



# Employee Handbook

## TABLE OF CONTENTS

<b>WELCOME!</b> .....	<b>3</b>
<b>WHAT YOU SHOULD KNOW ABOUT YOUR NEW JOB</b> .....	<b>4</b>
<b>LET’S GET ACQUAINTED</b> .....	<b>4</b>
<b>EMPLOYMENT AT WILL</b> .....	<b>4</b>
<b>LEGAL COMPLIANCE</b> .....	<b>4</b>
<b>EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION POLICY</b> .....	<b>4</b>
<b>WORK-RELATED ACCOMMODATIONS</b> .....	<b>5</b>
<b>EMPLOYEE REFERENCE/VERIFICATION</b> .....	<b>5</b>
<b>OPEN DOOR POLICY</b> .....	<b>5</b>
<b>NON-HARASSMENT POLICY</b> .....	<b>6</b>
<b>WORKPLACE BULLYING</b> .....	<b>8</b>
<b>NO RETALIATION</b> .....	<b>8</b>
<b>GROOMING AND APPEARANCE STANDARDS</b> .....	<b>9</b>
<b>COMPENSATION AND PAYROLL</b> .....	<b>10</b>
<b>PERFORMANCE EVALUATIONS</b> .....	<b>12</b>
<b>PROMOTIONS &amp; CAREER ADVANCEMENT</b> .....	<b>12</b>
<b>HIRING RELATIVES</b> .....	<b>13</b>
<b>COMPANY EQUIPMENT/PROPERTY AND TRAVEL</b> .....	<b>13</b>
<b>KEYS</b> .....	<b>16</b>
<b>DRIVING ON COMPANY BUSINESS</b> .....	<b>16</b>
<b>USE OF COMPANY FACILITIES AND PROPERTIES</b> .....	<b>17</b>
<b>LOST AND FOUND</b> .....	<b>17</b>
<b>ABSENTEEISM</b> .....	<b>17</b>
<b>CONFIDENTIALITY</b> .....	<b>18</b>
<b>NON-FRATERNIZATION</b> .....	<b>18</b>
<b>EMERGENCY CLOSINGS</b> .....	<b>19</b>
<b>SAFETY POLICY/SAFETY RULES</b> .....	<b>19</b>
<b>CELL PHONE USE WHILE DRIVING POLICY</b> .....	<b>20</b>
<b>GUIDELINES FOR CONDUCT</b> .....	<b>21</b>
<b>STANDARDS OF CONDUCT</b> .....	<b>22</b>
<b>COMPANY PHONES AND PERSONAL CELL PHONE AND ELECTRONIC DEVICES POLICY</b> .....	<b>24</b>
<b>SOCIAL MEDIA POLICY</b> .....	<b>25</b>
<b>COOPERATION WITH LAW ENFORCEMENT</b> .....	<b>26</b>
<b>ABANDONED PROPERTY</b> .....	<b>26</b>
<b>DRUG AND ALCOHOL POLICY</b> .....	<b>27</b>
<b>RESIGNATION</b> .....	<b>28</b>
<b>TERMINATION OF EMPLOYMENT (GENERAL)</b> .....	<b>28</b>
<b>EMPLOYMENT CLASSIFICATIONS</b> .....	<b>29</b>
<b>USE OF ANY PAID TIME OFF BENEFIT</b> .....	<b>30</b>
<b>EMPLOYEE BENEFITS</b> .....	<b>30</b>
<b>INSURANCE</b> .....	<b>31</b>
<b>HOLIDAY POLICY</b> .....	<b>32</b>
<b>VACATION TIME</b> .....	<b>33</b>
<b>PERSONAL TIME OFF</b> .....	<b>35</b>
<b>TRAINING TIME OFF</b> .....	<b>36</b>
<b>BEREAVEMENT</b> .....	<b>37</b>
<b>COMMISSION PAYMENTS</b> .....	<b>38</b>
<b>BONUSES</b> .....	<b>38</b>
<b>MEAL PERIODS</b> .....	<b>39</b>
<b>NURSING MOTHERS BREAKS</b> .....	<b>39</b>

<b>TIMEKEEPING .....</b>	<b>39</b>
<b>WORK OUTSIDE OF STANDARD HOURS POLICY (NON-EXEMPT EMPLOYEES) .....</b>	<b>40</b>
<b>OVERTIME .....</b>	<b>40</b>
<b>EMPLOYEE APARTMENT DISCOUNT .....</b>	<b>41</b>
<b>PROFESSIONAL LICENSE/FEES.....</b>	<b>42</b>
<b>EMPLOYEE VOTING RIGHTS.....</b>	<b>42</b>
<b>FAMILY AND MEDICAL LEAVE .....</b>	<b>42</b>
<b>PERSONAL LEAVE OF ABSENCE .....</b>	<b>43</b>
<b>MILITARY LEAVE .....</b>	<b>44</b>
<b>JURY DUTY LEAVE .....</b>	<b>45</b>
<b>TERMINATION OF EMPLOYMENT .....</b>	<b>45</b>
<b>DISCLAIMER.....</b>	<b>47</b>
<b>ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK AND STATE-SPECIFIC</b>	
<b>ADDENDUMS .....</b>	<b>49</b>
<b>STATE-SPECIFIC ADDENDUMS .....</b>	<b>50</b>
<b>INDIANA ADDENDUM .....</b>	<b>50</b>
<b>ILLINOIS ADDENDUM .....</b>	<b>52</b>
<b>MICHIGAN ADDENDUM.....</b>	<b>62</b>
<b>OHIO ADDENDUM .....</b>	<b>66</b>
<b>TENNESSEE ADDENDUM.....</b>	<b>68</b>

## WELCOME!

Welcome to M2 Property Group, LLC! All references in this Employee Handbook to M2 Property Group, M2, or the Company, means M2 Property Group, LLC. We are pleased to have you join our organization. The company believes that the most important people in our world are our "residents" and our "employees". Without our residents, we would not be here today. Yet it is up to you, as an employee of the Company, to ensure that our residents' needs are met.

Through your initial training and orientation, you will learn how we have prioritized all our activities toward our residents, and how we continue to emphasize the importance of resident satisfaction in everything we do. Because resident contact is an integral part of our business, the rewards and gratification of a job well done are significant. The apartment industry is an enjoyable career, and we know that you will soon experience the fun, excitement and challenges your new position brings.

Again, welcome to our family. We are looking forward to working with you personally.



Max Levin  
Principal



Scott Beals  
Chief Operating Officer



Rachel Lewis  
Human Resources Director

**THE PURPOSE OF THIS HANDBOOK IS TO INFORM YOU OF RELEVANT PERSONNEL POLICIES AND PROCEDURES. IT IS MERELY A GUIDE AND NOTHING IN IT IS INTENDED OR SHOULD BE CONSTRUED AS CREATING A CONTRACT OF EMPLOYMENT. WITH EXCEPTION OF THOSE EMPLOYEES COVERED BY A COLLECTIVE BARGAINING AGREEMENT, ANY EMPLOYEE MAY BE TERMINATED AT ANY TIME AT THE WILL OF M2 PROPERTY GROUP, LLC.**

NOTE: SOME EMPLOYEES OF M2 PROPERTY GROUP ARE COVERED BY A COLLECTIVE BARGAINING AGREEMENT. TO THE EXTENT ANY PROVISION IN THIS EMPLOYEE HANDBOOK MAY CONFLICT WITH THE TERMS OF SUCH A COLLECTIVE BARGAINING AGREEMENT, THE TERMS OF THE COLLECTIVE BARGAINING AGREEMENT SHALL GOVERN.

## **WHAT YOU SHOULD KNOW ABOUT YOUR NEW JOB**

### **LET'S GET ACQUAINTED**

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You are now an integral part of one of the most exciting industries in America. We are committed to working with people and serving the needs of the general public. We passionately believe that our residents and our employees are the two most important aspects of our business. As an employee, you will find the rewards of our industry are beyond comparison to any other.

### **EMPLOYMENT AT WILL**

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**THE PURPOSE OF THIS HANDBOOK IS TO ACQUAINT YOU WITH M2 PROPERTY GROUP. THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT. WITH EXCEPTION OF THOSE EMPLOYEES COVERED BY A COLLECTIVE BARGAINING AGREEMENT, YOUR RELATIONSHIP WITH M2 PROPERTY GROUP IS AN AT WILL RELATIONSHIP. THIS MEANS THAT YOUR EMPLOYMENT MAY BE TERMINATED AT ANY TIME BY YOU OR M2 PROPERTY GROUP WITHOUT CAUSE OR NOTICE. M2 PROPERTY GROUP HAS THE RIGHT TO CHANGE WAGES, BENEFITS AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT IN THE HANDBOOK AT ANY TIME.**

### **LEGAL COMPLIANCE**

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None of the policies in this Employee Handbook are meant to, should be interpreted to, or will be applied to prevent non-supervisory employees from exercising their rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities. Moreover, M2 Property Group also complies with all other applicable federal, state, and local laws governing the employment relationship.

### **EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION POLICY**

We are proud to be an equal opportunity employer. It is our policy at M2 Property Group to provide equal employment opportunities to all qualified applicants and employees and prohibit discrimination based on any protected category as defined by law, including, but not limited to: race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin, age, mental or physical disability, sexual orientation, gender

identity, or any other status protected by applicable federal, state, or local law, or genetic (including family medical history) information.

If you believe that you have in any way been discriminated against or harassed, or have witnessed discrimination or harassment, please contact the Human Resources Director or your Regional Manager. The Company will not engage in or permit any retaliation against an employee for making a complaint or assisting in an investigation into a complaint.

## **WORK-RELATED ACCOMMODATIONS**

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M2 Property Group provides work-related accommodations in compliance with the Americans with Disabilities Act, Title VII, the Pregnant Workers Fairness Act, and applicable state and local laws. Employees who require a work-related accommodation for (i) mental or physical disability, (ii) due to a sincerely held religious belief, or (iii) due to pregnancy, childbirth, or related medical condition, should contact their supervisor or the Human Resources Director. M2 Property Group will then engage in discussions with the individual employee to verify the need for the accommodation (which may include requiring certain supporting documentation), identify possible accommodations, and determine which accommodations the Company can reasonably provide under the specific circumstances without undue hardship.

No employee will face discrimination or retaliation for seeking accommodation under this policy. Any employee who feels they have been discriminated against or retaliated against or who has witnessed discrimination or retaliation should contact the Human Resources Director.

## **EMPLOYEE REFERENCE/VERIFICATION**

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All requests for an employment reference must be directed to the Human Resources Director. No one other than the Human Resources Director is authorized to respond to such inquiries. In responding to a reference request, no employment data other than position title and dates of employment will be released without a written authorization and release signed by the individual who is the subject of the inquiry. The Company reserves the right, in its discretion, not to respond to a request for additional information.

## **OPEN DOOR POLICY**

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When a group of people work together, problems and misunderstandings inevitably arise. To solve these problems, we encourage you to discuss these situations with your supervisor. He or she will promptly review the matter. You will find that most conflicts can be resolved immediately at this level. However, if a mutually acceptable solution cannot be reached at the employee/supervisor level, we encourage the employee to proceed to the next level of authority, including the Property Manager, your Regional Manager, or the Human Resources Director.

## **NON-HARASSMENT POLICY**

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M2 Property Group is committed to providing and maintaining a workplace free from any type of harassment based on a legally protected characteristic of an applicant or employee under local, state, or federal law. M2 Property Group also prohibits harassment based upon the perception that a person has, or is associated with, a person who has, a legally protected characteristic. M2 Property Group's policy prohibits harassment of employees, applicants, persons providing services pursuant to contract, and residents. In keeping with this commitment, we will not tolerate harassment of our employees by anyone, including any resident, supervisor, co-worker, visitor, or vendor.

M2 Property Group will not create or tolerate a hostile work environment or harassment in any form, including verbal, physical or visual harassment. Anyone who engages in harassment will be subject to discipline up to and including immediate termination. M2 Property Group is committed to taking all reasonable steps to prevent harassment from occurring.

Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment; or (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment includes any unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. For example:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, e-mails, websites, or posters.
- Verbal and written conduct: making or using derogatory comments, e-mails, letters, epithets, slurs, and sexually explicit jokes, comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes, or invitations.
- Physical conduct: touching, assaulting, impeding, or blocking movements.
- Inappropriate or adverse comments or behavior due to an employee's sexual orientation, gender identity, transgender status, or because the employee does not fit a gender stereotype.

This policy prohibits sexual harassment regardless of the gender or gender identity of the harasser and the person being harassed.

As well, prohibited harassment occurs when verbal or physical conduct that defames or shows hostility toward an individual because of the individual's race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin, age, mental or physical disability, sexual orientation, gender identity, any other status protected by applicable federal, state, or local law, or that of the individual's relatives, friends, or associates; creates or is intended to create an intimidating, hostile, or offensive working environment; interferes or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment opportunities. The Company also prohibits harassment by third parties, including contractors, vendors, clients, prospects, visitors, and residents.

Such Harassing conduct includes, but is not limited to:

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, which relate to race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin, age, mental or physical disability, sexual orientation, gender identity, any other status protected by applicable federal, state, or local law, or genetic (including family medical history) information ("Protected Status").
- Written or graphic material that defames or shows hostility or aversion toward an individual or group because of Protected Status or that is sexually harassing, and is placed on walls, bulletin boards, or elsewhere in the workplace, is circulated in the workplace, or posted or sent electronically (including on social media) if regarding a co-workers or relating to the workplace.

Harassment (including sexual harassment) on the job is prohibited whether it involves harassment by a co-worker, harassment by a supervisor or manager, harassment by a vendor or contractor, or harassment by a resident.

M2 Property Group views harassment and retaliation to be among the most serious breaches of workplace behavior. Consequently, appropriate disciplinary action will be taken, up to and including termination of employment. In addition, any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation will be subject to disciplinary action, up to and including termination.

Any employee who believes he or she is being harassed, or any employee who becomes aware of harassment, should promptly notify the Human Resources Director or their Regional Manager.

Upon notification of a harassment complaint, an impartial investigation will be promptly commenced and will include interviews with involved parties and, if necessary, any witnesses with direct knowledge of matters relating to the complaint. The parties involved in the complaint will be notified of the findings of the investigation. The Company will not engage in and will not permit retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint.



## **WORKPLACE BULLYING**

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M2 Property Group will not tolerate bullying of employees in the workplace. Employees found in violation of this policy will be disciplined, up to and including immediate termination. M2 Property Group defines bullying as repeated mistreatment of one or more people by one or more perpetrators that is sufficiently severe to interfere with an employee's work performance or to create an intimidating, hostile or offensive work environment. It is abusive conduct directed towards another person including, but not limited to, threatening, humiliating, or intimidating behavior; work interference/sabotage; or physical or verbal abuse. Conduct of this nature that is based upon one's legally protected characteristic(s) is also prohibited by M2 Property Group's Non-Discrimination and Non-Harassment policies.

Examples of bullying include: verbal bullying-slandering, ridiculing or maligning a person or his or her family, persistent name calling that is hurtful, insulting or humiliating, using a person as the butt of jokes, abusive and offensive remarks; physical bullying – pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property; gesture bullying – nonverbal gestures that convey threatening messages; exclusion – socially or physically excluding or disregarding a person in work-related activities; persistent singling out of one person that is unrelated to his or her work performance; shouting or raising one's voice at an individual in public or private; using obscene or intimidating gestures; not allowing the person to speak or express himself/herself (ignoring or interrupting); personal insults and use of offensive nicknames; public humiliation; constant criticism on matters unrelated to the person's job performance, job description, or M2 Property Group's employment policies; deliberately interfering with a person's e-mail or other communications; manipulating the ability of someone to do his or her work; inappropriately taking credit for another person's work or blaming another person for one's errors; or cussing and/or swearing making it uncomfortable for other employees to work with you.

Any employee who feels that he or she is a victim of, or witness to, workplace bullying should immediately report the matter to the Human Resources Director or the employee's Regional Manager for investigation and resolution.

## **NO RETALIATION**

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Retaliation against any employee for reporting discrimination, harassment, bullying or retaliation, or filing, testifying, assisting, or participating in any manner in any investigation, proceeding or hearing conducted by M2 Property Group or a federal or state enforcement agency or court is prohibited. Employees should report any retaliation to Human Resources immediately. Any report of retaliatory conduct will be objectively, timely and thoroughly investigated. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including termination, will be taken. Appropriate action will also be taken to deter any future retaliation. M2 Property Group will not retaliate against

any employee for raising a complaint and will not knowingly permit retaliation by management, employees, or coworkers.

Any employee who feels that he or she is a victim of, or witness to, workplace retaliation should immediately report the matter to the Human Resources Director or the employee's Regional Manager.

## **GROOMING AND APPEARANCE STANDARDS**

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All employees of M2 Property Group are expected to maintain an overall constant look of professionalism. Residents view "you" as the Company so it is important that you meet appearance standards whether in a specific uniform or following a dress code.

Personal hygiene, cleanliness, and a neat appearance are essential to our business. Clean hands, fingernails, body cleanliness, clean and well-groomed hair, and daily shaves for men (excluding beards and mustaches) should receive careful attention and are conditions of employment (unless a religious accommodation applies).

Employees must be in their complete uniforms or approved business attire during their entire shift. A complete uniform consists of any articles of clothing required by M2 Property Group; and a name badge, service pins and appropriate accessories (*i.e.*, ties, belts, etc.). No additional decoration may be added to the uniform (*i.e.*, stickers on the name badge). Uniforms and approved business attire must be kept neat, clean, and pressed.

Shoes must complement the uniform or approved business attire and must always be clean, polished, and in good repair. Shoe heel height must not exceed 2 ½ inches. All shoes must be moderate and "Closed Toe". No strap shoes permitted.

All jewelry and accessories must complement the uniform or approved business attire and must meet the following requirements:

- Pierced earrings or one nose stud are the only pierced jewelry items that will be permitted.
- No foot jewelry is permitted (ankle bracelets, etc.).
- Skirts may not be more than two inches above the knee.
- Face/neck tattoos may not be visible.
- Shirts that do not contain a "M2" approved logo should have no logos, words, or pictures.

Cosmetics must be worn in moderation. Fad color cosmetics will not be permitted (*e.g.*, green, blue, yellow, orange, or black makeup).

Fingernails must be kept clean and nail length must not interfere with work duties. Hair fashion must be kept neat. Hair should be washed and combed before each shift. Hairstyles should be such that the face is fully visible during work shifts. Hair accessories

must be moderate or understated and complement the uniform or approved business attire.

Facial hair must be kept neatly trimmed or clean shaven.

Mild fragrance or cologne may be worn during work shifts and must be used sparingly.

Management had discretion to determine what does not constitute a businesslike appearance. Employees who are dressed inappropriately may be sent home to change, and the time will not be paid for non-exempt employees. Failure to maintain a businesslike appearance will lead to discipline up to and including termination.

## **COMPENSATION AND PAYROLL**

M2 Property Group make every effort to pay wages and salaries that are competitive with those in our community and industry, recognizing individual merit and contribution to the success of the Company. Wages and salaries are based on a range of factors including but not limited to:

Knowledge and ability requirements; variety and scope of responsibilities; physical and mental demands; attitude, dedication, dependability; education and experience.

M2 Property Group maintains a Performance Planning and Review Program. Established wage or salary levels are reviewed periodically and adjusted as necessary at the Company's sole discretion and will be based on factors such as market rate, Company performance and Company goals. The supervisor must approve all changes in pay rates before they may be processed.

### **PAYDAYS**

M2 Property Group Paydays are bi-weekly. In the event a recognized holiday falls on payday, checks will be issued on the workday immediately preceding the holiday.

### **PAYROLL**

Direct Deposit of funds into an account (or accounts) of an employee's choosing is a requirement and a condition of employment.

All employees' pay statements will show earnings and amounts deducted. The Federal Government requires that your employer deduct Federal Income Tax and Social Security payments from your paycheck. Other deductions, if applicable, may include, state and local taxes, 401K contributions, insurance premiums, garnishments, and deductions authorized by the employee, as required, or permitted by applicable law.

If you need to change your federal, state, and/or local tax withholdings, contact Human Resources for the correct forms and note that changes may take up to two (2) pay periods to see the change in withholdings.

If your paycheck is returned through your financial institution, immediately inform the Human Resources Director. If necessary, payroll will stop payment and funds will be re-issued. Please be mindful if you have cancelled your current Direct Deposit account without providing notice prior to the end of the pay period, the Company reserves the right to wait for the funds to be returned to the Company before re-issuing. You may be subject to applicable check and cancellation fees.

Pay statements will be available through the ADP system. At your time of hire you will be given instructions on how to set up your access to the ADP system.

Garnishment of wages, including child support, is a situation whereby the courts have required us to withhold a portion of your wages for reasons that are typically personal in nature. At the time that our payroll department receives a court notice or order regarding garnishment, we are obligated to abide by the demands of the courts. You may be subject to applicable administrative fees.

If your employment with the Company is terminated, your final paycheck will be deposited into the account on file with us, on the following pay period, unless otherwise required by applicable state law.

It is imperative M2 Property Group has a current record of your employment file. To maintain an accurate file, we ask that you notify your supervisor or Human Resources of changes such as address, marital status, immigration status or any change to insurance requirements. Failure to do so may result in a delay in receiving your year-end wage statements or insurance paperwork.

### *ERRORS IN PAY*

Employees should notify their supervisor if there is any error in their pay so that the situation can be investigated and promptly resolved.

With respect to salaried-exempt employees, M2 Property Group recognizes that with certain limited legally permissible exceptions, no deductions should be taken from the salaries of our exempt employees. If you believe that any improper deduction has been made from your salary, please report the matter immediately to the Human Resources Director.

If an error has been made, it will be promptly corrected, and the Company will make a good-faith commitment to avoid any recurrence of the error.

## ADVANCES

M2 Property Group believes pay advances or loans only tend to complicate the employment relationship. For this reason, the Company does not provide payroll advances to employees.

## ON CALL

Employees may be scheduled to be “on-call” during non-working hours. While on-call the employee is not required to remain at home or at any other place and is not restricted in his or her activities or personal pursuits. Employees may be required to carry an electronic device to respond to calls and while on-call must respond to service calls within 30 minutes of that call. Non-exempt employees must keep track of actual time spent on service calls when on-call.

If called in during non-working hours, non-exempt employees will be paid a minimum of two (2) hours of overtime, provided they work the required 40 hours during the week. If they work less than 40 hours, employees will be paid the “called in” hours at their standard rate of pay.

## **PERFORMANCE EVALUATIONS**

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Our residents view **YOU** as the Company. Therefore, it is our intention to provide you with a complete understanding of your job so you will feel confident and capable of serving our residents.

Performance reviews are an opportunity for you to receive feedback regarding your performance and to improve your performance. The purpose of these meetings will be to discuss your performance and personal contributions to your job. During this time, we want you to feel free to speak candidly with your supervisor.

Performance Evaluations will take place at such times as your supervisor feels appropriate but typically once per year. Qualifying employees must complete the required Grace Hill training to be eligible for a pay increase during the annual Performance Evaluations. However, positive evaluations do not guarantee an increase in compensation.

## **PROMOTIONS & CAREER ADVANCEMENT**

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M2 Property Group hires the best employees from the qualified candidates that apply for any open position. If you wish to be considered for any open position, you must declare your interest in the position by sending a written request for an interview to your Property Manager, your Regional Manager, or the Chief Operations Officer. M2 Property Group will **not** automatically assume that you are interested in any position, and you must clearly state, in writing, your interest in being considered.

Seniority will not be considered when selecting current staff members for promotions. Promotions will be given based on the staff member's performance, attendance, contributions, ideas, positive attitude and demonstrated desire to continue learning and to take on additional duties and responsibilities.

## **HIRING RELATIVES**

M2 Property Group requires that the hiring of family members must always have prior approval of the applicable Regional Manager or the Chief Operations Officer. M2 Property Group reserves the right to hire, schedule, promote, transfer, assign, train or retrain employees in positions within the company. Except as authorized under certain conditions, employment of relatives within the same department or division where one relative would hire, supervise, discipline, conduct performance appraisals or set any other conditions of employment for another relative will be prohibited. This policy applies to hiring and employment decisions affecting all job classifications, including regular benefited, temporary, part time and seasonal positions. These restrictions also are applicable when assigning, transferring, or promoting an employee. **Definition of Relatives:** For the purposes of this policy, relatives include the following: spouse, parent, child, sibling, in-law, grandparent, grandchild, aunt, uncle, cousin, step-relative or any individual with whom an employee has a close personal relationship, such as a domestic partner, co-habitant or significant other.

## **COMPANY EQUIPMENT/PROPERTY AND TRAVEL**

M2 Property Group may provide lockers, desks, computers, cell phones or vehicles (as applicable) for the convenience and use of the employees. Employees should remember that all property, including lockers, desks, computers, cell phones or vehicles remain the sole property of M2 Property Group. This includes Company property in the possession of the employee. M2 Property Group may search any Company property and all items contained in or on M2 Property Group property at any time, including opening and inspecting desks and lockers. M2 Property Group also reserves the right to obtain access to all information contained in the Company's electronic systems, such as computers, telephones, and company-issued cell phones, including email messages, text messages and voicemail messages.

Inspections of Company property can occur at any time, with or without advance notice to, or consent of, the employee. Therefore, employees should have no expectation of privacy with respect to the use of M2 Property Group's property. A search of M2 Property Group property may be random and may be conducted before, during or after regular working hours and does not have to be based upon a belief that there has been a violation of a law, regulation, or Company policy.

An employee's individual property, including, but not limited to, toolboxes, purses, and packages, as well as any contents, effects or articles contained in lockers or desks, may

be inspected upon reasonable suspicion of unauthorized possession of Company property, weapons, or illegal drugs. Remaining with the Company after you become aware of (or should have become aware of) this policy constitutes consent to inspection of property.

### COMPUTER USAGE

All computers purchased by the Company remain the property of M2 Property Group and are for business purposes only. Laptops and other computers or devices assigned to employees must be returned when requested by the appropriate authority and upon voluntary or involuntary termination of employment.

### UNLICENSED SOFTWARE

Installation or use of non-approved, unlicensed, or illegal software is prohibited. Unlicensed software includes trials or other applications that have licensing terms. Installation and use of trial software is acceptable if the terms of the trial license are followed, and appropriate approval has been obtained.

### PURCHASED SOFTWARE

All purchased software must be registered under M2 Property Group or the property.

### ANTI-VIRUS

Computer viruses are a significant risk in today's business world. Employees are required to use the Company's anti-virus agent as a condition of an employee's computer usage and equipment assignment.

In emails, be careful not to open attachments unless the person sending the email is known (as well as what the attachment contains). Also scrutinize the sender's email address before opening. Some email scammers are using a similar email address, for example M2REGroup.com may be M2ERGroup.com. Before opening any attachment, confirm that Anti-virus protection is running. If in doubt about an attachment, do not open or run the file. Call the person who sent the email and discuss the business purpose of the attachment and its safety. Remember that a virus can be embedded in regular applications as well.

### USER ACCOUNTS AND PASSWORDS

User accounts and passwords issued by M2 Property Group are for the sole and exclusive purpose of conducting authorized Company business. For this reason, user accounts, including email and other computer accounts, and passwords that are assigned to an



employee must remain under that individual's control. DO NOT share passwords with others, including family, friends, and co-workers.

Sharing accounts and passwords poses a significant business risk to M2 Property Group. Violation of this policy can result in discipline up to and including termination.

### INTERNET USAGE

M2 Property Group provides access to the Internet for authorized users to support business purposes. Internet use for the purpose of this policy will also include Wi-Fi or cellular network access by mobile devices. No use of the Internet may conflict with the primary business purpose of M2 Property Group or with applicable laws and regulations. As a condition of continued employment, each user is personally responsible for ensuring that this policy is followed.

M2 Property Group may monitor computer usage by employees, including reviewing emails, internet history, and all "keystrokes" on any Company computer. No individual should have any expectation of privacy with respect to the use of M2 Property Group computing resources. In addition, M2 Property Group may restrict access to certain sites that it deems are not necessary for business purposes.

M2 Property Group's computer system and connection to the Internet may not be used for any of the following activities (this list is not exhaustive):

1. The internet must not be used to access, create, transmit, print, or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as discrimination, harassment, or disparagement based on any protected category, including but not limited to, race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin, age, mental or physical disability, sexual orientation, gender identity, or any other status protected by applicable federal, state, or local law, or genetic (including family medical history) information.
2. The internet must not be used to access, send, receive, download, or solicit sexually oriented messages, information, content, or images.
3. The internet must not be used to download, disseminate, or post any copyrighted material that would constitute an infringement of copyright law. Permission to copy the material must be obtained from the publisher.
4. The Internet must not be used to transmit private comments or statements through email or to post information to newsgroups, blogs or forums that may be mistaken as the position of M2 Property Group.
5. The Internet must not be used to reproduce, retain, forward, post, or otherwise disclose confidential information, without authorization by any means including email, blogs, news groups, etc.
6. The Internet must not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.



7. The Internet must not be used to solicit others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

### USE OF ELECTRONIC MAIL

It is essential that all users of the email system know and understand M2 Property Group's policy regarding the use of email. Use of email and access to the system is conditional upon each user's understanding of and adherence to this policy.

The purpose of electronic mail is to facilitate the transmittal of business-related information. Accordingly, email should be used exclusively for matters of concern to M2 Property Group's operations and not for communication of a personal, private, or non-business nature. Emails are not to be used in a way that may be disruptive, offensive to others or harmful to morale, or for the activities set forth in 1 – 7 above.

### PROTECTED ACTIVITY

This policy is not meant and will not be applied to prevent non-supervisory employees from exercising their rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

### **KEYS**

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Company keys may be assigned to you to gain access to areas of work. You must sign keys out in a key control log and sign keys in when you return them. **KEYS MUST REMAIN AT THE APARTMENT COMMUNITY AT ALL TIMES.** This statement pertains to office, maintenance facility and apartment unit keys. Failure to abide by this policy may lead to disciplinary action up to and including termination. Should you ever lose a key, please notify your supervisor immediately for him/her to take the proper steps to ensure the safety of the Apartment Community. The Property Manager will determine what steps should be taken at this time. Please work with him/her to prevent any unsafe situation. Master keys should not be used at any site.

### **DRIVING ON COMPANY BUSINESS**

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Any employee using a company vehicle must possess a valid Vehicle Operators License in good standing. Employees who drive on M2 Property Group business (whether in a Company or personal vehicle) must promptly notify Human Resources of the loss or suspension of their driver's license. The motorist must be insured, use safe and prudent caution, and comply with motor vehicle laws, while operating any vehicle. Employees who use their personal vehicle for company business purposes more than their normal duties

may be reimbursed for mileage monthly. Mileage will be reimbursed at the IRS approved rate, which is updated each year. The mileage reimbursement form can be found on the M2 website under the associate login. Maintenance personnel with a valid driver's license will be reimbursed mileage at a flat rate each pay period to help defray the costs of responding to on-call emergencies at the site.

## **USE OF COMPANY FACILITIES AND PROPERTIES**

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Let your supervisor know if you are interested in visiting family or friends who may be residents of the Apartment Community. This will eliminate any confusion that you might be fraternizing with a resident. Unauthorized use of Apartment Community facilities is not allowed.

## **LOST AND FOUND**

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At times, employees and residents of our Apartment Community may forget or misplace personal items. If you should find such articles, you **MUST** turn them in to your supervisor immediately. No matter how small in value the article may be, we ask that **ALL** found articles be turned in to your supervisor. Written permission from your supervisor must be obtained to remove items from the Apartment Community. We discourage bringing any large bags or parcels on to Company property (gym bags, tote bags, etc.). M2 Property Group reserves the right to inspect any bags leaving Company property, including handbags, purses, and other closed containers, upon reasonable suspicion of violation of Company policy.

## **ABSENTEEISM**

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Any employee who will miss a scheduled work shift must call his or her supervisor four (4) hours before his or her shift unless it is due to a medical emergency, or such notification is otherwise not possible. If the scheduled shift is an early morning shift, the employee must call in no less than two (2) hours in advance of the scheduled shift unless it is due to a medical emergency, or such notification is otherwise not possible. In situations of a medical emergency or where the required notification is not otherwise possible, the employee must contact his or her supervisor as soon as possible. If the supervisor is not available, the employee must call the Property Manager or Regional Manager. Property Managers & Maintenance Supervisors must call their Regional Manager, Chief Operations Officer, or other member of the corporate team that management may designate from time-to-time.

Leaving a voice mail message is not acceptable, unless in extenuating circumstances (*e.g.*, it is the middle of the night). Leaving a message with anyone other than the supervisor, Property Manager, Regional Manager, or the designated person (if the person

calling off is a Property Manager or Maintenance Supervisor) is unacceptable and constitutes a no-call, no-show.

No-call, no-show can lead to disciplinary action, up to and including termination. Excessive absenteeism may also be grounds for termination. Employees who do not show for work for two (2) consecutive days without the permission of their supervisor or who are otherwise considered a no-call, no-show will be subject to termination of employment. Employees who are off work for three (3) consecutive days for medical reasons will require a doctor's release to return to work.

## **CONFIDENTIALITY**

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From time to time, employees' jobs may cause them to have knowledge of confidential information belonging to M2 Property Group, including information relating to residents. Employees are not permitted to engage in unauthorized use, disclosure, or retention of the Company's or residents' confidential information. To ensure confidentiality, employees must not carry on conversations regarding confidential Company-related topics in front of residents, vendors, contractors, or guests; in resident areas; or in front of other employees. Upon voluntary or involuntary termination of employment, employees must return all documentation and records containing confidential information to the Company and must retain any copies of such information in any form, including electronic. This policy is not meant and will not be applied to prevent non-supervisory employees from exercising their rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

## **NON-FRATERNIZATION**

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Close personal relationships between employees and residents are not conducive to good business practices. Employees should use discretion and always conduct themselves in a professional business manner when dealing with residents. Excessive socializing or fraternizing with residents is prohibited.

Moreover, to prevent unwarranted sexual harassment claims, confidentiality lapses, uncomfortable working relationships, morale problems among other employees, and even the appearance of impropriety, employees, managers and supervisors of the Company and Home Office employees are prohibited from engaging in consensual romantic or sexual relationships with any other managers, supervisors, or lower-level employees of the Company.

Employee's dating residents of the Apartment Community is also prohibited.

## **EMERGENCY CLOSINGS**

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At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid for up to one week.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off, except if otherwise required by law. Employees may request available paid leave time such as unused vacation or personal leave benefits to be paid for the time off work.

## **SAFETY POLICY/SAFETY RULES**

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The personal well-being of our employees is of primary importance to the Company. Safety is a major consideration in the operation of our Apartment Communities and every employee of M2 Property Group is expected to do his or her part to ensure we provide the safest possible workplace.

Enforcement of safety rules is mandatory if a successful loss prevention program is to be achieved. The safety rules contained herein have not been formulated as restrictive measures but as guides to workers and supervisors in their joint efforts to prevent accidents. Safety rules must be adhered to if we are to have a safe workplace for all employees and a safe place for the public.

### **The safety rules are as follows:**

1. No smoking except in designated smoking areas. Designated smoking areas only include the employee's own apartment if smoking is permitted in the unit or in the employee's own vehicle and must follow guidelines for the state in which you work.
2. No horseplay, running, fighting, or throwing things.
3. Use any special safety equipment, safety personal protective clothing or safety personal protective equipment required for your job including eye protection with goggles or glasses and gloves for hand protection.
4. Keep all equipment out of the aisle ways and stairways to prevent the public from becoming injured by them.
5. Report accidents immediately to your supervisor and seek prompt first aid.
6. Do not operate equipment or attempt to service any equipment unless professionally trained to do so. If you have any questions about proper use and maintenance of your equipment, ask your supervisor.
7. Clean up spills of all types immediately, either leaving a dry surface, or posting a sign stating "DANGER -SLIPPING HAZARD" or "CAUTION WET FLOOR."

8. Immediately report any hazardous conditions to your supervisor.
9. Use proper lifting techniques when lifting objects; get help if the object is too heavy.
10. Do not tamper with, use fire extinguishers, or fire equipment, except to put out fires, or in drills on the instruction of a supervisor. If a resident, employee, or any person is seen violating this rule, notify security, the Property Manager, or the Manager on Duty at once.
11. Use and practice safety in all you do to protect yourself, your co-workers, and the public.
12. Immediately report any suspicious actions or behavior of individuals to your supervisor.

Any employee who violates any safety rule is subject to disciplinary action up to and including termination.

In the event you are injured while working at the Apartment Community, you are to follow these procedures:

- Report the incident immediately to your direct supervisor. In the event of a slowly developing injury, report it as soon as you become aware of it and that it is work-related; and
- After reporting the incident, you may be required to go to a medical center or hospital designated by your supervisor immediately for an evaluation AND you will be required to submit to a drug and alcohol test, as permitted by applicable law. Failure to timely report an injury immediately will result in disciplinary action, which may include termination. Failure to submit to an examination and drug and alcohol test, when required, will result in disciplinary action, which may include termination.

## **CELL PHONE USE WHILE DRIVING POLICY**

The Company is fully aware of the risks inherent in utilizing a cell phone or similar hand-held electronic device while operating a motor vehicle. Distracted drivers pose a significantly greater risk on the road than do drivers who are concentrating solely on their driving.

If you must use a cell phone or similar electronic device for business purposes while driving your car, the Company requires certain precautions be taken. Specifically, drivers must not use hand-held cell phones or similar electronic devices while a vehicle is in motion, must utilize either Bluetooth or another type of hands-free technology, and not dial any phone numbers or send or review texts or emails while driving. If there are any safety concerns related to making or taking a call, the employee should pull over when and where it is safe to do so to attend to the call or tell the caller that the driver will call

back at a better time. Violations of this policy will subject the employee to discipline, up to and including termination of employment.

## **GUIDELINES FOR CONDUCT**

Each job at M2 Property Group is important. Each job contributes to the success and efficient operation of the Company.

We believe that the policies and rules set forth are reasonable to coordinate and schedule the various activities taking place. Rules on absence, appearance, treatment of property, etc., are essential to assure fair treatment of all employees and the Company. This disciplinary policy is necessary for the safety, well-being, and productivity of all employees, and is not designed to punish employees. Most employees have no trouble following the rules. When the rules are broken, appropriate disciplinary action must be taken.

There are two categories of disciplinary offenses. Level I offenses are offenses that result in immediate termination. Examples of these type of offenses are dishonesty, theft, fighting on Company property. Level II offenses are those offenses that result in progressive discipline. Examples of these types of offenses are tardiness, failure to follow work rules, failure to perform satisfactorily. Your supervisor in his or her sole discretion will determine whether an offense is a Level I or Level II offense. In those instances where M2 Property Group believes that an offense is a Level II offense, the following progressive disciplinary actions may be employed at the supervisor's or Property Manager's discretion:

First Warning: The supervisor will give the employee an oral warning and record the offense on the employee's record so that there are no misunderstandings.

Second Warning: If the initial problem is not cured or the issue is sufficiently serious, the employee will receive a written warning and suspension may result.

Termination: Should the problem continue with the employee, the employee may be subject to termination of employment.

Neither M2 Property Group nor its managers enjoy the role of disciplinarian. However, since all employees share mutual benefits and responsibilities, all must work within the framework of the rules.

Each infraction of the rules for improper behavior of an employee shall be judged on its merits. Where the Company feels that more severe discipline is required, the Company may bypass one or more steps, including proceeding directly to termination of employment.

EVERY EMPLOYEE AT M2 PROPERTY GROUP IS AN EMPLOYEE AT WILL, AND IN THE SOLE DISCRETION OF MANAGEMENT THE ABOVE-DESCRIBED PROCEDURE CAN BE ELIMINATED, AND AN EMPLOYEE MAY BE TERMINATED AT ANY TIME, WITHOUT NOTICE OR CAUSE.

## **STANDARDS OF CONDUCT**

Whenever a group of people work together there must be rules designed to preserve the welfare of all. Their purpose is to ensure equal protection and benefit for every employee. For that reason, we have established some commonsense guidelines for conduct that will help to create a safe, friendly, and cooperative working organization. These guidelines do NOT cover every standard of behavior for every circumstance. Therefore, it may be necessary to establish additional guidelines for conduct while you are on the job. M2 Property Group reserves the right to establish new guidelines or to modify existing ones at any time.

Whenever an employee breaches one of these standards, measures must be taken to correct the situation and to prevent further occurrences. Forms of discipline include oral counseling and written reprimands, suspension from work without pay, or termination. This will be at the Company's sole judgment and discretion. Depending on the circumstances, a violation of any of these Standards of Conduct may be a Level I or Level II offense.

Please carefully read the following Standards of Conduct. Commission of or failure to comply with any of the following may result in disciplinary action as described above:

1. Any falsification, misleading information, material omissions in, or alteration of Company records, including employment application.
2. Possession of dangerous or deadly weapons (including, guns, knives, sharp objects, or any other item that could endanger another employee or resident), on Company premises, while off premises in the performance of Company duties, or in Company vehicles, except employees are not prohibited from keeping a firearm that is out-of-sight in the employee's locked vehicle or the compartment in the vehicle containing the firearm is locked.
3. Violation of the Drugs and Alcohol policy.
4. Insubordination, including, but not limited, to, refusing to obey direct instructions from a supervisor.
5. Disorderly or unprofessional conduct, including arguing, offensive language, fighting, harassment or unfriendliness.
6. Coercion, intimidation, harassment or threats against residents, supervisors, or fellow employees.
7. Damaging, destroying, misusing, or stealing Company, fellow employee, or resident property, or committing any other criminal act.
8. Interference with or altering of work schedules.
9. Excessive tardiness or absenteeism.

10. Making unauthorized purchases on Company accounts.
11. Removal of Company keys from the Apartment Community.
12. Smoking other than in designated areas and at authorized times.
13. Parking other than in the designated employee parking area.
14. Having visitors at the Apartment Community without prior approval from the employee's supervisor.
15. Unsatisfactory work performance. All employees are to perform their work as assigned efficiently and satisfactorily.
16. Failing to stay in assigned areas. Certain areas of the Company are considered unauthorized and employees not working in that department are asked to stay clear of those areas.
17. Distributing literature or selling goods at the Apartment Community in working areas or during working time.
18. Failing to follow established safety rules.
19. Dining or snacking at any time other than during designated meal periods, or in areas other than those designated by the Property Manager.
20. Access to Internet web sites that may be considered offensive to other employees is prohibited. Use of "e-mail" and access to Internet web sites that are not work-related is prohibited. Any materials stored on company computers, disks, flash drives, etc. are considered the sole property of the company.
21. Using Company e-mail for other than business purposes.
22. Violating any policy in this Employee Handbook.

Subject to and as permitted by the Polygraph Protection Act, management reserves the right to request any employee who is reasonably suspected of involvement in a workplace incident that resulted in economic loss or injury to the Company (*e.g.*, theft, embezzlement, or industrial espionage etc.) to take a polygraph test.

These guidelines are to illustrate the Company's expectations regarding employee conduct while at work. Obviously, any behavior that impedes the accomplishment of Company goals will be considered improper. These guidelines are intended to serve as a framework; however, they do not in any way limit the right of the Company to terminate for any other grounds it deems to be misconduct.

This policy is not meant and will not be applied to prevent non-supervisory employees from exercising their rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.



## **COMPANY PHONES AND PERSONAL CELL PHONE AND ELECTRONIC DEVICES POLICY**

M2 Property Group's telephone lines are intended solely for business use and may not be used for personal phone calls. M2 Property Group phones are not to be used for personal calls other than in the infrequent occasion of any emergency.

Under no circumstances should an employee make or charge a long distance call to the Company that is not work-related. As part of our ongoing commitment to provide excellent care and services to all those who interact with M2 Property Group, please be advised that telephone conversations coming into a community or office may be recorded and monitored for quality assurance purposes. As such, employees should have no reasonable expectation of privacy in their use of M2 Property Group's phone systems. These recorded conversations may be used for training purposes, coaching and/or counseling as appropriate.

We recognize that personal cell phones and electronic devices play an integral part in our everyday life. However, in our business, cell phones and electronic devices may cause challenges and can often lead to violations of laws. With this in mind, personal cell phones or other electronic devices may not be used while on duty and should be switched to silent mode. They should be used only on authorized rest breaks and during meals periods unless there is an emergency. During working hours, if an emergency occurs, your family members can call you on the main telephone number to get a message to you. Employees should also advise their friends and relatives to call them at home unless it is an emergency.

The following are examples of prohibited conduct that could constitute misconduct or a violation of resident rights via handheld devices:

- Sharing, sending, or posting a photo or video on a social media platform that includes personal and identifying characteristics of a resident.
- Sharing, sending, or posting a photo or video on a social media platform that includes any parts of a resident's body.
- Having an image or video of a resident on your social media platform storage or on your camera storage without the resident's written consent or knowledge.
- Taking a video or photo on your phone of another employee mistreating or degrading a resident and not reporting it to your direct supervisor.

Texting from a personal device should not be used for any communications related to a resident. Text sent from a personal device is not secure and not approved for any M2 Property Group communications. Text may be sent using commercial platforms implemented by or approved by M2 Property Group for the exclusive use of the site.

Repetitive personal cell phone use or other failure to follow the cell phone and electronic device policy, may lead to disciplinary action up to and including termination.

## **SOCIAL MEDIA POLICY**

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Social media outlets like blogs, Facebook, Instagram, and X (Twitter) are a part of our daily lives. People now can instantly interact with one another on a global level. While we are excited to include social media as an important way of interacting with our customers, employees and the public, the use of social media presents certain risks and carries with it certain responsibilities. Our goal is to encourage responsible use of social media by setting these guidelines.

Due to care, safety, and privacy concerns, taking and posting photographs of M2 Property Group residents, family members, visitors and/or employees without proper authorization or permission on social media is prohibited. If a violation of this policy occurs, M2 Property Group employees must immediately report this to your supervisor, or a member of the Home Office Team either verbally or in writing.

Ensure your postings are consistent with M2 Property Group's policies, including Social Media Policy, Ethical Code of Conduct, General Standards of Conduct, and Equal Employment Opportunity and Non- Harassment policies.

Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may lead to disciplinary action up to and including termination.

As an employee and a representative of M2 Property Group, you need to take responsibility for what you post (including written posts, photographs, and videos), exercise good judgment, and use common sense. The lines between personal, professional, and private are often blurred in social networks.

Maintain the confidentiality of M2 Property Group's private or confidential information. Do not post, without authorization, internal reports, procedures, or other internal business-related or confidential communications.

Respect financial disclosure, copyright, and trademark laws.

M2 Property Group believes in transparency and honesty. If you are passionate about a topic, share your perspective, after all that is what social media is all about. When sharing opinions, always be smart about protecting yourself and your privacy. In public discussions, make sure what you are saying is factually correct. Always be the first to respond to your own mistakes. Be up front about mistakes or corrections to previous posts.

Exercise good judgment by refraining from comments that could be perceived as malicious, obscene, threatening, intimidating or that might constitute discrimination, harassment, or bullying, especially about or towards employees, residents, family members of residents, suppliers, or competitors. Examples include offensive posts meant

to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on a person's legally protected characteristic(s).

Remember who is reading your posts; assume it is everyone, including current and potential residents, clients and/or current residents as well as current/past/future employees or employers.

Employees should refrain from using social media while on work time or on company equipment unless such use is work-related and consistent with M2 Property Group's Equipment and Property policies. Participation in social media outside regularly scheduled work hours is voluntary. When posting on company social media accounts, care should be taken to ensure you're posting as the site and not personally. All posts on social media as a spokesperson of the Company should reflect the official position of the Company and not personally held beliefs.

This policy is not meant and will not be applied to prevent non-supervisory employees from exercising their rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

## **COOPERATION WITH LAW ENFORCEMENT**

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To protect the site, the company, employees and residents, management will fully cooperate with all official law enforcement agencies regarding any issue related to their site or M2 Property Group, LLC. Employees are expected and required to fully cooperate with any official investigation of any law enforcement agency or any lawful subpoena about or relating to any site or company related investigation. Employees who refuse to cooperate with law enforcement in these investigations will be terminated. The release of resident or employee data to law enforcement will be done in conjunction with a lawful subpoena or search warrant.

## **ABANDONED PROPERTY**

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Abandoned property left on the site by former employees, residents and the like will become the property of the management company and may not be removed from the site by any employee for any reason. The management company will determine at its discretion if abandoned property has any monetary value. Abandoned property that has monetary value will be sold and the proceeds of such sale deposited into the operating account of the site, if and as permitted by applicable law. Abandoned property may be removed from an individual apartment home but must be stored on site until inspected by the Regional Manager, Director of Operations, Chief Operations Officer, or other member of the corporate team that the management may designate from time-to-time.

## **DRUG AND ALCOHOL POLICY**

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The possession, use, distribution, transfer, display, sale, or being under the influence of illicit drugs or alcohol or the non-medical use of legal drugs in the workplace, during work hours, or while representing the Company on business, is prohibited. Such use jeopardizes the health and safety of employees and of co-workers in the workplace. It is for these reasons this policy is adopted. With respect to testing:

1. Any employee whose behavior provides reasonable suspicion to believe he or she has illegal drugs or alcohol in his or her system may be requested to immediately submit to a urine and/or blood alcohol test. In this case the employee must not drive to the testing facility and must plan for their own transportation or contact M2 Property Group for assistance. The employee may return to work once we receive a negative drug/alcohol test result. If the test result is negative the employee will be paid for the time off, if the test result is positive, the employee will not be paid for the time off work.
2. Any employee sustaining an injury or illness at the Apartment Community or who is involved in an accident resulting in damage to property or injury to others, will be required to immediately submit to a urine and/or blood drug and alcohol test.
3. M2 Property Group may and will conduct random drug and alcohol testing of employees.

Use of a legal drug in the workplace is not permitted unless it is used in accordance with the instruction of a physician who has been informed of the employee's job duties and has advised that the legal drug does not adversely affect the employee's ability to safely perform his or her job. Employees should notify their supervisor if they are under any medication that may impede or is impeding the safe execution of their job responsibilities and duties.

Employees who voluntarily come forward and request help for an addiction to drugs or alcohol may be given a medical leave of absence to seek treatment. Such employees may be entitled to an unpaid leave of absence to seek treatment under the Family Medical Leave Act. Employees who engage in conduct prohibited by Company rules, or who violate this policy, including reporting to work under the influence, however, are not excused from disciplinary action, including termination of employment.

Refusal to cooperate with and submit to any of these requested tests or adulterating a test specimen are grounds for termination. In cases of post-accident testing, the drug and/or alcohol test may be conducted in conjunction with any necessary medical treatment.

If an applicant or employee tests positive for illicit drugs, alcohol, or prescription drugs outside a physician's direction, it is grounds for immediate employment denial or termination.

Performance issues, other prohibited conduct, and attendance problems related to substance abuse (*e.g.*, tardiness, safety rule violations, workplace violence etc.) are separate grounds for disciplinary action, including termination.

All test results, assistance requests, and treatment records (if any) will be maintained in files separate from the employee personnel file and will be held in the strictest of confidence, disclosed only to those having a legitimate need to know such information.

Individuals who possess, use, distribute, or sell illicit drugs or unprescribed medical drugs are subject to prosecution by law enforcement officials. Any employee approached at M2 Property Group by anyone regarding possession, use, distribution, or sale of controlled substances must report this immediately to their supervisor, who will immediately report this information to the Property Manager. Any employee convicted on drug charges separate from their employment with M2 Property Group will be terminated.

## **RESIGNATION**

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Resignation is a voluntary act initiated by the employee to terminate employment with M2 Property Group. Although advance notice is not required, M2 Property Group requests at least 2 weeks' written notice of resignation from non-exempt employees and 4 weeks' notice from exempt employees. If an employee does not provide the requested advance notice, the employee may be considered ineligible for rehire. Moreover, an employee who resigns with the requested advance notice but does not work for the entire notice period or is asked to leave during the notice period, will not be paid out for unused vacation time, unless otherwise required by applicable State law.

If an employee does not provide the requested advance notice, the employee may be considered ineligible for rehire and will not be paid out for unused vacation time, unless otherwise required by applicable state law.

Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

## **TERMINATION OF EMPLOYMENT (GENERAL)**

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Regardless whether employment termination is voluntary or involuntary, all employees must return, on or before their last day of work, all items owned by M2 Property Group and all other items in their possession or control issued to them by the Company, including but not limited to this handbook, name tags, uniforms, tools, and equipment. At the time of termination of employment, each employee also should furnish M2 Property Group with their forwarding address so that their final W-2 form, and other mail may be forwarded to the employee.

If your employment with the Company is terminated, your final paycheck will be deposited to the direct deposit account we have on file. You must turn in all uniforms and other

Company property in good condition upon separation and pay all amounts owed to the Company, such as any outstanding charges on your resident ledger and the value of any damaged or non-returned Company keys, tools, uniforms, radios, parts, and equipment.

## **EMPLOYMENT CLASSIFICATIONS**

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For purposes of determining compensation, eligibility for overtime payment, and employee benefits, M2 Property Group classifies its employees as follows:

**Regular Full-Time Employee:** An employee who is normally scheduled to work 30 or more hours per week on a regular, continuing basis. A regular full-time employee is eligible for Company-provided employee benefits.

**Regular Part-Time Employee:** An employee who is normally scheduled to work less than 30 hours a week on a regular, continuing basis. Regular part-time employee working fewer than 30 hours per week are not eligible for Company-provided benefits except for participation in the 401(k) Retirement Savings Plan and any other ancillary benefits as communicated during open enrollments, or those otherwise required by law.

**Temporary Employee:** A temporary employee is hired for a specific, limited period during peak workloads or for emergencies, leaves of absences or vacation relief. Temporary employees are not eligible for Company-provided employee benefits unless otherwise provided by law.

**Per Diem / On-Call Employee:** An employee who has no regular schedule but works intermittently as required, regardless of the number of hours worked in anyone (1) week. Per Diem / on-call employees are not eligible for Company benefits unless otherwise provided by law.

In addition, all employees are also classified as one of the following:

**Exempt Employee:** An employee who is exempt from overtime premium pay and certain other provisions of applicable federal and state laws.

**Non-Exempt Employee:** An employee who is subject to the federal and state wage and hour laws, including being eligible for overtime.

Employees will be informed as to their initial employment classification at the beginning of employment. Employees will be advised of any changes in classification or position during employment. Employees should direct any questions regarding employment classification or exemption status to their supervisor.

## **USE OF ANY PAID TIME OFF BENEFIT**

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The use of any paid time off benefit, including personal time, vacation time, funeral leave or otherwise, cannot be used to exceed an employee's normal weekly hours and earnings.

## **EMPLOYEE BENEFITS**

M2 Property Group recognizes that our employees are an important link to our success. In keeping with our commitment, M2 Property Group offers a comprehensive benefits program for its employees. Benefits eligibility depends on numerous factors, including employee classification. Benefits described in this Handbook are intended only as a brief overview of offerings. For a more detailed explanation of specific benefits, refer to each plan's Summary Plan Description available from Human Resources. In the event of any conflict between the actual Summary Plan Description and any policy in this Employee Handbook, the Summary Plan Description is controlling.

Key benefits include:

- Group Health Insurance
- Group Dental Insurance
- Group Vision Insurance
- Aflac Supplemental Insurance - *Full-time and Part-time employees are eligible*
- 401(k) Retirement Program – *Full-time and Part-time employees are eligible*
- Pet Insurance
- Company Paid Life Insurance (up to \$40,000)
- Employee Apartment Discounts
- Paid Personal Days
- Paid Vacation Days
- Paid Holidays
- Paid Training Days
- Vacation Buy Back
- Bereavement
- Jury Duty and Subpoena Compliance
- Time Off for Voting
- Licensing Reimbursement
- Unemployment Insurance
- Workers' Compensation Insurance
- Other benefits required by specific, applicable state law.

The details of the various Group Insurance benefits and retirement programs will be discussed with each employee at time of eligibility. In addition, summary plan description booklets will be provided to employees upon hire.



## **INSURANCE**

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### **GROUP INSURANCE**

M2 Property Group offers medical, dental, and vision insurance to all full-time regular employees. All qualified employees will be eligible for benefits on the 1<sup>st</sup> of the month, following 60 days of the date of hire or status change. In addition, M2 Property Group offers Life Insurance to all full-time regular employees, at no cost to the employee. At your time of hire, you will be provided with the paperwork needed to complete your insurance. Enrollment in the group medical, dental, and/or vision plan must be completed prior to your eligibility date. Thirty days prior to your eligibility date a representative from our healthcare provider will reach out to complete enrollment. Failure to enroll within the first thirty days of employment may result in the employee being unable to enroll until the next annual open enrollment period.

### **COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1986)**

This law states that any company that employs 20 or more workers and sponsors a group health benefits plan must continue health insurance plan coverage for 18 months (29 months for workers who are disabled) for terminated or laid-off workers and for other certain other conditions. Health care continuation coverage applies to you whether you are terminated - voluntarily or involuntarily - except in cases where workers have been terminated for gross misconduct. Divorced, surviving or Medicare-ineligible spouses of workers, as well as their dependent children, are also entitled to extended health care coverage under certain circumstances.

It will be your option, at that time, to continue with our group health plan. Please note that the COBRA insurance premiums are paid by YOU and not the Company.

### **AFLAC SUPPLEMENTAL INSURANCE**

M2 Property Group offers optional Aflac Supplemental Insurance at the employee's expense to both full-time and part-time employees who have completed 90 days of employment. An Aflac representative will reach out to you 30 days prior to your eligibility date to complete enrollment.

### **401K**

M2 Property Group offers a 401k plan to both full-time and part-time employees who have completed 90 days of employment. Plan participation begins on the first day of the month following completion of the eligibility requirement. M2 Property Group will match 100% of elective deferrals under 7%, up to a yearly limit of \$3,500; any amounts over 7% will go unmatched. Eligible employees will be automatically enrolled at 1% but can



change the contribution to zero up to 85%. A Welcome Letter will be sent to the physical home address and by email approximately 30 days prior to the eligibility date. During this window of time employees will have the ability to opt out if they do not want to participate in the plan. They can either opt-out on the 401k website ([www.mykplan.com](http://www.mykplan.com)), they can use the APD Mobile app, or they can just call into our 401k Participant Service Team (**800-695-7526**) and a specialist there can do it for them.

### **WORKERS' COMPENSATION**

Your health and well-being are most important to us. We are committed to providing a safe and comfortable work environment for all employees. To assist in accomplishing this goal, you must report all work-related injuries or illnesses immediately to your supervisor. In the event of a slowly developing injury, it must be reported as soon as you become aware of the injury and that it is work-related.

In the event of an accident, the injured employee must immediately report the accident to his or her supervisor. An employee involved in an accident or suffering a work-related injury may be directed to seek medical evaluation and/or treatment at a facility designated by the insurance carrier or supervisor. The employee will also be required to submit to a drug and alcohol test immediately following the incident.

**DON'T FORGET - A DELAY IN REPORTING YOUR WORK-RELATED ILLNESS OR INJURY COULD CAUSE DISQUALIFICATION OR DELAY IN PAYMENT OF YOUR MEDICAL BILLS AND WORKERS' COMPENSATION.**

See your immediate supervisor or Property Manager for further details regarding Workers' Compensation. Employees who are found to be impaired by drugs or alcohol may be denied Workers Compensation benefits. Any employee who is deemed to be impaired or who reports a fraudulent claim is subject to disciplinary action up to and including termination and or prosecution.

### **HOLIDAY POLICY**

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Holidays are a wonderful time to spend with family and friends. Sometimes, due to the nature of our ongoing business, you may be required to spend some holidays with our residents and co-workers. We will pay for the following holidays for full time regular employees who have completed 90 days of full-time employment:

- New Year's Eve
- New Year's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day

- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day
- Christmas Floating Day; *day before or after Christmas Day*
- Employee's Birthday

Full-time regular employee holiday pay is based on the average number of hours worked per week during the current work year. Qualified employees who work on a holiday are eligible to receive an extra day off within two weeks of the holiday. For an employee to be eligible for holiday pay, attendance at work on the last scheduled day before the holiday and the first scheduled day after the holiday is necessary. For employees who work Monday through Friday, holidays that fall on a Saturday will be observed on the Friday prior, and holidays that fall on a Sunday will be observed on the Monday following. Holiday pay or days off may not be accumulated. After 90 days of full-time employment, a new employee will be granted paid Holidays. Remember, the Apartment Community never closes; therefore, you may have to work during some of the holidays each year.

### EMPLOYEE BIRTHDAY

Non-Exempt (full-time) and Exempt employees must take their birthday holiday within 30 days of their birthday date. An unused employee's birthday holiday will not be paid out upon separation of employment. To take their birthday holiday, employees must request advance approval from their supervisors. Requests will be reviewed based on several factors, including business needs and staffing requirements.

### FLOATING HOLIDAY

The Christmas floating holiday day is to be taken the business day prior or following Christmas Day. Employees must request advance approval from their supervisors. Requests will be reviewed based on several factors, including business needs and staffing requirements.

## **VACATION TIME**

Sometimes each of us should recharge ourselves with a much needed break from work. Vacations allow us the opportunity to relax and enjoy quality time with family and friends.

The amount of paid vacation time full-time employees receives each year increases with the length of their employment as shown in the following schedule: Vacation days start accruing on date of hire, but cannot be used until the 91<sup>st</sup> day of employment:

- Upon initial eligibility the employee is entitled to 5 vacation days each year, accrued biweekly at the rate of 1.54 hours.

- After completing 1 year of eligible service the employee is entitled to 10 vacation days each year, accrued biweekly at the rate of 3.08 hours.
- After completing 3 years of eligible service the employee is entitled to 15 vacation days each year, accrued biweekly at the rate of 4.62 hours.
- After completing 7 years of eligible service the employee is entitled to 20 vacation days each year, accrued biweekly at the rate of 6.154 hours.

The length of eligible service is calculated based on a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

The vacation year is **the calendar year** (January 1 to December 31).

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned. **Use of vacation time before it is accrued is not permitted.**

To take vacation, employees must request advance approval from their supervisors. Requests will be reviewed based on several factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. Paid time off for vacation will NOT be counted as hours worked for the purposes of determining overtime.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. If available vacation is not used by the end of the calendar year, **employees may carry unused time forward to the next calendar year up to a maximum of 80 hours.** If the time carried over to the next year is not used during that next calendar year, the vacation time is lost.

The company will automatically pay out vacation time over 80 hours as of December 31<sup>st</sup>.

The company will "purchase" this vacation time at a rate of two-thirds or 66.66% of their normal pay on the paycheck following the end of the year. *For example, if an employee has 100 hours of vacation time at the end of the year and earns \$12/hour, the employee may "sell" the company the 20 hours that cannot be carried forward and the company will pay the 20 hours out at \$7.99 per hour (\$12 multiplied by 66.66% = \$7.99/hour) for a total payout of \$159.80 less applicable payroll taxes.*

If an employee is terminated by the Company, the employee is not eligible for payment of unused, accrued vacation time. Employees who resign their employment with the Company are not entitled to payment for unused, accrued vacation time unless (a) they

are hourly and provide at least two weeks' notice, or are salaried and provide at least 4 weeks' notice, (b) the Company does not ask them to leave before expiration of the notice period, and (c) the employee does not otherwise leave prior to working the notice period, unless otherwise required by applicable law.

Employees are not permitted to use vacation time during the notice period.

## **PERSONAL TIME OFF**

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M2 Property Group provides paid personal leave to regular full-time employees as follows:

After 60 days of full-time employment, a new employee will be granted paid personal time during the calendar year that he or she is hired in accordance with the following table:

PERSONAL TIME ENTITLEMENT TABLE (for initial year of hire)

Date of Hire	Personal Days*
January-February	7
March	6
April	5
May	4
June	3
July	2
August-September	1
October-December	0

\*No paid personal time may be used until after the completion of 60 days of full-time employment.

Regular full-time employees of record as of January 1st of each year will have **(7) seven** paid personal days available. Paid personal time is to be used to entitle an employee to pay for unavoidable absences from work due to personal or family illness, doctor's appointments, court appearances, religious holidays, birthdays, etc.

Whenever possible, employees are to notify their supervisor in advance of the need for a personal day. M2 Property Group reserves the right to request verification for the need of a personal day. Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to his or her own illness or injury, a physician's statement must be provided verifying the need for leave and its beginning and expected ending dates. Verification may be requested for other personal leave absences as well and may be required as a condition to receiving personal leave benefits.

Personal leave pay will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Paid personal time may be used to continue pay while awaiting commencement of Workers' Compensation if applicable. Paid personal leave benefits may be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation, or other programs. The combination of any such disability payments and personal leave benefits cannot exceed the employee's normal weekly earnings.

Unused personal time will not be paid upon voluntary or involuntary termination of employment or accumulated to the following calendar year. Paid Personal time cannot be used during resignation notice dates.

Paid personal time is NOT counted toward hours worked for purposes of determining whether the employee is entitled to overtime pay.

Employees cannot use personal, vacation or other benefits to exceed their normal weekly earnings. If an employee is paid \$12 per hour at a 40 hour work week, their normal weekly earnings would be \$480 (\$12/hour X 40 hours). If the employee physically worked 42 hours in 4 days and then took a personal day on the 5<sup>th</sup> day, no personal time would be entered for the 5<sup>th</sup> day because the employee has already reached, or in this example, exceeded the normal 40-hour work week. Adding personal time for the 5<sup>th</sup> day would exceed the employee's normal weekly earnings by \$96 (\$12/hour x 8 hours for the 5<sup>th</sup> day).

## **TRAINING TIME OFF**

M2 Property Group provides paid training time to regular part-time and full-time employees. The training time off is designed to allow you time away from the site to conduct the required M2 Property Group training modules at home or in another space outside of the office.

Training time is available on your first day of hire. Training time is given in accordance with the following table and is based on the required training hours for each position:

### **TRAINING TIME OFF HOURS**

<u>Position</u>	<u>Training Hours</u>
Assistant Manager	32
Grounds/Cleaning/Custodian	24
Leasing	32
Maintenance Supervisor	24
Maintenance Technician	24

Painter	24
Property Manager	32
Regional Maintenance Supervisor	24
Regional Manager	32

Regular part-time and full-time employees of record as of January 1st of each year will have the above training hours available. Paid training time is to be used to complete the required M2 Property Group training modules in the designated training portal only.

Employees are to notify their supervisor in advance of the need for training time off. M2 Property Group reserves the right to verify the training was completed in the designated training portal. If the training has not been completed and with a passing score, the employee may be subject to disciplinary action, up to and including termination of employment.

Training pay will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Time spent in training is considered hours worked for the purpose of calculating overtime.

If an employee takes time off for training but does not actually use it for training, that time will be deducted from the employee's unused paid personal and/or vacation time. If the employee does not have any available unused personal or vacation time, the time off will be unpaid.

Unused training time will not be carried over from one calendar year into the next and is not payable upon voluntary or involuntary termination of employment. Paid training time cannot be used during resignation notice dates.

## **BEREAVEMENT**

This is the most challenging time for anyone. Please understand that the management team and your peers will do everything possible to help you through this time of grief. Full time regular employees who have been employed at least 90-days may take up to five (5) days of paid bereavement for the death of a loved one, per year. Available personal or vacation time may be used for bereavement requests longer than five (5) days.

We also offer time to grieve for the loss of a family pet. Full-time regular employees who have been employed at least 90 days may take up to one (1) paid day per year.

Again, if we can do anything to help you during this time of bereavement, please do not hesitate to call upon us.

## **COMMISSION PAYMENTS**

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The Company has established commission structures to encourage leases, renewal, the sale of rentable items, pet fee collections and referrals to sister communities. Details of the commission structures are contained in the Standard Operating Procedures Manual.

Commissions will be paid during the last pay period of the month, following the month in which the commission was earned.

If the agent or employee who had earned the commission is in dispute, it will be at the property manager's discretion to determine who is eligible for the commission, or the property manager may decide to split the commissions equally among the disputing individuals.

The commission schedule must be sent to the Regional Manager on the 1<sup>st</sup> day of each month. The lease and all relevant addenda must be attached in Yardi, otherwise the commission cannot be verified and is therefore ineligible for payment. Errors of any kind on any lease or addendum, or any discrepancy between the lease and related addenda and Yardi, will invalidate the commission for that agent or employee for that particular lease or revenue item and the commission will not be earned or payable. Notwithstanding the foregoing, new leasing agents who have errors in their lease, addenda, and/or the Yardi database will need to correct such errors but will still be paid commissions for those leases for two commission cycles. After the agent has been employed and submitted commissions for two commission cycles, errors on the leases, addenda and/or the Yardi database will result in the commission being cancelled for that particular lease.

Employees are not entitled to commission compensation upon termination of employment if (a) their employment was terminated by the Company, (b) the employee resigned but gave a resignation notice period of less than 2 weeks for hourly employees and less than 4 weeks for salaried employees, or (c) the resigning employee gave the required advance notice but was asked to leave by the Company prior to expiration of the notice period or leaves before expiration of the notice period.

If not excluded, by the requirements above, employees who resign employment from the company will be entitled to commission compensation for move-in's that occurred within 30-days of separation, even if they are no longer employed at the time the compensation is scheduled to be paid.

## **BONUSES**

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Bonuses may be a part of regular compensation for certain employees. Where Bonuses have been established, they will be calculated at the discretion of the employee's supervisor in accordance with the published criteria provided to the eligible employee. The bonus criteria may be amended from time to time as needed to properly gauge employee progress. Any changes to the bonus criteria will be published to those

employees who will be affected by such changes prior to the start of the bonus period. Bonuses, if applicable, will be paid on the next payroll, following the completion of the Property Review. To receive bonus compensation, you must be employed at the time the bonus would be paid, to receive such bonuses. Since bonuses are based upon the performance of the employee and the asset to which the employee has been entrusted, it is understood that a bonus may not be earned for each bonus period if the employee fails to meet the established bonus criteria.

## **MEAL PERIODS**

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All full-time non-exempt employees are provided with one meal period of 60 minutes in length each workday. Employees are required to take at least a 60-minute meal period. This time should be taken away from your normal work area. The mandatory lunch period will be automatically deducted from the hours worked each day. Unless approved by the employee's supervisor.

Supervisors will schedule meal periods to accommodate operating requirements, while always complying with all applicable state laws. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. Employees may not work through meal periods to alter their scheduled shifts or to gain overtime benefits.

## **NURSING MOTHERS BREAKS**

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The Company will provide breaks and a private location for employees to pump breast milk. Upon request, the Company will provide a cold storage space for keeping the milk until the end of the workday; otherwise, employees may provide their own portable cold storage device.

## **TIMEKEEPING**

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All non-exempt employees must accurately record time worked on a timecard for payroll purposes. Employees are required to record their own time at the beginning and end of each work period, including before and after the lunch break. Employees also must record their time whenever they leave the property for any reason other than Company errands or business. Employees must use the "Lunch Out" function of the timecard to clock out for lunch. All overtime must have prior approval.

Allowing a fellow employee to have access to your timecard is not acceptable for any reason. Employees must not permit, nor ask other employees to record punches on his or her timecard.

Once an employee has clocked out, the employee should vacate the premises, including the parking lot, unless the employee lives at the property. Employees who do not live on



site are not allowed to use the clubhouse, apartments, swimming pool, or other areas without direct permission from their supervisor.

Any errors on your timecard should be reported immediately to your supervisor, who will attempt to promptly correct legitimate errors.

## **WORK OUTSIDE OF STANDARD HOURS POLICY (NON-EXEMPT EMPLOYEES)**

Non-exempt employees must not work overtime (*i.e.*, more than 40 hours in a workweek) without advance authorization from management.

Moreover, while non-exempt employees are required to respond to pressing work-related calls or texts from management, they should not otherwise be engaged in attending to non-necessary work-related tasks or paperwork outside of their standard work hours. To facilitate compliance with this rule, managers and supervisors should refrain from sending non-pressing work-related communications to non-exempt employees outside of regular work hours that can wait until the next day. Any time spent by non-exempt employees during and outside of their regular work hours must be recorded on their time record.

Managers and supervisors are prohibited from expressly or implicitly instructing or permitting any non-exempt employee to perform work off-the-clock. All time worked must be recorded. Any non-exempt employee who is asked to work off-the-clock must promptly notify Human Resources. Employees are assured that they will not be discriminated against or retaliated against for making a good-faith complaint under this policy.

Any employee, supervisor, or manager who violates this policy is subject to disciplinary action, up to and including termination of employment.

## **OVERTIME**

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state laws at the following rate(s):

- One and one-half times straight-time rate for all hours physically worked over 40 in a work week.

As required by law, overtime pay is based on actual hours worked. Time off on holidays, personal leave, vacation leave, or other leaves of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including termination.

Employees may be scheduled to be "on-call" during non-working hours. While on-call, the employee is not required to remain at home or at any place, and the employee is not restricted in his or her activities or personal pursuits. Employees are required to carry a mobile device to respond to calls, and while on-call, must respond to service calls within thirty minutes of that call. Other than the response time of thirty minutes, no other restrictions on an employee's activities while on-call are imposed.

If called out during non-working hours, employees will be paid a minimum of two hours of overtime, provided they work the required 40 hours during the week. If they work less than 40 hours, employees will be paid the 'called out' hours at their straight time rate.

A supervisor may adjust the daily schedule to eliminate overtime during a work week or to accommodate the needs of the site at their discretion.

## **EMPLOYEE APARTMENT DISCOUNT**

Some employees may be provided with an apartment for the benefit of the property as a condition of employment. In this case, the employee will be asked to execute a lease agreement and employee addenda. While occupying the apartment you will be expected to observe all the rules and regulations affecting any resident in the building. You must occupy the apartment and may not sublease your apartment to another individual. Any rent or rent proration must be paid in accordance with the property Lease Agreement. The same procedures and requirements shall be in effect for employees who wish to lease a garage, carport, storage space, or other rentable/assignable item at the property or wish to acquire a pet. The selection of any apartment shall be approved in writing and the employee agrees to all conditions and provisions of the Lease Agreement. The employee must also pay any appropriate pet fees and utility reimbursements/utility billing from the utility provider. All full-time hourly employees are eligible for the below apartment discounts, based on years of service. Discounts are available for M2 Property Group managed sites only.

- 0-1 year of service, the discount is 50% (up to \$750.00 per month)
- At the start of your 2<sup>nd</sup> year, the discount will move to 75% (up to \$1125.00 per month)
- At the start of your 3<sup>rd</sup> year, the apartment will be free (up to \$1500.00 per month)

Employees must abide by all the rules and regulations to which other residents are required to conform.

Tenancy does not extend beyond an employee's employment with M2 Property Group. If employment terminates for any reason, the employee must vacate the premises within

seven (7) days of the termination of the employee’s employment with M2 Property Group, whether that termination be by resignation, dismissal, voluntary quit or sale of property, unless the Company in its sole discretion agrees to the employee’s continued residence. If the Company agrees to the employee’s continued residency and the former employee remains as a tenant following termination of employment, the former employee will be responsible for the payment of rent and related charges as indicated in their executed lease agreement and addenda. The employee discount will end on the first day of the next month.

## **PROFESSIONAL LICENSE/FEES**

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M2 Property Group reimburses employees for the fees for obtaining certain types of licenses. These include, but are not limited to trade organizations such as the Institute of Real Estate Management, National Apartment Association, local Board of Realtors, etc. For reimbursement to apply, permission must be granted by M2 Property Group prior to the employee’s enrollment in courses or application for licensing, and the employee must sign a contract agreeing to repay the reimbursed amount to the Company if the employee leaves employment within two years of receiving the reimbursement. Eligible employees will be reimbursed according to the following schedule:

Real Estate License Annual Renewal	100%
Continuing Education	100%
Trade Organization	100%

## **EMPLOYEE VOTING RIGHTS**

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M2 Property Group encourages employees to fulfill their civic responsibilities by participating in elections.

Time off to vote is governed by state law. M2 Property Group will comply with all such applicable state laws. In the event any provision below conflicts with the time off to vote requirements of the state where the employee works, the laws of the state shall govern.

Any employee entitled to vote at a general or special election or at any election at which propositions are submitted to a popular vote shall, on the day of such election, be entitled to leave work for a period of up to four hours between the time of opening and closing the polls; and no deduction in wages shall occur; provided however, that application for such leave of absence must be made prior to the day of election. M2 Property Group may specify the hours during which said employee may leave to vote.

## **FAMILY AND MEDICAL LEAVE**

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Pursuant to a federal law entitled the Family and Medical Leave Act (FMLA), employees who (1) work at a work-site that has 50 or more employees within a 75 mile radius of

that work-site, (2) have worked for M2 Property Group for at least twelve months, and (3) have worked at least 1,250 hours during the twelve month period before the leave is to begin, are covered, and are entitled to certain benefits under, the FMLA. As M2 Property Group does not currently have any employees who meet the requirement in subsection (1) above, FMLA is not applicable to its employees.

## **PERSONAL LEAVE OF ABSENCE**

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If an employee does not otherwise qualify for FMLA, a personal leave of absence without pay may be granted to an eligible employee under certain circumstances, as determined by the Property Manager or the applicable Regional Manager at their discretion. Because each employee carries a full workload and because of the inconvenience and cost to the Company and the disruptive effect on its staffing needs, as well as the wide variety of situations in which a personal leave could be requested, it may be too difficult to accommodate a request for a personal leave of absence. M2 Property Group will evaluate each request for a personal leave of absence, and determine the terms, duration, and conditions of reinstatement, on a case-by-case basis, considering factors such as staffing and business needs, length of service, work history, reason for the leave, requested duration of the leave and job responsibilities.

Employees are not eligible for an unpaid personal leave of absence until they have exhausted all accrued unused vacation days, personal days, and any other applicable leave.

### **PROCEDURE**

An eligible employee who desires an unpaid personal leave of absence must fully complete and submit the designated request form to the Property Manager, their Regional Manager and Human Resources. If the leave is required for a medical reason, the employee shall provide the additional medical certification at the time of submission. Whenever possible, an employee should submit the written request at least 30 days before the desired start date of the personal leave.

### **DURATION OF LEAVE**

Personal leave ordinarily may not exceed 30 calendar days in any one (1) year period. To determine the one (1) year period during which personal leave is available, M2 Property Group uses a calendar year (January 1 to December 31).

### **BENEFITS**

Personal leave of absence is without pay (unless paid leave benefits are available). Subject to the terms, conditions and limitations of the applicable plans, employees are

responsible for paying 100% of their regular group insurance premiums and additional supplemental plans, if they wish coverage to continue during a personal leave of absence. When the employee returns from personal leave, M2 Property Group will again provide benefits according to the applicable policies and plans. An employee on an unpaid personal leave of absence will not accrue seniority, time-off, reimbursements or other employment benefits.

### RETURN TO WORK

Unless otherwise required by law, M2 Property Group does not guarantee that it will hold open the position of any employee who is on a personal leave of absence or restore an employee to their former position or to a position with the same pay, benefits, or other terms and conditions of employment when the personal leave ends. If the leave is required for a medical reason, the employee shall provide to his or her supervisor a written medical certification upon his or her return to work verifying his or her ability to resume work.

If your leave extends past the amount of time approved, you may not be eligible for reinstatement.

Your failure to either return to work on the scheduled date of return or to apply and be granted an extension prior to that date may result in termination of employment.

### **MILITARY LEAVE**

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M2 Property Group provides unpaid military leaves of absence and does not discriminate against past or present members of the uniformed services, or applicants to the uniformed services, with respect to initial employment, reemployment, retention, promotion, or employee benefits, in accordance with applicable law.

All employees are eligible for military service leave to the extent permitted by state and federal law. An employee requesting such leave must promptly submit to management a copy of the employee's induction papers or orders.

Employees may use accrued vacation and personal time at the beginning of an unpaid military duty leave. All employee benefits cease during the unpaid portion of a military duty leave unless otherwise required by law, although the employee may continue his or her participation in group health care plans sponsored by the Company pursuant to COBRA by electing to do so and by paying the full premiums. If, however, the military service is for 30 or fewer days, health benefits may continue, and the employee will not be required to pay more than the employee would be required to pay if he or she were actively employed. Upon being released from active duty, an employee may be eligible to reenter the Company's health care plan(s).

Returning service members are treated as if they have been continuously employed and will be re-instated in accordance with the applicable state or federal law governing the leave. To be reinstated to employment, an employee must report back to the Company within specified periods after the conclusion of his or her military service.

M2 Property Group needs, expects, and encourages employees to come forward, without delay, should they suspect that unlawful discrimination or retaliation has occurred because of a military leave of absence. Failure to report these concerns prevents M2 Property Group from taking the appropriate steps to prevent and/or correct such situations. Employees will be protected from retaliation of any kind based on military service or taking an approved military leave of absence.

## **JURY DUTY LEAVE**

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We recognize and support your duty as a citizen to serve as a member of a jury. Therefore, you will be granted an unpaid leave of absence for the entire jury duty period. A copy of the court notice must be submitted to the employee's supervisor to verify the need for leave. Employees are expected to report to work when doing so does not conflict with their court obligations. It is the employee's duty to keep his or her supervisor apprised of the amount of time required for jury duty.

## **TERMINATION OF EMPLOYMENT**

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In general, there are two types of employment separations: voluntary resignation by an employee and involuntary dismissal of an employee by M2 Property Group. All employees of M2 Property Group are employed at will.

### **NOTICE**

Although an employee may resign at any time with or without advance notice, any employee who wishes to voluntarily terminate their employment is requested (but not required) to present a written resignation to their supervisor at least two (2) weeks in advance for non-exempt employees and four (4) weeks in advance for exempt employees so that an orderly transition can be made.

Once written notice of resignation has been received it cannot be rescinded unless approved by the employee's Regional Manager.

If an employee does not provide the requested advance notice, the employee may be considered ineligible for rehire. Moreover, an employee who resigns with the requested advance notice but does not work for the entire notice period or is asked to leave during the notice period, will not be paid out for unused vacation time, unless otherwise required by applicable State law.

### EXIT INTERVIEWS

In most cases when an employee resigns, they may be requested to have an exit interview with their supervisor, or a member of the Home Office Team. This interview allows an opportunity for employees to communicate their views about working for M2 Property Group and the reasons they have decided to leave. It also provides the opportunity to discuss any rights they have to continue any company provided benefits. Lastly, it provides M2 Property Group with a final chance to solicit constructive feedback from employees to improve the Company.

### RETURN OF PROPERTY

All employees must return, on or before their last day of work, all items owned by M2 Property Group and all other items in their possession or control issued to them by the Company, including but not limited to this handbook, name tags, uniforms, tools, and equipment. At the time of termination of employment, each employee also should furnish M2 Property Group with their forwarding address so that their final W-2 form, and other mail may be forwarded to the employee.

### TERMINATION OF BENEFITS

Upon termination of employment, all enrolled benefits will end on the last day of the month in which your last day worked occurred.

### ROLLOVER OR TERMINATION OF 401K PLAN

Upon termination of employment, reach out to ADP Retirement Services or the Human Resources Director to obtain the form needed to rollover and/or pay out funds in your M2 Property Group 401K plan. Plan Administrator approval is required to process fund changes.

### PAYMENT OF FINAL WAGES

Final wages will be paid in accordance with any applicable state laws and following M2 Property Group's normal payroll schedule.

### PAYMENT OF PAID TIME OFF UPON TERMINATION

Unused, accrued Personal Time Off is not payable upon voluntary or involuntary termination of employment for any reason, unless required by applicable law.

Unused, accrued Vacation Time is not payable if:

- The Company terminates the employee's employment for any reason
- Resignation Notice not completed (left before notice expired)
- Use of vacation/personal time during Resignation Notice dates
- The employee resigns with less than two weeks' notice if hourly or with less than four weeks' notice if salaried or if the employee fails to work the entire notice period.

Other paid leave benefits are not payable upon voluntary or involuntary termination of employment, unless required by applicable law.

### EMPLOYEES WHO ARE REHIRED

Employees who are rehired will not be granted any prior service credit unless required by law.

### **DISCLAIMER**

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This Handbook is designed to give you a summary of M2 Property Group's policies and benefit programs. If, in this Handbook, we have said or implied anything that is different from the actual provisions of any benefit plan document or actual written Company policy, the latter will govern. Further, nothing herein should be construed as a direct, implied, or inferred contract of employment between any individual and M2 Property Group, LLC or as a right of any employee to be continued in the employment of M2 Property Group, LLC or as a limitation on the right of either M2 Property Group, LLC, or any employee to terminate the employment relationship with or without cause and with or without notice, regardless of what is stated in this Handbook. No representative of M2 Property Group, LLC has any authority to enter into any agreement for employment for any specified time or to make any agreement contrary to the foregoing, unless it is in writing and signed by an officer of M2 Property Group. This Handbook may be modified at any time by the employer, without notice and without a written revision of the Handbook.

If you have any questions regarding any statement contained in this Handbook, please direct them to your supervisor, Property Manager or reach out to the Human Resources Team at [HROFFICE@M2REGroup.com](mailto:HROFFICE@M2REGroup.com)



## **IT'S UP TO YOU**

You are on your way to what we hope will be a mutually satisfying relationship. You may not remember everything you have read in this handbook or discussed during your orientation, so please keep this handbook handy for future reference, and do not hesitate to ask questions, we not only encourage, but welcome them!

You may be a bit nervous as you settle into your new role with M2 Property Group; that is understandable, it shows you care! Remember at one time, we were all in the same place you are now, so let us help you learn and grow. At M2 Property Group we strive to be the best in our industry and continue to grow as well.

As has been mentioned in this handbook, M2 Property Group may change, rescind, or add to any policies or practices described in the handbook from time to time in its sole and absolute discretion. You will be advised of material changes in writing within a reasonable time. Keep these notices with your handbook for future reference.

At any time during your employment with M2 Property Group, you are encouraged to bring your questions to the attention of your supervisor, the Property Manager, or a member of the Home Office Team. We want you to feel comfortable with our way of conducting business so that you will be able to devote your full energy to performing your job in an effective and positive manner.

We are pleased to help you get started. The real key from this point on is your own attitude. If it shines, we shine!

**M2 PROPERTY GROUP IS GLAD TO HAVE YOU WITH US AND OUR TEAM!**

**ACKNOWLEDGMENT OF RECEIPT  
OF EMPLOYEE HANDBOOK AND STATE-SPECIFIC ADDENDUMS**

The Employee Handbook of M2 Property Group, LLC and the state-specific addendums are designed to provide a summary of the policies and benefits of M2 Property Group. If, in the Employee Handbook or any state-specific addendum, anything is stated or implied that is different from the actual provisions of any benefit plan document or specific written policy, the latter will govern. **Nothing contained in the Employee Handbook, or any addendum should be construed as a direct, implied, or inferred contract of employment between any individual and M2 Property Group. Except for employees covered by a collective bargaining agreement, employment is at-will, meaning it may be terminated at any time by M2 Property Group or the employee with or without cause or notice.** No representative of M2 Property Group has any authority to enter into any agreement for employment for any specified time or to make any agreement contrary to the foregoing other than the President/CEO of the Company. The Employee Handbook and any state-specific addendum may be modified at any time by M2 Property Group, without notice and without a written revision to the Employee Handbook or addendum.

I, \_\_\_\_\_, have received and read the M2 Property Group Employee Handbook.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

## STATE-SPECIFIC ADDENDUMS

The following state-specific policies and/or policy additions are incorporated into M2 Property Group's general Employee Handbook and apply to its employees in that particular state. Where the provisions contained in an Addendum differ from the provisions contained in the Employee Handbook, the protections or benefits required by law will apply. Further, in the event of a conflict between applicable law and any provision in the Employee Handbook and/or an Addendum, the Company will follow applicable law.

**In addition to the leave provided in the Employee Handbook and in these state-specific Addendums, the Company provides other leave required by applicable state and local laws. With this in mind, if an employee has a need for leave for any reason that is not specifically covered in the Employee Handbook or an Addendum, the employee should contact Human Resources to see if the leave may otherwise be provided based on applicable law.**

No Addendum is a contract of employment, and it does not create any employment rights or expectations or otherwise modify employees' at-will employment status. The Company reserves the right to amend or change the provisions of any Addendum at any time at its sole discretion, except as otherwise provided by applicable law.

### **INDIANA ADDENDUM**

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#### *EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION POLICY AND NON-HARASSMENT POLICY*

The legally protected statuses in the Equal Employment Opportunity and Non-Discrimination Policy and in the Non-Harassment Policy, as well as references to other statuses protected by law elsewhere in the Employee Handbook, include ancestry and veteran status.

#### *INDIANA MILITARY FAMILY LEAVE*

Under Indiana's Military Family Leave Act (IMFLA), eligible employees in Indiana are entitled to an unpaid leave of absence to spend time with certain family members who are engaged in or called to active military service.

#### *IMFLA Eligibility*

An eligible employee under IMFLA is an employee who has been employed by the Company for at least 12 months, who has worked at least 1,500 hours during the 12-month period immediately preceding the leave, and who is the spouse, parent,

grandparent, sibling, or court-appointed guardian or custodian (all as construed according to the statute) of a person who is ordered to active duty.

The term “active duty” means full-time service on active duty orders in the Armed Forces of the United States or the National Guard for a period that exceeds 89 consecutive calendar days.

### *Reasons for IMFLA Leave*

An eligible employee may take IMFLA leave of up to 10 cumulative working days per calendar year during one or more of the following periods:

- Within the 30-day period before a spouse, son, daughter, grandson, granddaughter, or sibling (“military family member”) begins active duty.
- During a period when the military family member is on leave.
- During the 30-day period after a military family member’s active duty orders are terminated.

### *Compensation for IMFLA Leave*

Generally, IMFLA leave is not paid. However, an eligible employee may elect to take any accrued paid vacation leave or personal leave in lieu of taking unpaid leave under the IMFLA. Such paid leave will be counted toward the employee’s 10 days of IMFLA leave granted per year.

### *Job and Benefits Security*

An eligible employee who takes leave under the IMFLA and who returns to work before his or her IMFLA leave entitlement has expired will be restored to the position the employee held when the leave commenced or to an otherwise equivalent position with respect to seniority, pay, benefits, and other terms and conditions of employment.

### *Employee Notice and Leave Request Requirements*

An eligible employee must give the Company at least 30 days’ written notice of his or her intent to take leave under the IMFLA unless the military family member’s active duty orders are issued less than 30 days prior to the requested leave. An eligible employee must also provide a copy of the active duty orders, if available, along with the leave request.

The Company reserves the right to require verification of the employee’s eligibility for IMFLA leave. If an employee fails to provide such verification, then his or her absence will be considered unexcused.

### *Continuation of Group Health Plan Coverage*

The Company will maintain group health plan coverage for an employee who takes IMFLA under the same terms and conditions as active employment.

### *Non-Discrimination/Non-Retaliation Policy Statement*

The Company will not interfere with, restrain, or deny an employee's exercise of right under the IMFLA.

### *EMERGENCY RESPONSE LEAVE*

Employees who are volunteer firefighters or members of a volunteer emergency medical service will be permitted to be absent from work to respond to a fire or emergency call, or to recover from an injury that occurred during an emergency response. Employees who are injured while responding to an emergency and must be absent to recover may take up to six months of leave from the date of the injury. The Company also permits employees to take time off related to their membership in the Civil Air Patrol. All such leave is unpaid; however, the employee may use unused, accrued personal and vacation time to be paid for the time off. The Company reserves the right to require documentation supporting the need for leave under this policy.

## **ILLINOIS ADDENDUM**

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### *EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION POLICY AND NON-HARASSMENT POLICY*

The legally-protected statuses in the Equal Employment Opportunity and Non-Discrimination Policy and in the Non-Harassment Policy, as well as references to other statuses protected by law elsewhere in the Employee Handbook, include actual or perceived race (including traits associated with race such as hair texture and protective hairstyles), ancestry, marital status, order of protection status, military status, gender identity, pregnancy, unfavorable discharge from military service, citizenship status, and work authorization status.

### *DRUG AND ALCOHOL POLICY*

While the use and possession of marijuana is unlawful under federal law, Illinois law permits medical and recreational use of marijuana. Illinois allows for medical use of marijuana to treat or alleviate certain medical conditions or symptoms associated with such conditions. The Company will not retaliate against applicants or employees for using medical marijuana, but, in compliance with state law, will not permit employees to use

marijuana in the workplace or be under the influence of marijuana while working, even if they are using the marijuana for medical purposes. Likewise, while state law protects recreational marijuana usage under certain circumstances, it does not require an employer to allow or accommodate the use, consumption, possession, transfer, display, transportation, sale, or cultivation of marijuana in the workplace. Therefore, the Company prohibits such behavior. Any employee who violates the aforementioned rules will be subject to disciplinary action in accordance with the Substance Abuse policy.

### MEAL PERIODS

Employees who work for 7.5 hours or longer will receive at least 20 minutes for a meal period beginning no later than 5 hours after the start of the work period.

### MILITARY FAMILY LEAVE

Eligible employees working for the Company in Illinois are entitled to an unpaid leave of absence to spend time with certain family members, who are engaged in or called to active military service under Illinois' Military Family Leave laws ("IMFL"),

To be eligible for IMFL leave in Illinois, the employee must have been employed by the Company for at least 12 months, have worked at least 1,250 hours during the 12-month period immediately preceding the leave, and be the spouse, child, parent, or grandparent (all as construed according to the statute) of a person who is ordered to active duty for a period of more than 30 days. The term "active duty" is construed according to the Illinois statute. An eligible Illinois employee may take IMFL leave of up to 15 days while the deployment orders are in effect. This leave is offset against leave under the federal FMLA for qualifying exigencies.

Where possible, employees must consult with the Company to schedule IMFL in ways that do not unduly disrupt operations.

Employees must give at least 14 days' notice of the date they intend to start taking family military leave of five or more consecutive workdays. For less than five consecutive workdays of this leave, they must give as much advance notice as practicable.

Generally, IMFL leave is not paid. However, an eligible employee may elect to take any unused paid time off in lieu of unpaid leave under the IMFL. Such paid leave will be counted toward the employee's days of IMFL leave granted per year. The employee's job will be protected during the period of IMFL leave in accordance with applicable law.

An eligible employee must also provide a copy of the activity duty orders or other certification from a property military authority to support the leave request. The Company reserves the right to require verification of the employee's eligibility for IMFL leave. If an employee fails to provide such verification, then his or her absence will be considered

unexcused. The Company will not interfere with, restrain, or deny an employee's exercise of right under the IMFL.

During IMFL, employees may continue their benefits at their own expense. Employees who take IMFL will not lose any employee benefits accrued before this leave starts. Employees who take IMFL will be reinstated to their position or another position with equivalent seniority status, employee benefits, pay, and other terms or conditions of employment. The Company will not interfere with, restrain, or deny an employee's exercise of right under the IMFL.

### *BEREAVEMENT*

Under the Illinois Family Bereavement Leave Act (FBLA) eligible employees are entitled to take up to 2 weeks (10 workdays) of unpaid leave time following: the death of a covered family member, stillbirth, miscarriage, unsuccessful reproductive procedure, failed adoption match or unfinalized adoption agreement, failed surrogacy agreement, or diagnosis that negatively impacts pregnancy or fertility. Employees are entitled to up to 6 weeks of leave in the event of the death of more than one covered family member in a 12-month period. Employees are entitled to up to 6 weeks of leave in the event of multiple qualifying events in a 12-month period.

Unpaid leave under the FBLA runs currently with the 5 days of paid bereavement leave under the Bereavement policy in the Employee Handbook.

Eligible employees are those who have worked for M2 Property Group for at least a year and have worked at least 1250 hours in the 12-month period before the leave is to begin.

FBLA leave time may be used to attend the funeral or alternative to a funeral of a covered family member, make arrangements necessitated by the death, or to grieve. FBLA leave must be completed within 60 days after the date the employee receives notice of the event.

Employees must provide at least 48 hours' notice of the need to take leave, unless doing so is not practicable.

For purposes of this policy, a "covered family member" is a child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. A "domestic partner" means the person recognized as the domestic partner of the employee under any domestic partnership agreement or civil union of law of a state or political division of a state, or an unmarried adult person who is in a committed, personal relationship with the employee, who is not a domestic partner as described in (a) and who is not in a committed relationship with another person, AND who is designated to the employer by the employee as the employee's domestic partner.

FBLA leave must be completed within 60 days after the date on which the employee receives notice of the death of a covered family member or event that qualifies the employee for FBLA leave.

The Company may require employees to provide reasonable documentation from an employee requesting FBLA leave. However, the Company will not require that the employee identify which category of event the leave pertains to as a condition of applying for or receiving the leave. Reasonable documentation may include a birth certificate, a publish obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. Reasonable documentation may also be provided by a health care practitioner or an adoption or surrogacy organization, or on a form provided on the Illinois Department of Labor's website.

In the event an employee experiences more than one qualifying event in a 12-month period, an employee is entitled to up to 6 weeks of unpaid leave time during the 12-month period. FBLA does not create a right for employees to take unpaid leave time that exceeds the unpaid leave time allowed under, or that is in addition to the unpaid leave time permitted by, the federal FFLA. For example, if an employee has taken four weeks of FMLA leave, only two weeks of leave would be available under the FBLA even if an employee experiences multiple qualifying events.

### EMPLOYEE VOTING RIGHTS

M2 Property Group encourages employees to fulfill their civic responsibilities by participating in elections.

Any employee entitled to vote at a general or special election or at any election at which propositions are submitted to a popular vote shall, on the day of such election, be entitled to leave work for a period of up to two hours between the time of opening and closing the polls if the employee's working hours begin less than 2 hours after the opening of the polls and end less than 2 hours before the closing of the polls. No deduction in wages shall occur; provided however, that application for such leave of absence must be made prior to the day of election. M2 Property Group may specify the hours during which said employee may leave to vote.

### PAID PERSONAL/SICK LEAVE

This policy replaces the Personal Leave policy in the Employee Handbook and is intended to comply with the aspect of Chicago's paid leave law that pertains to paid sick leave. The general leave aspect of Chicago's paid leave law is covered by the Vacation/General Paid Leave policy in this Handbook. This personal/sick time off policy covers all employees in Illinois.



M2 Property Group provides paid personal/sick leave to regular full-time and part-time employees as follows:

**PERSONAL/SICK TIME ENTITLEMENT TABLE (for initial year of hire)**

<b>Date of Hire</b>	<b>Personal/Sick Days</b>
January-February	7
March	6
April	5
May	4
June	3
July	2
August-September	1
October-December	0

After the first partial calendar year of employment, regular full-time and part-time employees will have **(7) seven** paid personal/sick days available as of January 1<sup>st</sup> each calendar year.

No paid personal/sick time may be used until after the completion of 30 days of full-time or part-time employment.

Paid personal/sick time may be used for the following reasons:

- For the employee’s own illness, injury, or medical care, diagnosis, or treatment
- To care for a covered family member who is ill, injured, needs medical care, diagnosis, or treatment, or is ordered to quarantine
- If the employee or a covered family member is the victim of domestic violence or a sex offense
- If the property where the employee works is closed by order of a public official due to a public health emergency, or the employee needs to care for a covered family member whose school, class, or place of care has been closed.
- If the employee is required to obey a quarantine or isolation order issued by the Mayor, Governor of Illinois, Chicago Department of Public Health, or a treating healthcare provider.

Employees are required to provide at least seven (7) days’ notice regarding use of personal/sick time that is foreseeable. If the leave is unforeseeable, employees must provide as much notice as practicable under the circumstances. Specifically, if unable to report to work due to illness or injury, the employee should notify their direct supervisor before the scheduled start of the workday if possible. The direct supervisor must also be contacted on each additional day of absence.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee takes off more than 3 consecutive days of personal/sick leave, M2 Property Group may require that the employee provide certification that the time off was taken for permissible reasons. This may include a healthcare provider certification, court document, police report, signed statement from an attorney, member of clergy, or victims services advocate, depending on the reason for the leave.

Personal/sick leave pay will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Paid personal/sick time may be used to continue pay while awaiting commencement of Workers' Compensation if applicable. Paid personal/sick leave benefits may be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation, or other programs. The combination of any such disability payments and personal/sick leave benefits cannot exceed the employee's normal weekly earnings.

Personal/sick time hours do not carryover from one calendar year into the next and are not payable upon voluntary or involuntary termination of employment.

Paid personal/sick time is NOT counted toward hours worked for purposes of determining whether the employee is entitled to overtime pay.

Employees cannot use personal/sick, vacation/general paid leave or other benefits to exceed their normal weekly earnings. If an employee is paid \$12 per hour at a 40 hour work week, their normal weekly earnings would be \$480 (\$12/hour X 40 hours). If the employee physically worked 42 hours in 4 days and then took a personal/sick day on the 5<sup>th</sup> day, no personal/sick time would be entered for the 5<sup>th</sup> day because the employee has already reached, or in this example, exceeded, the normal 40-hour work week. Adding personal/sick time for the 5<sup>th</sup> day would exceed the employee's normal weekly earnings by \$96 (\$12/hour x 8 hours for the 5<sup>th</sup> day).

### *PAID VACATION/GENERAL LEAVE*

This policy replaces the Vacation leave policy in the Employee Handbook and is intended to comply with Illinois Paid Leave for all Workers law, the Cook County paid leave law, and the aspect of Chicago's paid leave law that pertains to general paid leave. This vacation/general paid leave time policy applies to all employees in Illinois.

Sometimes each of us should recharge ourselves with a much-needed break from work. Vacations allow us the opportunity to relax and enjoy quality time with family and friends. Also, M2 Property Group recognizes that sometimes employees need time off for other purposes. This policy provides paid time off for vacation and any such other purposes (e.g., birthdays, religious observances, personal business etc.).

The amount of vacation/general paid leave full-time employees receive each year increases with the length of their employment as shown in the following schedule: Vacation/general paid leave days start accruing on date of hire, but cannot be used until the 90th day of employment:

- Upon initial eligibility the employee is entitled to 5 vacation/general paid leave days each year, accrued biweekly at the rate of 1.54 hours, and will also be front-loaded 25 vacation/general paid leave hours.
- After completing 1 year of eligible service the employee is entitled to 10 vacation/general paid leave days each year, accrued biweekly at the rate of 3.08 hours.
- After completing 3 years of eligible service the employee is entitled to 15 vacation/general paid leave days each year, accrued biweekly at the rate of 4.62 hours.
- After completing 7 years of eligible service the employee is entitled to 20 vacation/general paid leave days each year, accrued biweekly at the rate of 6.154 hours.

Under this policy, full-time employees will not earn less than 1 hour of vacation/general leave for every 35 hours worked and, therefore, if their work hours exceed the accrual set forth above, they will earn an adjusted amount of vacation/paid general leave. Full-time exempt employees are deemed to work 40 hours in a work week for accrual purposes.

Part-time employees earn 1 hour of vacation/general leave for every 35 hours worked.

The length of eligible service is calculated based on a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation/general paid leave time.

The vacation/general paid leave year is **the calendar year** (January 1 to December 31).

**Use of vacation/general paid leave before it is accrued is not permitted.**

Vacation/general paid leave may be used for any reason. Employees are required to provide at least seven (7) days' notice regarding use of vacation/general paid leave that is foreseeable. If the leave is unforeseeable, employees must provide as much notice as practicable under the circumstances. Requests will be reviewed based on several factors, including business needs and staffing requirements.

Documentation will not be required for employee use of vacation/general paid leave, nor will employees be required to search for or find a replacement worker to cover the leave period.

Vacation/general paid leave is paid at the employee's base pay rate at the time the leave is taken. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. Time off work using vacation/general paid leave will NOT be counted as hours worked for the purposes of determining overtime.

If available vacation/general paid leave is not used by the end of the calendar year, employees may carry unused time forward to the next calendar year up to a maximum of 80 hours (exception: employees outside of Chicago/Cook County may carry over all unused, accrued vacation/general paid leave into the next calendar year).

Upon termination of employment, employees will be paid for unused vacation/general paid leave time that has been earned through the last day of work.

### *DONOR LEAVE*

The Company permits eligible employees to take up to one hour of paid leave to donate blood every 56 days. Employees must request blood donation leave and have it approved by their supervisor before taking it.

Employees may also take up to ten (10) days of leave to serve as an organ donor. Employees must provide advance notification of their need to take such leave to their supervisor for approval. Employees are required to take applicable accrued paid leave under Company policies for the time off work, but if such paid leave time is not available the Company will nonetheless pay for the ten (10) days of time off work.

### *PREGNANCY-RELATED LEAVE*

The Company will grant employees' request for pregnancy disability leave that is needed as a reasonable accommodation, unless another effective accommodation would enable them to continue working or this leave would impose undue hardship on the Company's normal business operations. The Company will treat women affected by pregnancy the same for leave purposes as other persons who have a similar ability or inability to work. If an employee requires leave related to pregnancy, the employee should contact Human Resources.

### SCHOOL ACTIVITIES LEAVE

If the Company employees at least 50 employees in Illinois, eligible employees may take school activities leave. Eligible employees are those who have worked for the Company for at least six (6) consecutive months and whose average weekly work hours during those six months are at least half that of a full-time employee. School activities may be granted to attend the employee's child's necessary school conferences, behavioral meetings, or academic meetings that cannot be scheduled during non-work hours. Employees must have exhausted their Personal and Vacation time to take school activities leave. School activities leave is up to eight hours in a school year of which no more than four hours of such leave may be taken in a day. School activities leave is generally unpaid.

### CRIME VICTIM LEAVE

Eligible employees may take up to twelve (12) weeks of crime victim leave annually. Eligible employees are those who are victims or whose family or household members are victims of domestic violence, sexual violence, gender violence, or any other crime of violence. The employee may take leave for an incident of domestic violence, sexual violence, gender violence, or any other crime of violence; to seek medical attention for or recover from a physical or psychological injury; to obtain services from a victim services organization; to obtain psychological or other counseling; to participate in safety planning, temporarily or permanently relocate, or take other actions to protect against future incidents or ensure economic security; to seek legal assistance or remedies to ensure health and safety, including preparations for or participation in a civil or criminal legal proceeding. The Company shall also reasonably accommodate an employee's known limitations related to being a victim or having a family or household member who is a victim of such violence, which can include leave in response to actual or threatened violence, unless the accommodation would impose undue hardship on its operations. The crime victim leave may be covered under Illinois paid sick leave law but, if not, the employee may use other paid time off under Company policy or the time off will be unpaid.

### EMERGENCY RESPONSE LEAVE

The Company permits employees to have time off work to respond to an emergency in their role as volunteer emergency workers. The Company also permits employees up to fifteen (15) days off work for duty in the Civil Air Patrol. The time off work is unpaid, except that employees may use unused paid Personal time and Vacation time to cover the leave.

### PAYROLL

Employees whose employment voluntarily or involuntarily terminates will be paid no later than the next regularly scheduled pay date following their last date of employment.

### ACCESS TO PERSONNEL RECORDS

Employees are permitted to inspect, copy, and correct information in their personnel file upon request, with legally permitted exceptions. Such an inspection shall take place in the presence of Human Resources. The Company shall obtain an employee's permission before disclosing any personnel file information to third parties. Employees who disagree with any information in their personnel file may ask the Company to remove or correct the information. If the Company and the employee do not agree over the disputed information, the employee can submit a written explanation to be placed in the personnel file and the Company will transmit the explanation with the disputed portion whenever the file is released to third parties. The Company retains the explanation for as long as the disputed information remains in the personnel file. The Company may charge for copies, but such a charge shall not exceed the actual cost.

### NURSING MOTHERS BREAKS

The time needed to express milk does not have to run concurrently with existing break time.

### BUSINESS EXPENSES

Employees will be reimbursed for all necessary expenditures or losses incurred that directly relate to their work, such as the workplace use of a personal mobile device. To be reimbursable, the cost must be within the scope of employment, directly related to the services performed for the Company, and authorized or required as part of the employee's job duties. Appropriate, reasonable supporting documentation must be provided for the expense to be reimbursed within 30 days of having been incurred. If supporting documentation is absent, employees are permitted to submit a signed statement about the lack of documentation, all such signed statements must be truthful. Untruthful representations are subject to disciplinary action, up to and including termination of employment. The Company does not reimburse for losses suffered by the employees as the result of their own negligence, normal wear and tear, or workplace theft that is not the result of Company negligence.

## **MICHIGAN ADDENDUM**

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### **EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION POLICY AND NON-HARASSMENT POLICY**

The legally protected statuses in the Equal Employment Opportunity and Non-Discrimination Policy and in the Non-Harassment Policy, as well as references to other statuses protected by law elsewhere in the Employee Handbook, include height, weight, and marital status.

### **DRUG AND ALCOHOL POLICY**

While the use and possession of marijuana is unlawful under federal law, Michigan law permits medical and recreational use of marijuana. Michigan allows for medical use of marijuana to treat or alleviate certain medical conditions or symptoms associated with such conditions. The Company will not retaliate against applicants or employees for using medical marijuana, but, in compliance with state law, will not permit employees to use marijuana in the workplace or be under the influence of marijuana while working, even if they are using the marijuana for medical purposes. Likewise, while state law protects recreational marijuana usage under certain circumstances, it does not require an employer to allow or accommodate the use, consumption, possession, transfer, display, transportation, sale, or cultivation of marijuana in the workplace. Therefore, the Company prohibits such behavior. Any employee who violates the aforementioned rules will be subject to disciplinary action in accordance with the Substance Abuse policy.

### **JURY DUTY LEAVE**

Although employees are generally expected to report for work when doing so does not conflict with jury duty obligations, the total work time plus jury duty time for the day shall not exceed the number of hours the employee would normally work or go beyond the employee's normal quitting time, unless the employee voluntarily works such hours.

### **PAYROLL**

Employees whose employment voluntarily or involuntarily terminates will be paid as soon as the amount due can be determined, and no later than the next regularly scheduled pay date following the last date of employment.

### **PERSONAL TIME OFF**

This Personal Time Off policy replaces the Personal Time Off policy in the Employee Handbook and is intended to comply with the requirements of Michigan's paid medical leave law.

M2 Property Group provides paid personal leave to regular full-time employees as follows:

Full-time employees earn paid personal leave at the start of their employment but are not permitted to take such leave until after 60 days of full-time employment. A new full-time employee will be granted paid personal time during the calendar year that he or she is hired in accordance with the following table:

PERSONAL TIME ENTITLEMENT TABLE (for initial year of hire)

Date of Hire	Personal Days*
January-February	7
March	6
April	5
May	4
June	3
July	2
August-September	1
October-December	0

\*No paid personal time may be used until after the completion of 60 days of full-time employment.

On January 1<sup>st</sup> of each calendar year, full-time and part-time employees will have **(7) seven** paid personal days available.

This paid leave benefit does not apply to (a) employees who work for the Company for only up to 25 weeks in a calendar year at a job that is scheduled to only last for up to that number of weeks, (b) variable hour employees (as defined by applicable law), or (c) employees who averaged less than 25 hours per week during the immediately preceding calendar year.

Paid personal time may be used for time off due to employee medical reasons or to care for certain covered family members, during certain public health emergencies, for certain reasons related to domestic violence or sexual assault, or for other personal reasons, such as court appearances, religious holidays, birthdays, etc.

More specifically, among other things, paid personal days may be used by employees:

- To care for their own or certain family members' mental or physical illnesses, injuries, or health conditions.
- To obtain medical diagnosis, care, or treatment for their own or certain family members' mental or physical illnesses, injuries, or health conditions.
- To obtain preventative medical care for themselves or certain family



members.

- When their primary workplace is closed by order of a public official due to a public health emergency.
- To care for their child whose school or place of care is closed by order of a public official due to a public health emergency; or
- When a health authority or health-care provider determines that their presence or their family members' presence in the community would jeopardize other people's health as a result of being exposed to a communicable disease.

Whenever possible, employees are to notify their supervisor in advance of the need for a personal day. M2 Property Group reserves the right to request verification for the need of a personal day. Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to his or her own illness or injury, a physician's statement must be provided verifying the need for leave and its beginning and expected ending dates. Verification may be requested for other personal leave absences as well and may be required as a condition to receiving personal leave benefits. With respect to domestic violence or sexual assault, certification may include a police report, a signed statement from a victim and witness advocate, or a court document, as applicable. However, the Company will not require any documentation explain the details of any violence related to domestic violence or sexual assault or require disclosure of details related to domestic violence, sexual assault, or medical conditions as a condition for providing paid personal leave. Moreover, information about health, domestic violence, or sexual assault with respect to employees or their family members will be treated as confidential and not disclosed without the employee's permission.

Personal leave pay will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Paid personal time may be used to continue pay while awaiting commencement of Workers' Compensation if applicable. Paid personal leave benefits may be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation, or other programs. The combination of any such disability payments and personal leave benefits cannot exceed the employee's normal weekly earnings.

Unused personal time does not carry over from one calendar year into the next.

Unused personal time is not payable upon voluntary or involuntary termination of employment.

Paid personal time is NOT counted toward hours worked for purposes of determining whether the employee is entitled to overtime pay.

Employees cannot use personal, vacation or other benefits to exceed their normal weekly earnings. If an employee is paid \$12 per hour at a 40 hour work week, their normal weekly earnings would be \$480 (\$12/hour X 40 hours). If the employee physically worked 42 hours in 4 days and then took a personal day on the 5<sup>th</sup> day, no personal time would be entered for the 5<sup>th</sup> day because the employee has already reached, or in this example, exceeded the normal 40-hour work week. Adding personal time for the 5<sup>th</sup> day would exceed the employee's normal weekly earnings by \$96 (\$12/hour x 8 hours for the 5<sup>th</sup> day).

### CRIME VICTIM LEAVE

Employees who are crime victims may take leave to respond to a subpoena or a prosecuting attorney's request for their attendance at a court proceeding to give testimony. Also, employees may take leave if they are a victim representative to attend a court proceeding to be present for the victim's testimony. This time off may be covered under Michigan's paid sick leave law referenced above).

### EMERGENCY RESPONSE LEAVE

Employees who are members of the Civil Air Patrol may take leave to respond to related emergencies. The time off is generally unpaid, but employees may take applicable paid leave time to be paid for the absence.

### ACCESS TO PERSONNEL RECORDS

Employees are permitted to inspect, copy, and correct information in their personnel file upon request, with legally permitted exceptions, up to twice a year. Such an inspection shall take place in the presence of Human Resources or a designee. The Company shall obtain an employee's permission before disclosing certain personnel file information to third parties. Employees who disagree with any information in their personnel file may ask the Company to remove or correct the information. If the Company and the employee do not agree over the disputed information, the employee can submit a written explanation to be placed in the personnel file and the Company will transmit the explanation with the disputed portion whenever the file is released to third parties. The Company shall retain the explanation for as long as the disputed information remains in the personnel file. If an employee is unable to review the personnel record at a Company worksite, the Company will mail the requested records. The Company may charge for copies, but such a charge shall not exceed the actual cost of copying.

## **OHIO ADDENDUM**

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### **EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION POLICY AND NON-HARASSMENT POLICY**

The legally protected statuses in the Equal Employment Opportunity and Non-Discrimination Policy and in the Non-Harassment Policy, as well as references to other statuses protected by law elsewhere in the Employee Handbook, include ancestry and military status.

### **DRUG AND ALCOHOL POLICY**

While the use and possession of marijuana is unlawful under federal law, Ohio law permits medical and recreational use of marijuana. Ohio allows for medical use of marijuana to treat or alleviate certain medical conditions or symptoms associated with such conditions. However, employers are not required to permit the use, possession, distribution of, or being under the influence of marijuana (whether for recreational or medical use), inside or outside of the workplace. Employers can refuse to hire and may discipline and terminate employees for such use, possession, distribution, or being under the influence. Therefore, the Company prohibits such behavior. Any employee who violates engages in such prohibited behavior is subject to disciplinary action in accordance with the Substance Abuse policy.

### **EMERGENCY RESPONSE LEAVE**

The Company will permit employees who are serving as volunteer firefighters or volunteer providers of emergency medical services to be absent from or late to work in order to respond to an emergency before the time they are scheduled to report to work. The volunteer firefighters must be members of a volunteer fire department or employed as volunteer firefighters by an Ohio political subdivision. The employee should notify the Company that he or she will be absent or late to work as a result of being dispatched to an emergency or provide a written explanation about the lack of notice, upon the Company's request, from the chief of the volunteer department where the individual serves or from the medical director or chief administrator for the cooperating physician advisory board of the emergency medical organization where the individual serves, as applicable. The time off to respond to the emergency is unpaid unless the employee is salaried exempt. The Company will not retaliate against an employee for taking time off under this policy.

### CRIME VICTIM LEAVE

The Company will grant unpaid time off work to qualifying employees to prepare for or attend certain criminal or delinquency proceedings. Specifically, the Company provides leave for the victim, a member of the victim's family, or the victim's representative to participate in preparations for a criminal or delinquency proceeding at a prosecutor's request; attend a criminal or delinquency proceeding if attendance is reasonably necessary to protect the victim's interests; or attend a criminal or delinquency proceeding if the victim's attendance is pursuant to a victim's constitutional and statutory rights. If the employee is subpoenaed to appear at such a proceeding that pertains to an offense against the Company or an offense involving the employee during the course of the employee's employment, the time off work will be paid.

### OHIO MILITARY FAMILY LEAVE

Eligible employees working for the Company in Ohio are entitled to an unpaid leave of absence to spend time with certain family members, who are engaged in or called to active military service under Ohio's Military Family Leave laws. "OMFL").

To be eligible for MFL leave in Ohio, the employee must have been employed by the Company for at least 12 months, have worked at least 1,250 hours during the 12-month period immediately preceding the leave, and be the spouse, parent, or person with legal custody of (all as construed according to the statute) of a person who is ordered to active duty for a period of more than 30 days or is injured, wounded, or hospitalized, while serving on active duty in the armed services. The term "active duty" is construed according to the Ohio statute.

An eligible Ohio employee may take OMFL leave of up to 10 cumulative working days or 80 hours, whichever is less, because of the military family member's call to active duty (and must be taken within two weeks before the deployment date) or injury, wound, or hospitalization. Employees in Ohio must give at least 14-days written notice of their intent to take OMFL leave if the leave is due to deployment of the military family member, at least 2-days written notice if the leave is due to the military family's member being injured, wounded, or hospitalized. If the injury is critical or life threatening, prior notice is not required.

Generally, OMFL leave is not paid. However, an eligible employee may elect to take any unused paid time off in lieu of unpaid leave under the OMFL. Such paid leave will be counted toward the employee's days of OMFL leave granted per year. The employee's job will be protected during the period of MFL leave in accordance with applicable law.

An eligible employee must also provide a copy of the activity duty orders, if available, along with the leave request. The Company reserves the right to require verification of

the employee's eligibility for MFL leave. If an employee fails to provide such verification, then his or her absence will be considered unexcused.

During OMFL, employees may continue their benefits at their own expense. Employees who take IMFL will not lose any employee benefits accrued before this leave started. Employees who take OMFL will be reinstated to their position or another position with equivalent seniority status, employee benefits, pay, and other terms or conditions of employment. The Company will not interfere with, restrain, or deny an employee's exercise of right under the OMFL.

## **TENNESSEE ADDENDUM**

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### *EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION POLICY AND NON-HARASSMENT POLICY*

The legally protected statuses in the Equal Employment Opportunity and Non-Discrimination Policy and in the Non-Harassment Policy, as well as references to other statuses protected by law elsewhere in the Employee Handbook, include creed.

### *MEAL PERIODS*

Employees in Tennessee are entitled to take a 30-minute unpaid meal period if scheduled to work at least 6 consecutive hours, and such break must be taken at some time after the first hour of work.

### *PAYMENT OF FINAL COMPENSATION*

M2 Property Group will pay final salary/wages to terminated employees and employees who resign on the next regular payday after the date of employment or no later than 21 days after employment terminates.

### *EMPLOYEE VOTING RIGHTS*

M2 Property Group encourages employees to fulfill their civic responsibilities by participating in elections.

Any employee entitled to vote at a general or special election or at any election at which propositions are submitted to a popular vote shall, on the day of such election, be entitled to leave work for a period of up to three hours between the time of opening and closing the polls in the county where they reside, unless they have three or more hours to vote before their shift starts or after it ends. The time off to vote shall be paid. The application for such leave of absence should be made prior to the day of election. M2 Property Group may specify the hours during which said employee may leave to vote.

## FAMILY AND MEDICAL LEAVE

Eligible employees in Tennessee may take up to 4 months of unpaid family and medical leave for adoption, pregnancy, childbirth, and nursing their infant. To be eligible for Tennessee Family and Medical Leave, the employee must work at a property/location where there are 100 or more employees and have been employed by M2 Property Group for at least 12 consecutive months in full-time status. With respect to adoption, the leave period starts when the employee receives custody of the child.

Tennessee Family and Medical Leave does not affect any employee's rights to receive paid time off, bonuses, advancement, seniority, length of service credit, benefits, plans, or programs that the employee was eligible for when the leave started.

Employees returning from Tennessee Family and Medical Leave shall be reinstated to the same or similar position with the same status, pay, length of service credit (if applicable), and seniority (if applicable) that they had when the leave started, unless (a) the employee's position is so unique that the Company cannot fill it temporarily after reasonable efforts, (b) the Company learns that the employee used the period of family and medical leave to actively pursue other employment opportunities, or (c) the Company learns that the employee worked full-time or part-time for another employer during the period of family and medical leave. If the employee is not going to be reinstated for one of the foregoing reasons, the Company will notify the employee. Employees who wish reinstatement after their family and medical leave ends must give at least 3 months' notice of their anticipated return-to-work date (unless they are unable to do so because of a medical emergency that causes the leave to start sooner than expected or because they receive an adoption notice less than 3 months in advance of the leave).

The Tennessee Family and Medical Leave law does not affect any collective bargaining agreement providing for greater or additional benefits. Tennessee Family and Medical Leave runs concurrently with leave under the federal Family and Medical Leave Act (FMLA) and does not override the rights, protections, and obligations of the FMLA, including relating to concurrent use of paid leave.

The Company will not require employees to take leave if another reasonable accommodation can be provided for the known limitations of their needs arising from pregnancy, childbirth, or related conditions.

## JURY AND WITNESS DUTY LEAVE

We recognize and support your duty as a citizen to serve as a member of a jury. Therefore, you will be granted a leave of absence for the entire jury duty period. The leave will be paid, as will the travel time to and from jury duty (even if the employee is not usually compensated for the commute. However, the Company reserves the right to deduct any payment that the employee receives for jury service from the employee's wages/salary. A copy of the court notice must be submitted to the employee's supervisor

to verify the need for leave. Employees are excused from work for the day if their jury duty on that day exceeds three hours, but they are otherwise expected to report to work when doing so does not conflict with their court obligations. If any employee works a night shift for the Company, the employee will be excused from work for the night before the jury duty starts and from any night shift occurring within 24 hours of the jury duty.

Employees may also take unpaid leave to appear as witnesses in court proceedings. It is the employee's duty to keep his or her supervisor apprised of the amount of time required for jury duty or attending court.

### EMERGENCY RESPONSE LEAVE

The Company will allow employees to take leave for duty or training as members of the Civil Air Patrol if they are on active state duty and meet certain conditions for reemployment. Also, employees are permitted to be absent from or late to work to respond to an emergency as a volunteer firefighter or volunteer rescue squad worker.

Employees who are active volunteer firefighters who leave work in order to respond to a fire call during their regular work hours, are permitted to take off their next scheduled work period within 12 hours after responding to a fire call if they assisted in fighting the fire for more than four hours. In addition, they are permitted to take off their next scheduled work period within 12 hours after working as a volunteer firefighter in an emergency if they worked in the emergency for more than four hours the prior day or night. The aforementioned leave is unpaid, but employees may use unused, accrued paid personal or vacation time to be paid for the time off, if available.

### VETERANS DAY LEAVE

Eligible employees who are veterans may take Veterans Day (Nov. 11) as a holiday if their absence on that day—by itself or in combination with the absence of other veteran employees—won't impact public health or safety and won't cause significant economic or operational disruption, as determined by Company, Veterans are former members of the U.S. armed forces, and current or former members of a Reserve or Tennessee National Guard unit who were called into active military service of the United States (as defined by state law). The time off can be taken as unpaid, or employees can use paid Personal or Vacation time for the day off.

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