverage begins the first day an employee is officially on the job and continues if you are working for REEP Residential. Employees don't have to meet criteria for length of time or number of wages to be protected.

### **2. Unemployment Compensation**

REEP Residential pays a percentage of its payroll to the Unemployment Compensation Fund in accordance with REEP Residential employment history. Individuals that become unemployed may be eligible for unemployment compensation, under certain conditions, for a limited period. Unemployment compensation provides temporary income for workers who have lost their jobs through no fault of their own. To be eligible employees must meet state eligibility guidelines and be willing and able to work. Individuals can apply for benefits through their local state unemployment office.

### **3. Social Security**

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, REEP Residential is required to deduct this

amount from each paycheck you receive. In addition, REEP Residential matches your contribution dollar for dollar, thereby paying one-half of the cost of Social Security benefits.

## **Time Away**

### **A. Attendance**

From time to time, it may be necessary for you to be absent from work. REEP Residential is aware that, on occasion, emergencies, illnesses, or pressing personal business cannot be scheduled outside of your work hours.

If you are unable to report to work or if you expect to arrive late, please call your manager as far in advance as possible. If your manager does not answer immediately, leave a voice mail message. Give him or her adequate time to arrange for someone else to fill in for you until you arrive. If you know in advance that you will need to be absent, you are required to request this time off directly from your manager. He or she will determine the most suitable time for you to be allowed to be absent from your work in accordance with business needs.

When requesting three or more days of paid or unpaid time off, you must notify your manager and/or Supervisor at least two (2) weeks in advance.

Absences from work without calling your manager and/or Supervisor will subject you to disciplinary action, up to and including termination. Your manager and/or Supervisor may request that you provide further documentation/explanation. Absences from work for one (1) or more consecutive days without notifying your manager and/or Supervisor will be considered a voluntary resignation. Excessive absences may result in disciplinary action, up to and including termination.

### **1. Excessive Time Away**

You are expected to be at your workstation, work site, and ready to work at the beginning of your assigned daily work hours, and you are expected to remain at your workstation until the end of your assigned work hours, except for approved breaks and lunch. To ensure we provide excellent customer service, when your work takes you away from your work location during the workday, please let your designated Manager know where you are going and how long you expect to be gone.

Be aware that “excessive time away should be reflected on your timecard and failure to document time away on your timecard will result in disciplinary action, up to and including termination.

### **2. Tardiness**

Failure to report for your assigned work duties at the proper time and place is tardiness. Tardiness and/or leaving early, is detrimental to REEP Residential. Three (3) such incidents in a 45-day period will be

considered excessive tardiness and will be viewed the same as an absence. Other factors, such as the degree of tardiness, may also be considered in determining disciplinary action. Your manager reserves the right to request documentation for any tardiness due to illness or other personal reason(s). Tardiness **will not** be tolerated. Excessive absenteeism, tardiness or leaving early may lead to disciplinary action, up to and including termination.

### **3. Absences**

Your manager reserves the right to request documentation for any absence or tardiness due to illness or other personal reason(s). If you are absent because of illness for one (1) or more days, your manager may request that you submit written documentation from your doctor. If you are absent three (3) or more days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you are allowed to return to work. Employees are responsible for any charge assessed for this documentation.

Your manager and/or Supervisor will make a note of any absence or tardiness, and the reason, in your personnel file. Among other factors, your attendance record and excessive absenteeism will be considered when evaluating requests for promotions, transfers, leave of absence, and approved time off, as well as scheduling layoffs, etc. Excessive absenteeism will not be tolerated.

## **B. Time Off Policies**

### **1. Holidays**

Only full-time regular employees in active status are eligible for full holiday pay. Part-time fixed regular employees in active status are eligible to receive a prorated number of hours of holiday pay depending upon their base hour status. Employees are eligible to receive holiday pay during their ninety (90) day introductory period. Holiday pay for the company designated holidays will be paid regardless of whether the holiday falls on the employee's regularly scheduled workday. Exceptions to policy may only be made by the Regional Manager or Executive Management. REEP Residential recognizes the following paid holidays:

New Year's Day	Labor Day	Memorial Day	
Thanksgiving Day	Friday After Thanksgiving	Independence Day	Christmas Day

We schedule all national holidays on the day designated by common business practice. Please note: if any holiday listed above falls on a Saturday, it is observed on the preceding Friday or if it falls on Sunday, then it is observed on the Monday following the holiday. To be eligible for holiday pay, you must work the scheduled workday immediately before and after the holiday, and not leave early immediately before, or arrive late, after the holiday. Only excused absences or approved early dismissals, tardiness, or absences, in the case of active employees, will be considered exceptions to this policy. You are not eligible to receive holiday pay when you are on a leave of absence.

Exempt employees who are required to work a legal holiday are eligible for compensatory time off; nonexempt employees will receive pay at one-and-a-half times their normal rate of pay for hours worked and their standard holiday pay for the day. Some employees may be required to be on call during holidays.

## **2. Paid Time Off (PTO)**

In addition to paid holidays each year, REEP Residential provides all-purpose paid time off (PTO) as one of the ways to show our appreciation for your loyalty and continued service. This PTO can be used for vacations (we encourage a minimum of three [3] days be used for vacation) or can be used as needed, and approved by your manager, for unexpected illnesses, doctor's appointments, and personal reasons.

### **A. Eligibility**

All regular full-time employees are eligible for paid time off (PTO) after three months of employment. PTO accrued cannot be used during the ninety (90) calendar day introductory period. PTO hours will be accrued on a "calendar year" basis, according to the chart below.

### **B. Amount of Paid Time Off**

An employee's anniversary date will be used to calculate paid time off, with accruals beginning on the first full payroll date. All full-time employees will accrue PTO hours according to the following table (accrual based on a 40-hour work week):

<b>Length of Service</b>	<b>Equivalent Days/Hours per Year</b>	<b>Accrual Rate Per Pay Schedule</b>
Three months but less than 2 years	10 Days/80 hours	3.33 hrs.
2+ years	17 days/136 hours	5.67 hrs.

Part-time employees will be eligible after three months of employment, with the time off pro-rated amount based on a 1040-hour calendar year.

### **C. PTO Policies**

#### **1. PTO Rollover**

PTO will roll over at the end of the year with a 136-hour cap. As you reach the 136 PTO hours cap, you will no longer accrue unless you take time off. Then you will start accruing again until you reach the maximum of 136 PTO hours.

## 2. Personal Illness/Personal Days

Unexpected illnesses occur from time to time. You may use accrued but unused paid time off to fund your sick days if you are away from work due to illness. Accrued paid time off may also be used to fund time off needed to take care of pressing personal matters, with Manager approval, with a minimum of three (3) days recommended as an allocation for vacation. Your manager reserves the right to request documentation or a doctor's note for illnesses exceeding one (1) day.

## 3. Temporary Work from Home Policy

Occasionally, a situation may arise where a REEP Corporate or Equity employee may be eligible to work from home. It can be a business hardship for REEP when a Corporate/Equity employee is out for an extended period; if the employee is eligible, they may be able to work from home under the following guidelines. This does not include onsite employees.

1. Corporate or Equity level **may** be eligible to work temporarily from home for 3 days or up to 5 days (if the supervisor approves an extension) due to a personal illness or to care for a family member.
2. A total of 10 days of work at home may be used per calendar year with supervisors' approval
3. Employees eligible to work from home may only do so with Supervisor approval.
4. Employees eligible to work from home must have completed their 90-day probationary period.
5. Employees on disciplinary probation may not be eligible to work from home
6. Any employee expected to be out longer than **eight** business days would not be eligible to work from home.
7. If an employee is out sick but has requested to work from home, they may do so only after completing **three** full days of PTO without work and with their supervisor's approval.
8. The employee's request and supervisor's approval must be in writing and uploaded to the employee's eSELFERVICE. The employee's supervisor must notify HR.
9. Full-time employees shall work remotely according to the following schedule Monday – Friday, 9 am – 6 pm.
10. Employees will be expected to consistently respond in those 8 hours through email or phone.
11. Employees will be responsible for communicating with their supervisor as necessary or appropriate to receive work assignments and feedback.
12. Employees shall perform all duties required by their position to the best of their skill, ability, and experience. Employees will execute the job faithfully and in compliance with any of their supervisors, instructions, howsoever provided.
13. No compensation or equipment will be provided to work from home besides your assigned laptop.
14. Remote employees shall be eligible and expected to attend training, conferences, and other professional meetings when available.
15. The employer shall not be held liable for any environmental hazards or injuries in an employee's remote work environment.
16. The employer reserves the right to amend, modify, or revise this policy at any time at our sole discretion.

## D. Other Leaves of Absence

### 1. Jury Duty



It is your civic duty as a citizen to report for jury duty whenever called. Non-exempt employees called for jury duty and/or selected to serve, will be paid one (1) day's pay while reporting for or serving on jury duty. Only full-time, non-exempt employees are eligible for the jury duty pay and no additional pay for hours missed will be paid. Proof of attendance/reporting will be required in order to receive pay. Part time and temporary employees are not eligible for this benefit. Employees may request unpaid jury duty leave for the length of absence. You must notify your manager(s) within two (2) days of receipt of the jury summons and provide a copy of the summons. Either REEP Residential or the employee may also request an excuse from jury duty if, in REEP Residential's opinion, the employee's absence would create serious operational difficulties.

On any day or half-day, you are released for the day or from jury duty service, you will be required to return to work. In the event jury duty requires service for more than one (1) day, you will be allowed to take additional days off, using your accrued but unused paid time off, if available and if approved by your manager and/or Supervisor. If you have used all your paid time off, you will not receive pay beyond the one-week paid time that is allowed.

## **2. Disability (Including Pregnancy) Leave of Absence**

### **Disability Leave of Absence**

REEP Residential may grant at its sole discretion an unpaid leave of absence for illness, disability, or pregnancy for a maximum period of two (2) weeks of unpaid leave. You are required to give as much notice as possible, must provide a 30-day advance notice when the need is foreseeable and such notice is practicable. Absent unusual circumstances, employees must comply with REEP Residential customary notice and procedural requirements for requesting leave.

Accrued but unused paid time off may be used to fund the leave if the employee so desires. These benefits do not continue to accrue during a leave of more than thirty-calendar days. This policy applies to all employees unless an exception is granted by the principals or other member of the Executive Management team.

Employees who develop an illness or physical condition, which requires medical treatment or restrictions and precautions as to their health, will be required to submit a physician's statement. This statement must give approval that continued full-time employment in their present position would not jeopardize their health or the safety of others, in the event they continue to work. A similar statement is required upon return from a disability leave.

Should your attendance or job performance suffer during the period preceding and/or following a disability leave, we will evaluate ongoing employment.

## **3. Maximum Leave of Absence**

The Company understands that employees may require leaves of absence for a variety of reasons. The maximum allowable time for any single leave of absence and any extensions of that leave shall not exceed two (2) weeks. Any leave of absence and extensions thereof shall be considered a single leave of

absence for the purposes of this policy. The Company does not guarantee that an employee will be reinstated to the same job or an equivalent job upon his or her return from leave, unless otherwise required by law. If the employee has not been reinstated to a job before the expiration of one (1) month from the beginning of his or her leave, his or her employment will be terminated, unless otherwise prohibited by law.

#### **4. Parental Leaves**

REEP Residential offers unpaid parental leaves designed to help employees adjust to their parental responsibilities: maternity, paternity, and adoption leaves. Full-time employees (regularly scheduled to work 40 hours per week) may take up to two (2) weeks of unpaid leave for maternity leave after they have completed one (1) year of employment or two (1) weeks of unpaid leave after they have completed two (2) years of employment. For maternity, no more than one (1) business week may be taken before the due date, unless medically necessary. For paternity or adoption leaves, employees may take one (1) week of unpaid leave after one (1) year of employment to help care for a newborn child or for a newly adopted child. If leave is unused prior to the birth or approval of an adoption, all time must be taken consecutively after delivery or placement of the child in the home, unless otherwise approved by Management. Use of accrued but unused paid time off up to a maximum of three (3) weeks may be allowed with approval from Supervisor/Manager and/or a written notice indicating a medical need from the treating physician. Paternity may be used by full-time, male employees for the purpose of helping to care for their newborn child. Any or all this leave must be taken consecutively within one year of the newborn child's birth. Adoption leave is available for full-time employees who adopt a child.

#### **5. Election Day**

We encourage you to exercise your voting privileges in local, state, and national elections. However, since the polls are open during accessible after-work hours, you are encouraged to vote before or after regular working hours to avoid missing work. If you miss any time for this reason, you must use your accrued paid time, or you will not be paid for missed work time.

#### **6. Military Leave**

REEP Residential will comply with all applicable U.S. federal laws as it relates to Military Leaves.

#### **7. Bereavement Leave**

Full-time employees are entitled to take up to five (5) workdays with pay to attend the funeral and take care of personal matters related to the death of a member of your immediate family. Immediate family is defined as a parent, spouse, spouse's parent, child, spouse's child by a former marriage, brother, or sister. Three (3) day of paid funeral leave will be granted in the case of the death of a grandparent, your spouse's grandparent or sibling, or any member of your extended family living in your home. An excused absence for family death may not be retroactive, postponed or split, and time taken will not be reduced from accrued but unused time off.

## **V. Work Environment Policies**

### **A. Smoking Policy**

The company discourages smoking and/or the use of other tobacco products. No employee is entitled to a break for smoking. No smoking and/or use of other tobacco products are allowed in the interior areas of any REEP Residential offices or resident units. The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and nonsmokers.

### **B. Substance Abuse**

REEP Residential is committed to providing its employees with a safe workplace and atmosphere which allows them to protect inventory and other assets placed in their care; employees should not be subject to any safety threats from fellow workers. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely.

Whenever use or abuse of any mood-altering substance (such as alcohol or other drugs) interferes with a safe workplace, appropriate action must be taken. On-the-job involvement with any mood-altering substance can have an impact on our workplace and on the Company's ability to achieve its objective of safety and security. REEP Residential cannot accept the risk in the workplace which substance use or abuse may create. The possession, sale, or use of mood-altering substances at the workplace or working under the influence of such substances shall be a violation of safe work practices and will be subject to disciplinary action, up to and including termination.

Employees must abide by this policy and report any convictions under a criminal drug statute for a violation occurring during employment or in the workplace within five (5) days of such conviction.

### **C. Drug and Alcohol Testing**

REEP Residential can, at its option, perform random, periodic, post-accident, post-rehabilitation, and reasonable suspicion drug and alcohol testing. Random/periodic testing shall be unannounced and immediate. Any employee who refuses to submit to any required test will be subject to immediate discharge. Employees experiencing on-the-job injuries will be required to submit to drug and alcohol testing immediately following an incident. Any employee who tests positive for substance abuse and/or consumption of alcohol will be subject to immediate discharge.

### **D. False Official Statements**

Any employee submitting a false report, records, application, or other official document, or making any false official statement pertaining to qualifications for employment, pay or benefits, background or drug test, or the performance of duties is subject to discharge.

### **E. Use or Threat of Force, Other Than Self-Defense**

Assaulting or threatening physical harm to another person while on duty or in connection with REEP Residential' business, or while on vendor or our property is strictly forbidden. For the purpose of this section, assault is defined as any willful touching of another without his/her consent or threat of force by words or conduct that was intended to injure an employee, client, or placing another person in fear of such physical contact.

#### **F. Failure to Report an Accident or Leaving Scene of Accident**

Failure to immediately report an accident involving a REEP Residential employee while on the job is a basis for discharge. Leaving the scene of an accident involving an employee or knowledge of one without reporting the accident to a manager is a basis for discharge.

#### **G. Insubordination**

Any employee refusing to work their assigned duties or schedule or refusing to follow any written or oral directions from a supervisor or management will be subject to disciplinary action, up to and including termination. Employees who feel that the instructions given violate state or federal laws, should immediately contact the REEP Residential corporate office to report the matter.

#### **H. Gambling**

Engaging in gambling, in any form, while on duty will not be tolerated at REEP Residential and may result in disciplinary action, up to and including termination.

#### **I. Possession of Weapons, Explosives, and Firearms**

Carrying or possessing firearms, explosives, or weapons on REEP Residential or client/vendor property, including vehicles, at any time is strictly prohibited and violation of this policy may result in disciplinary action up to and including termination.

#### **J. Harassment Policy**

REEP Residential intends to provide a work environment that is respectful to employees, pleasant, healthful, comfortable, and free of intimidation, hostility, harassment, or other offenses, which interfere with work performance. Harassment of any sort whether verbal, physical or visual will not be tolerated.

REEP Residential expects relationships among persons in the work environment to be business-like and free of bias, prejudice, and harassment. REEP Residential will not tolerate actions, comments, inappropriate physical contact, sexual advances, display of inappropriate material, or any illegal conduct that is intimidating, hostile, or offensive.

## **1. Description of Harassment**

Harassment can take many forms. It may include, but is not limited to, words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, other verbal, or physical contact of a sexual nature when such conduct creates an intimidating environment, prevents an individual from effectively performing the duties of their position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

## **2. Responsibility**

As a REEP Residential employee, you are responsible for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their manager or any officer of The Company with whom you feel comfortable. When REEP Residential is informed that harassment may have or may be occurring it is obligated by law to take prompt and appropriate action to investigate the matter, whether the alleged victim wants the company to do so.

## **3. Reporting**

Employees who have reason to believe they have experienced or witnessed harassment, should immediately report the incident to their Manager, the Principals, or any other officer of REEP Residential. Appropriate investigation and disciplinary action will be taken. All incidents will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate would be subject to severe disciplinary action or possible termination. REEP Residential will also take any additional action necessary to appropriately correct the situation. REEP Residential will not retaliate against any employee who makes a good faith report of alleged harassment, even if the employee was in error.

REEP Residential accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens, or in any way harasses another employee is personally liable for such actions and their consequences. REEP Residential will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

## **K. Discrimination**

REEP Residential is committed to ensuring a work environment free of all forms of discrimination. No employee or applicant for employment will be discriminated against because of race, color, ancestry, religion, national origin, age, gender, marital status, physical or mental disability, sexual orientation, or military/veteran status.

## **L. Gossip**

We acknowledge that gossip can hinder our job satisfaction and productivity as a team. That's why we are taking the initiative to cultivate a workplace free of it. By committing to this, we can create a more professional atmosphere where we can focus on our best work. At REEP Residential, we take a strong stance against gossip. We believe gossiping is unprofessional, harmful, and can create a negative work environment. It's important to be mindful of what you say and to whom you say it. Gossip is a casual, usually negative, conversation or report about a person(s) not present, typically involving details that are not confirmed as true. Discussing an employee's personal life or confidential information with someone not authorized to know is considered gossip, and it's not tolerated at REEP. If you have an issue, please speak to your supervisor or their supervisor immediately. Remember, gossiping is a choice, and you can choose to opt-out. Do not send or respond to negative emails, texts, or social media posts to pass on private or derogatory information about another employee. We want to create a workplace where everyone feels valued and respected. Violating this policy may result in disciplinary action, up to and including termination of employment. Let's work together to create a positive and productive workplace culture.

## **M. Employee Privacy**

REEP Residential strives to conduct business that respects all employees' rights and privacy, consistent with sound business practices. However, the Company has specific duties and obligations that require collecting, retaining, using, and possibly disclosing employee data. If you become privy to confidential or otherwise highly personal information concerning another REEP Residential employee, you are expected to safeguard this information. Employees should refrain from discussing or comparing their salaries or other benefits as this information is confidential.

## **N. Health, Safety, and Environment**

We are committed to protecting the safety and health of our employees as well as promoting environmental stewardship in the communities we serve. We continuously strive for improvement in these areas and are committed to compliance with safety, health, and environmental regulations. Any employee who intentionally violates legal requirements related to health, environment, and safety or who intentionally fails to take reasonable steps to correct such violations will face disciplinary action, up to and including termination. In addition, intentional violations can result in penalties, fines, or imprisonment of the employee who commits the violation. Employees are also responsible for knowing the corporate and operating unit policies regarding health, safety, and environmental matters that apply to their jobs.

## **O. Solicitations and Distributions**

Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute non-REEP Residential literature in work areas at any time during working time. Working time is defined as the time assigned for the performance of your job. Employees are not permitted to sell chances, merchandise, or otherwise solicit money or contributions without management approval.

Persons not employed by REEP Residential are prohibited from soliciting or distributing literature on REEP Residential property. Employees are also subject to similar or established rules of our customers while on customer premises.

From time to time, REEP Residential may establish initiatives to assist charitable groups; however, participation by employees is strictly on a volunteer basis.

## **P. Unauthorized Persons**

In the interest of safety and to affect a more orderly operation, all unauthorized individuals such as relatives, non-employees, and others not properly approved or without appropriate clearance (badge), are forbidden from accompanying any employee on REEP Residential property, vendor vehicles, or client property while the employee is on duty.

## **VI. ADDENDUM A – CODE OF ETHICAL BUSINESS CONDUCT**

REEP Residential is dedicated to its clients/residents and employees. As such, maintaining the highest ethical standards will always be a top priority. When faced with ethical decisions in the workplace, the attached Code of Ethical Business Conduct will serve as a useful guideline to shape your decisions. Employees are subject to following our code of ethics while on vendor premises or while using customer property. REEP Residential continues to pursue growth and leadership in a variety of marketplaces. Our reputation, individually and collectively, is one of our most important assets and we ask our employees to use prudent judgment during / carrying out our business activities.

Every REEP Residential officer, director, and employee is expected to adhere to the Code. Unethical or illegal activities will not be tolerated. Our actions should always be guided by the principles of honesty, trustworthiness, integrity, dependability, and respect. If you have any questions or concerns about ethical business conduct issues, you should promptly notify your immediate supervisor. This Code is not meant to be a complete list of Do's and Don'ts, as it is not possible to list all of the activities and practices that could cause difficulties. However, this Code will provide familiarity with some basic principles and help with situations likely to cause problems. Making choices based on the REEP Residential Code of Ethical Business Conduct encourages doing business the right way.

### **General Policy**

The REEP Residential Code of Ethical Business Conduct details three basic expectations:

- Obey all applicable laws and regulations
- Provide a positive and safe work environment; and
- Protect REEP RESIDENTIAL assets and reputation

### **Obey All Applicable Laws and Regulations**

It is the Company's general policy to conduct its business in accordance with all applicable laws and regulations; to adhere to standards of safety and care for the protection of its employees, the public and the environment.

## ***Doing Business with the U.S. Government***

REEP Residential will deliver high quality products and services at fair and reasonable prices, and we will propose, negotiate, and administer our contracts in accordance with the laws and regulations of federal government contracting. REEP Residential and its employees must take sufficient care to ensure that all statements, communications, and representations are accurate and truthful.

## **Doing Business with State and Local Governments**

REEP Residential will deliver high quality services to state and local governments at fair and reasonable prices, and we will propose, negotiate, and administer our contracts with these entities in accordance with their respective procurement statutes and regulations. REEP Residential and its employees must ensure that all personnel involved familiarize themselves with all applicable legal obligations prior to entering a state or local contract. All care must be taken to ensure that all statements, communications, and representations are accurate and truthful.

## **Compliance with Antitrust Laws**

The antitrust laws generally prohibit agreements among competitors that unreasonably restrain trade. Violations can include agreements to fix or control prices; boycott specified suppliers or clients; allocate products, territories, or markets, or limit the production or sales of products. We must be especially careful that any activities or relationships with representatives of other Company are not viewed as violations of any antitrust law.

## **International Business Practices**

REEP Residential is committed to conducting its business activities free from the unfair influence of bribery and to fostering anti-corruption awareness among its employees and business partners throughout the world. The U.S. Foreign Corrupt Practices Act (FCPA) is a law that prohibits corruptly giving, offering, or promising anything of value to foreign government officials, foreign political parties, or candidates for the purpose of obtaining favorable government action or keeping government business. This law also prohibits using intermediaries to channel payments to foreign government officials for the same purposes, as well as, knowingly falsifying a company's books and records or failing to follow necessary accounting controls.

## **Political Contributions**

REEP Residential encourages its employees to become involved in civic affairs and to participate in the political process. Employees must understand, however that their involvement and participation must be on an individual basis, on their own time, and at their own expense and should in no way compromise the business relationships of the Company.

## **Gifts and Gratuities**



It is essential that the provision of REEP Residential services be free from the perception that favorable treatment was sought, received, or given in exchange for the furnishing or receipt of personal payments, favors, loans, or services from clients, contractors, suppliers, vendors, or competitors. Each can be construed as a form of kickback or payoff. Solicitation of gifts or receiving a cash gift or gratuity, in any amount, is strictly prohibited. If you have any question as to the appropriateness of receiving any gift or favor from another person, you should seek approval in writing from your immediate supervisor prior to accepting the gift or favor.

## **Drugs and Alcohol**

REEP Residential is committed to maintaining a safe and productive work environment consistent with our professional and legal responsibilities to our employees and clients. Additionally, we comply with the Drug-Free Workplace Act of 1988 and all substance abuse policies and programs specified in contracts with our clients. REEP Residential prohibits the use, sale, purchase, transfer, or possession of alcohol or controlled substances other than medically prescribed drugs, while on Company or client premises. Anyone found to be under the influence of or in possession of such substances while performing duties for the Company will be subject to disciplinary action, up to and including termination.

## **Protecting REEP Residential Assets and Reputation**

### **Conflict of Interest**

Employees should not engage in activities that give rise to a conflict of interest or the appearance of a conflict of interest, without making full disclosure to and obtaining prior approval from REEP Residential legal counsel, or the REEP Residential Principals. It is essential that all REEP Residential employees avoid any relationship, influence, or activity that conflicts or is inconsistent with REEP Residential activities or business interests or that could cause a reasonable person to believe that their judgment, loyalty to the Company, or objectivity in the conduct of their business activities and assignments might be adversely influenced. Examples of real and potential conflict situations are:

- Competing directly or indirectly with REEP Residential. For example, operation of a business outside your responsibilities that is in competition with any Company business.
- Accepting a business gift that does not meet the standards stated in this Code of Conduct.
- Having a direct or indirect financial interest in or financial relationship with a competitor, supplier, or client (except for routine investments in publicly held Company). For example, your spouse owns a business that is a competitor or serves as a vendor to REEP Residential.
- Having a full-time or part-time employment or consulting relationship outside the Company, without prior approval from management.
- Serving on the Board of Directors of a non-affiliated corporation, except where it is clear that no conflict of interest will arise.
- Using non-public information, you obtain by reason of employment for personal gain or advantage or for the gain or advantage of another; and
- Using your position or knowledge of the Company for your personal gain or advantage.

## **Protecting REEP Residential Confidential Information**

Confidential and proprietary information is one of our most valuable assets and provides us a competitive advantage in the marketplace. Therefore, it is of the utmost importance that this information is safeguarded, stored properly, and disclosed to and retained by only REEP Residential employees who have a legitimate business “need to know”. Under no circumstances should an employee discuss with or disclose to an individual outside of REEP Residential any of the confidential affairs of REEP Residential, its business associates, or clients. No REEP Residential or client confidential information may be taken or retained should your employment with REEP Residential be terminated for any reason.

#### **Proper Use of REEP Residential Property or Resources**

REEP Residential has established policies that govern the proper use of Company property, electronic communication systems, information resources, facilities, vehicles, services, equipment, and proprietary or licensed software in the workplace. These assets and resources must be treated with the utmost care and respect and should always be guarded from waste and abuse. Under no circumstances will the company tolerate pornographic, obscene, or sexually explicit material on REEP Residential computers, property or resources.

#### **Proper Use of Client Property or Resources**

Supplier-furnished facilities, supplies, electronic equipment, reproduction equipment, telecopy equipment and other client-furnished equipment, vehicles or services may be used only as specifically authorized by our suppliers.

## **VII. ADDENDUM B – CORPORATE VALUES**

The following corporate values have been provided to assist employees in understanding the values that the company stands behind. You are encouraged to become familiar with them as all employees are asked to conduct their work in accordance with these values.

**Respect for All People:** The key to our success is treating people well and caring about both employees and clients/residents. We encourage employees to speak up and take risks and we will reward good performance by developing employees so they may grow in an environment of mutual respect.

**Customer Service:** Providing excellent customer service is a top priority; we must go the extra mile to give our clients/residents knowledgeable advice to help them achieve their maximum benefit.

**Quality:** We will strive to deliver excellence, strive for continuous improvement in what we do best, and respond to the changing needs of our clients/residents.

**Health & Safety and The Environment:** We are committed to protecting the health and safety of our employees by providing a safe workplace and supporting the sustainability of the environment.

**Teamwork:** We encourage the promotion of productive work relationships through the development of employee teams whose members are dedicated to supporting initiatives, implementing decisions, and leveraging the abilities of all team members with a focus on achieving team goals.

**Dependability:** Our ability to demonstrate dependability is one of the keys to our individual and company successes and encompasses honesty, trusting in others, and committing to deliver what we promise.

**Diversity:** We are dedicated to maintaining an environment that fosters mutual respect among our employees, clients, residents, partners, and the community through valuing differences, attracting, and supporting a diverse workforce, and being recognized as a fair, rewarding place to work and a good company to do business with.

## **VIII. ADDENDUM C - AFFIRMATIVE ACTION PROGRAM**

REEP Residential Affirmative Action Program is designed to support our core values to provide quality service, quality products, enhance our corporate reputation, improve efficiency, provide a corporate environment that emphasizes safety in the workplace, and promotes the diversity of our employees.

REEP Residential Affirmative Action Program is intended to assure equal employment opportunity without regard to race, sex, color, national origin, ancestry, age, creed, religion, marital status, disabilities (including veterans with disabilities), veterans of the Vietnam era, citizenship status, sexual orientation, gender identity or any other characteristics protected by law. REEP Residential Affirmative Action Program embodies our endorsement and commitment to the principle of equal employment opportunity.

Securing technically qualified, productive, highly motivated employees who share our core values, and our concept of equal employment opportunity is a corporate priority. Our concept of equal employment opportunity applies to recruitment, hiring, promotions, terminations, transfers, layoffs, compensation, benefits and training.

All REEP Residential Corporate Officers, Directors and Managers are responsible for the implementation and ongoing compliance with the REEP Residential Affirmative Action Program and the Equal Employment Opportunity Program.

REEP Residential Managers and Supervisors are responsible for ensuring that their employment decisions comply with federal and state laws and regulations, REEP Residential personnel policies and our EEO/AA Program philosophy.

# REEP | RESIDENTIAL

I acknowledge that I have received a copy of the REEP Residential Employee Handbook dated June 1, 2018. I understand that this handbook replaces all prior verbal and written communications regarding working conditions, policies, procedures, appeal processes, and benefits. I understand that the working conditions, policies, procedures, appeal processes, and benefits described in this handbook are confidential and may not be distributed in any way nor discussed with anyone who is not an employee of REEP Residential.

I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my employment with REEP Residential. I have read and understand the Code of Ethical Conduct expected by REEP Residential and I agree to act in accord with the standards of Conduct as a condition of my employment by REEP Residential. I understand that if I have questions or concerns at any time about the handbook or the Standards of Conduct, I will consult my immediate supervisor, my supervisor's manager, or the principals for clarification.

I also acknowledge that the handbook contains an employment-at-will provision those states:

- REEP Residential or I, can terminate my employment relationship at any time, with or without cause, and with or without notice.
- That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this handbook, in any other company documents, or in any verbal statements to the contrary; and
- That no one except the principals can enter into any differing employment relationship, contract, or agreement. To be enforceable, any such out-of-the-ordinary relationship, contract, or agreement must be in writing, signed by the principals, notarized, and in the employee file.

Please read this Handbook and the attached Addendums carefully to understand the conditions of employment before you sign this document.

Employee Signature

Company Representative

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Employee Name (Please Print)

---

Date Received by Company

---

Date

**Please return this form to your manager within 5 business days of receipt of Employee Handbook.**