



# EMPLOYEE HANDBOOK

*REVISED: AUGUST 2025*



FOR ECR & ECR MANAGEMENT  
EMPLOYEES

## ABOUT THIS HANDBOOK / DISCLAIMER

This Handbook does **NOT** constitute a contract for employment with Equitable Commercial Realty, PLLC (ECR) or Equitable Commercial Realty Management Company, LLC (ECR Management), either expressed or implied.

For Handbook purposes, Equitable Commercial Realty, PLLC (ECR) or Equitable Commercial Realty Management Company, LLC (ECR Management) will be known as ECR.

This Handbook was prepared to assist you in finding the answers to many questions that you may have regarding your employment at ECR. Please take the necessary time to read it. This Handbook may not answer all of your questions. Human Resources and your Supervisor will also be a major source of information.

Many matters covered by this Handbook, such as benefit plan descriptions, are also described in separate Company documents. These Company documents are always controlling over any statement made in this Handbook or by any member of management.

ECR reserves the right to modify this Handbook, amend or terminate any policies, procedures, or employee benefit programs whether or not described in this Handbook at any time at its sole discretion.

Furthermore, the provisions of this Handbook are designed by ECR to serve as guidelines rather than absolute rules, and exceptions may be made from time to time based on particular circumstances.

This Handbook supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to employees.

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# INTRODUCTION

## 1.1 WELCOME MESSAGE

Dear Valued Employee,

Welcome to ECR! We are pleased with your decision to join our team.

ECR is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each brokerage advisor and employee contributes to the success and growth of ECR.

Equitable Commercial Realty, PLLC (ECR), a third-party brokerage commercial real estate services firm, and Equitable Commercial Realty Management Company, LLC (ECR Management), a property management services firm are based in Austin, Texas. In order to help establish standards for ECR to be successful, goals, rules and regulations must be instituted to direct the daily operations. The ECR Employee Handbook is to serve as a general outline of broad principles to conduct any business. Further, resource information is also included in the document to serve as a reference for the future. ECR has the right to change the provisions of this Handbook at any time without notice.

The purpose of ECR is to be a great company with people of strong integrity that are passionate and dedicated to a high level of commercial real estate service and ECR's success.

ECR's Reasons for Existence helps to describe who we are and why we love what we do:

- Building Genuine Relationships through Integrity and Care
- Success through Exponential Growth, Making a Positive Impact, and Achieving Goals
- Service-oriented Professional Team of Experts Striving for Excellence
- Driven to Work Hard with a Passion for What We Do
- Innovative, Creative and Fun

This employee Handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have any questions regarding the Handbook, please discuss them with your direct supervisor or the Manager of Human Resources.

Welcome aboard! We look forward to working with you.

Sincerely,  
Matt Levin, Managing Principal

## 1.2 HISTORY, GOALS & CULTURE

Founded by Matt Levin, Managing Principal, in February 2010, ECR is a third-party commercial real estate brokerage services firm headquartered in Austin, Texas. By the end of 2010, the ECR team consisted of three brokerage advisors and one office manager. In July 2013, ECR Management was created to administer management of commercial real estate property.

Combined, by mid-2013, ECR rapidly grew to a sixteen-member team with the best Brokerage Advisors specializing in office/medical, industrial/land and tenant representation; a property management division that is unrivaled in the industry; a leading and creative marketing team; and an operations team that is run with the highest level of integrity.

ECR is unique in its approach to the commercial real estate industry and business. As a services provider, we specialize in exceeding our clients' expectations by providing the highest level of service with our market knowledge, unsurpassed work ethic and care. Our culture is defined by a passion for what we do, our partnerships built by honesty and integrity, and our drive to grow in and out of the office. Such qualities make our firm a special environment for professionals who seek an enriching work environment that provides for both personal and professional development.

ECR's goals are to continue expanding locally and reach markets outside the Austin area, develop industry-leading systems, protect, and inspire ECR's positive company culture while providing a healthy work/life balance and modeling ECR's Reasons for Existence (refer to the Welcome Message).

### **1.3 EMPLOYEE HANDBOOK DISCLAIMER**

This Handbook has been prepared to inform new employees of the policies and procedures of ECR and to establish ECR's expectations. It is not all-inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This Handbook is not a contract, expressed or implied, guaranteeing employment for any length of time and is not intended to induce an employee to accept employment with ECR. Nothing in this Handbook may be construed as creating a promise of future benefits or a binding contract. Nothing in this Handbook is intended to create any type of contractual obligations between ECR and any of its employees.

No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or special arrangement is in writing and signed by the Managing Principal, Matt Levin, and the employee.

ECR reserves the rights to revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this Handbook or elsewhere, at its sole discretion. If any discrepancy between this Handbook and current company policy arises, conform to current company policy. Every effort will be made to keep you informed of ECR's policies; however, we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this Handbook.

This Handbook supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to employees.

### **1.4 CHANGES IN POLICY**

Change at ECR is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by ECR, and after those dates, all superseded policies will be invalid.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult the Manager of Human Resources.



# GENERAL EMPLOYMENT & WORKPLACE COMMITMENTS

## 2.1 AT-WILL EMPLOYMENT

Employment with ECR is “at-will.” This means employees are free to resign at any time, with or without cause, and ECR may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with ECR for any set period.

The policies set forth in this employee Handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by ECR, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the Managing Principal, Matt Levin, and the employee at issue. Nothing in this Handbook may be construed as creating a promise of future benefits or a binding contract between ECR and any of its employees.

## 2.2 BROKERAGE ADVISOR & EMPLOYEE REFERRAL PROGRAM

ECR offers a Brokerage Advisor and Employee Referral Program to encourage employees to recommend qualified candidates to join the ECR team.

**Brokerage Advisor Referral:** Please refer to the Discretionary Profit Share section for details of the Brokerage Advisor Referral Program.

**Employee Referral:** If a recommended employee candidate is hired, completes ninety (90) days of service, and is in good standing with ECR, the employee who provided the referral will be entitled to a \$500.00 bonus. If an employee refers a candidate within two weeks of ECR opening the position, the employee who provided the referral will be entitled to a \$1,000 bonus.

All referred candidates will be considered and evaluated based on experience and qualifications and will be subject to the same pre-employment standards as all other candidates.

Questions regarding this policy should be directed to the Manager of Human Resources.

## 2.3 IMMIGRATION LAW COMPLIANCE

ECR is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Contract Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with ECR within the past three years, or if their previous I-9 is no longer retained or valid.

ECR may participate in the federal governments’ electronic employment verification system, known as “E-Verify.” Pursuant to E-Verify, ECR provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee’s Form I-9 to confirm work authorization.

## **2.4 EQUAL EMPLOYMENT OPPORTUNITY**

ECR is an Equal Opportunity Employer. Employment opportunities at ECR are based upon one's qualifications and capabilities to perform the essential functions of a particular job.

We welcome applications and carefully consider each applicant's job qualifications. We do not unlawfully discriminate on the basis of race, color, national origin, ancestry, age, philosophical belief, religious affiliation or creed, gender, sexual orientation, marital status, disability, or any other protected status under federal or state law.

ECR is committed to equal opportunities and the promotion of diversity. ECR treats all employees, vendors, and clients fairly and creates an environment of positive working relationships, which enable everyone to contribute their best.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfer, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

ECR strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

## **2.5 CONFIDENTIALITY**

ECR takes the protection of confidential business information and trade secrets very seriously. To protect such information, employees may not disclose any confidential or proprietary information about ECR to any unauthorized individual.

Confidential Information includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences and personal information, company financial data, marketing strategies, proprietary product processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes any information considered the intellectual property of ECR. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with ECR and as a direct result of your job responsibilities with ECR.

Employees are to read and sign ECR's Confidentiality Agreement, which is located at the end of Section 2 referenced as 2. Attachment-1.

## **2.6 INADVERTENT DISCLOSURE**

The unintentional disclosure of Confidential Information can be just as harmful as intentional disclosure. To avoid this, never discuss with any unauthorized person any Confidential Information you may have about ECR. You should never discuss Confidential Information, even with an authorized employee, if you are in the presence of others who are not authorized.

If you receive a request for Confidential Information, you should immediately refer this request to the Manager of Human Resources. If you leave ECR, you may not disclose or misuse any Confidential Information.

The unauthorized disclosure of Confidential Information belonging to ECR may subject you to disciplinary actions, up to and including termination of employment.

Questions regarding this policy should be directed to the Manager of Human Resources .

## **2.7 NON-HARASSMENT, NON-DISCRIMINATION & REPORTING**

ECR will not tolerate harassment or discrimination of its professionals, whether committed by a fellow professional, vendor or even a client. All professionals will be subject to disciplinary action, up to and including termination, for any act of harassment, including sexual harassment, they commit.

**Discrimination** includes but is not limited to: Making any employment decision or employment related action on the basis of race, color, national origin, ancestry, age, philosophical belief, religious affiliation or creed, gender, sexual orientation, marital status, disability, or any other protected status under federal or state law.

**Harassment** is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes but is not limited to epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

**Sexual harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of employment;
2. Submission to or rejection of such conduct is used as the basis for employment of the continuation of employment;
3. Such conduct has the purpose of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

### **Reporting:**

Any ECR employee who feels that he or she has been harassed or discriminated against or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her supervisor or to the Manager of Human Resources. ECR will promptly investigate all allegations of discrimination and harassment and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and ECR will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an

employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

## **2.8 DOMESTIC VIOLENCE, SEXUAL VIOLENCE, AND STALKING**

ECR is committed to a safe and supportive company climate and to the prevention of the incidence and effects of domestic violence, sexual violence, and stalking at the workplace.

Domestic violence, sexual violence, and stalking are workplace issues even if incidents occur elsewhere. Domestic violence, sexual violence, and stalking cross economic, educational, cultural, age, gender, racial, and religious lines and occur in a wide variety of contexts. ECR will take every appropriate measure to prevent and/or address such violence in the context of:

- Subordinate/superior relationships;
- Heterosexual and same-sex intimate partner relationships, including marital, cohabiting, or dating;
- Heterosexual or same-sex non-intimate partner relationships, such as between coworkers;
- Parent/child relationships; and
- Violent acts of others that could potentially occur within the workplace.

The purposes and goals of this policy are to:

- Support a comprehensive workplace education and training program to prevent violence and promote healthy relationships for employees and their families;
- Create a supportive and healthful work environment that helps employees to avoid the use of violence in any context;
- Institutionalize responsive policies and procedures to assist employees who are impacted by violence, including the provision of training on this policy to employees and management;
- Provide assistance to employees who are perpetrators of violence and take disciplinary action to hold them accountable for violent behavior; and
- Provide immediate assistance and support to victims of violence, such as information and referrals to community resources, to facilitate safety and support for victims and fellow employees.

In order to ensure a complete understanding of the full scope of this policy's meaning and intent, definitions regarding the Domestic Violence, Sexual Violence, and Stalking terminology are provided below:

### **Definitions**

1. **Survivor or victim**  
An individual who is currently subject to, or has in the past been subjected to, domestic violence, sexual violence, stalking or other forms of violence.
2. **Perpetrator**  
An individual who commits or threatens to commit an act of domestic violence, sexual violence, or stalking, including unwarranted violence against animals.
3. **Domestic Violence**  
Domestic violence is a pattern of coercive behavior, including acts or threatened acts, that is used by a perpetrator to gain power and control over a current or former spouse, family member, intimate partner, or person with whom the perpetrator shares a child in common. Domestic violence includes but is not limited to physical violence, injury, or intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; stalking; or economic abuse and control.
4. **Sexual Violence**  
Sexual violence is a range of behaviors, including but not limited to sexual harassment; a completed nonconsensual sex act (i.e., rape); an attempted nonconsensual sex act; abusive sexual contact (i.e., unwanted touching); and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism,

verbal harassment). Some or all of these acts may also be addressed in ECR's Sexual Harassment Policy. Sexual violence is any sexual act or behavior that is perpetrated against someone's will when someone does not or cannot consent. Victims of sexual violence may know the perpetrator(s), such as a coworker or a supervisor, and/or may be involved in a dating or marital relationship with the perpetrator, or the perpetrator may be unknown to the victim. Consent is not given when a perpetrator uses force, harassment, threat of force, threat of adverse personnel action, coercion, or when the victim is asleep, incapacitated, or unconscious.

5. Stalking

Stalking refers to harassing, intimidating, or threatening conduct that causes the victim to fear for his or her safety or the safety of a family member or would cause a reasonable person in a similar situation to fear for his or her safety. Stalking conduct includes, but is not limited to: following or spying on a person; appearing at a person's home or work; engaging in unwanted, harassing, or threatening phone calling, emailing, texting, etc.; waiting at places in order to make unwanted contact with the victim or to monitor the victim; leaving unwanted items, presents, or flowers for the victim; and posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth. Stalking may occur through use of technology including, but not limited to email; voicemail; text messaging; and use of GPS and social networking sites.

6. Protection or Restraining Order

Protection orders, sometimes called restraining orders or stay away orders, allow a victim to petition the court for protection from a perpetrator, as well as establish custody and visitation guidelines and provide for other forms of support, like rent or mortgage payments, which last for the duration of the order. Protection orders may also be issued in criminal cases as a condition of probation or condition of release particularly in a domestic violence, sexual violence, dating violence, or stalking related crime.

7. Workplace-Related Incidents

Workplace-related incidents of domestic violence, sexual violence, dating violence, and stalking include acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety or well-being of any person associated with an employee of ECR, regardless of whether the act occurred in or outside the company's physical workplace. An employee is considered to be in the workplace while in, or utilizing the resources of the employer, including but not limited to facilities, work sites, equipment, or vehicles, or while on work-related travel.

8. Non-Workplace Incidents

Non-workplace incidents of domestic violence, sexual violence, dating violence, and stalking include acts, attempted acts, or threatened acts by or against any person or animal that occur anywhere outside a company's physical workplace, and/or while an employee is not engaged with or traveling for the employer.

9. Workplace Safety Plan

A strategy developed in collaboration with a victim and victim service provider to implement workplace safety options, including but not limited to handling of court protection orders; procedures for alerting security personnel of threats or incidents; temporary or permanent adjustments to work schedules, locations, contact information, change in parking spots, and requests for escorts to and from workplace facilities.

**Persons Covered Under this Policy**

Persons covered by this policy include full and part-time employees, interns, contractors, volunteers, or temporary employees engaged by ECR or in any workplace location.

**Statement of Confidentiality**

ECR recognizes and respects an employee's right to privacy and the need for confidentiality and autonomy. ECR shall maintain the confidentiality of an employee's disclosure regarding violence to the extent allowed by

law, and unless to do so would result in physical harm to any person, and/or jeopardize safety within the workplace. When information must be disclosed to protect the safety of individuals within the workplace, ECR shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others, and to comply with the law. ECR shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere. ECR shall also provide the employee with the name and title of the person to whom ECR intends to share the employee's statements and shall explain the necessity and purpose regarding said disclosure.

### **Responses to Victims**

#### **1. Non-Discrimination and Non-Retaliation**

ECR will not discharge or in any manner discriminate or retaliate against an employee because of the employee's status as a victim of domestic violence, sexual violence, or stalking, if the victim provides notice to the company of the status, or the company has actual knowledge of the status.

ECR will not retaliate against a victim of domestic violence, sexual assault, or stalking for requesting leave or a reasonable accommodation, regardless of whether the request was granted.

#### **2. Leave and Other Reasonable Accommodations and Assistance**

ECR recognizes that victims of domestic violence, sexual assault, stalking and dating violence may need time off to obtain or attempt to obtain a protection or restraining order or any other legal assistance to help ensure his or her health, safety, or welfare or that of his or her child. ECR will work in collaboration with the employee to provide reasonable and flexible leave options when an employee or his or her child is a victim of domestic violence, sexual assault, and/or stalking. ECR will work with the employee to provide paid leave first before requiring an employee to utilize unpaid leave.

An employee must provide reasonable advance notice to the employer of the need to take time off unless advance notice is not feasible. ECR may require the employee to provide documentation or other certification verifying that the employee was a victim of violence. To request leave, employee should contact the Manager of Human Resources.

ECR will maintain the confidentiality of a person who requests leave under this policy, to the extent allowed by law.

ECR will also provide reasonable accommodations for a victim of domestic violence, sexual violence, or stalking who requests an accommodation for the safety of the victim or to maintain his or her work performance while at work. Reasonable accommodations may include the implementation of safety measures, include a transfer, reassignment, modified schedule, changed work telephone, changed workstation, installed lock, assistance in documenting the violence that occurs in the workplace, an implemented safety procedure, another adjustment to a job structure, workplace facility, or work requirement in response to the violence, or referral to a victim assistance company. ECR will assist an employee to enforce his or her protection order, if applicable.

#### **3. Access to COBRA Insurance Benefits**

ECR recognizes that in certain situations it is no longer feasible for an employee who is a victim of violence to continue working for ECR. In such circumstance, ECR shall provide to the employee information regarding access to COBRA insurance benefits.

#### **4. Work Performance**

ECR recognizes that employees who are victims of violence may experience temporary difficulty fulfilling job responsibilities. If ECR becomes aware that an employee's work performance or conduct has been impacted by domestic violence, sexual assault, and stalking, ECR will offer support to the employee and work in collaboration with the employee to address the issues, in accordance with established policies within the workplace. ECR may:

- develop a work plan with employee

- provide leave and other accommodations
- provide referrals to support or advocacy agencies
- advise employee of his or her rights regarding COBRA insurance
- maintain a separate and confidential record of employee's status as a victim of domestic violence, sexual assault, and stalking to ensure to victim that his or her rights and privileges of employment are not impacted or compromised as a result of the violence

#### 5. Protection and Restraining Orders

ECR recognizes that a victim of violence may seek an order of protection, or may receive a protection or restraining order, as part of his or her efforts to become safe and as part of his or her workplace safety plan. ECR recognizes that the workplace may or may not be included on an order as a location from which a perpetrator must remain away. If an employee chooses to disclose the existence of a protection or restraining order to ECR, ECR may, wherever possible, assist the employee to enforce his or her order, shall archive said order in a confidential and separate file from employee's personnel file, and, if applicable, may assist employee to gather documentation from the workplace, such as emails or voice messages, that could support the employee's efforts in the justice system or otherwise to obtain or maintain safety from a perpetrator.

#### **Reporting by Employees with Information about Violence**

Employees who have information about or witness an act of violence perpetrated by an employee, or who have information about or witness violence against an employee, are required to report all information to the Manager of Human Resources.

ECR will not retaliate against, terminate, or discipline any employee for reporting information about alleged incidents of violence, as defined in this policy that may have been committed by any other employee, including a member of management. Prohibited acts of retaliation include, but are not limited to, demotion or withholding of earned pay, as well as acts of personal retaliation, such as those related to an employee's immigration status or sexual orientation, for example.

Any employee who believes he or she has been subjected to adverse action as a result of making a report pursuant to this policy should contact the Manager of Human Resources.

#### **Responses to Workers Who Commit Violence**

ECR has a Zero Tolerance Policy.

If ECR receives information that alleges or suggests that an employee has committed an incident of workplace-related or non-workplace violence, as defined in this Policy, or if any manager receives information that any employee has engaged in any incident of workplace-related or non-workplace violence, then the matter shall be referred to the Manager of Human Resources for the purpose of investigating the information or allegation. ECR shall conduct an immediate investigation of the information or allegation.

Every employee shall have a duty to cooperate with the investigation, and failure to do so will result in disciplinary action being taken against the uncooperative employee up to and including termination. Additionally, every employee has the duty to be truthful and must disclose all information known to the employee when requested to do so by the Manager of Human Resources or the person designated by the company to investigate an alleged incident of violence. Any employee who fails to be completely truthful or who withholds information shall be subject to disciplinary action up to and including termination.

At the conclusion of the investigation conducted by ECR, the investigator shall report her or his findings to the Manager of Human Resources. If the investigator concludes, by a preponderance of the evidence, that the employee has engaged in a workplace-related incident or non-workplace incident, as defined in this Policy, then that employee shall be subject to disciplinary action up to and including termination. The employee might also be required to participate in counseling or other remedial measures.



Employees are prohibited from utilizing any workplace resources, such as work time, phones, email, computers, fax machines or other means to threaten, harass, intimidate, embarrass, or otherwise harm another person.

An employee who is subject to a protection or restraining order, or a named defendant in a criminal action as a result of a threat or act of domestic violence, sexual violence, or stalking must notify the Manager of Human Resources immediately regarding the existence of such criminal or civil action. Failure to disclose the existence of such criminal or civil actions in these circumstances will result in disciplinary action, up to and including termination from employment.

An employee who is arrested or charged with perpetrating acts of domestic violence or put under a restraining order must undergo mandatory counseling through ECR's Employee Assistance Program or be placed on administrative leave without pay until the issue is resolved in a court of law. If the employee is convicted of charges related to domestic violence, sexual violence, and/or stalking, or is found in violation of a restraining order, that employee shall be terminated.

### **Reporting by Employees Who are Victims**

Employees who are victims of domestic violence, sexual assault, stalking and dating violence, and employees who are concerned about coworkers who are victims or who have witnessed acts or threatened acts of violence are encouraged to provide a report to ECR. ECR has designated Tiffany Mann, Manager of Human Resources, at 114 West 7<sup>th</sup> St, Suite 1000, Austin, Texas 78701, as the person to whom such reports should be made. The Manager of Human Resources shall provide community referrals and resources to employees in order to assist employees with their concerns or experiences regarding violence.

An employee should also contact Tiffany Mann, Manager of Human Resources, via email at [tmann@ecrtx.com](mailto:tmann@ecrtx.com) or via mail at 114 W 7<sup>th</sup> St, Suite 1000, Austin, Texas 78701, if he or she wishes to report a violation of this policy. ECR will not subject employees who report violence or report a violation of this policy to work-related or personal retaliation.

### **Education and Resources**

#### **1. National Domestic Hotline**

1-800-799-7233

<http://www.thehotline.org/>

#### **2. Austin Domestic Hotline – SAFE Place**

If you are in a safe space to make a phone call, the 24/7 Hotline is available for victims of domestic violence and sexual assault:

512.267.7233

512.267.SAFE (7233)

<http://www.safeaustin.org/help/hotline/>

The following comes directly from SafePlace's website:

The SafePlace hotline is the first step for seeking help with sexual or domestic violence. Through the hotline, we can:

- Assist you in determining if you or someone you love is being abused verbally, emotionally or physically
- Help you build a safety plan, so you can find ways to be safe and be prepared to leave when the time is right
- Find emergency shelter, whether it is with us or another partner
- Give you access to counseling, so you can begin to heal from the trauma of rape, sexual abuse or domestic violence



- Local hospitals call the hotline to request that a sexual assault advocate accompany survivors in the emergency department.

The hotline crisis intervention specialists are staff and volunteers trained to handle calls from sexual assault and domestic violence survivors, their families, and allies. This hotline features a relay/VRS for the Deaf community, Spanish-speaking advocates and can use interpretation services to respond to callers who speak other languages. You can call the SafePlace hotline 24 hours a day, 7 days a week.

### 3. Employee Assistance Program (EAP)

EAP Toll-free Hotline: 1-800-316-2796

Mutual of Omaha's EAP program provides confidential assistance for client employees who are experiencing any of life's personal challenges, such as marital or family problems, substance abuse, financial difficulties, legal problems, and mental health issues. Services are provided at no charge to the employee, and dependents are also eligible to use the EAP.

#### WHO PROVIDES SERVICES?

EAP services are provided in partnership with an extensive network of independent, licensed mental health providers, clinical psychologists, licensed clinical social workers and more.

#### WHEN ARE SERVICES AVAILABLE?

Employees or eligible dependents can access the EAP 24 hours a day, seven days a week. From the moment the first call is made, the services provided are kept confidential. Nobody - not the employee's supervisor, nor his or her co-workers - needs to know the employee's identity or the nature of the problem.

#### TO OBTAIN A REFERRAL

To obtain information, referrals and emergency help, employees may call the EAP hotline toll-free at 1-800-316-2796 or visit their website at [mutualofomaha.com/eap](http://mutualofomaha.com/eap).

## 2.9 WORKPLACE VIOLENCE

ECR strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, visitor, tenant, or client.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property or managed property
- Threatening to use or using a weapon while on company premises, managed property, on company-related business or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to the Manager of Human Resources. Employees should warn the Manager of Human Resources of any suspicious workplace activity that they observe or that appears problematic.

Employee's reports made pursuant to this policy will be kept confidential to the maximum extent possible. ECR will not tolerate any form of retaliation against any employee for making a report under this policy.

ECR will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

## **2.10 EMPLOYEE GRIEVANCES**

It is the policy of ECR to maintain a harmonious workplace environment. ECR encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with the Manager of Human Resources. ECR may hold a meeting with the employee, the immediate supervisor (if applicable), and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the concern/grievance will be limited to those involved with and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with ECR's sexual and other unlawful harassment policy.

ECR assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

## **2.11 INTERNAL COMMUNICATION**

Effective and ongoing communication within ECR is essential. As such, ECR maintains systems through which important information can be shared among employees.

ECR utilizes email, Podio, Box, shared Outlook calendar, company meetings, etcetera to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy.

All employees are responsible for checking internal communications on a frequent and regular basis throughout the weekday. Please consult the Manager of Human Resources with any questions or concerns on information disseminated.

## **2.12 DRUG-FREE ENVIRONMENT**

ECR is committed to maintaining a workplace free of substance abuse. For details, see the Drug and Alcohol policy located in section 4 of this Handbook.

## **2.13 OPEN DOOR POLICY**

ECR has an open-door policy and takes employee concerns and problems seriously. ECR values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or some other member of management.

## **2.14 OUTSIDE EMPLOYMENT**

Employees may hold outside jobs as long as the employee meets the performance standards of their position with ECR. Unless an alternative work schedule has been approved by ECR, employees will be subject to ECR's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

ECR's property, office space, equipment, materials, trade secrets and any other confidential information may not be used for any purposes relating to outside employment.

## **2.15 WHISTLEBLOWER PROTECTION**

This policy is designed to protect employees and address ECR's commitment to integrity and ethical behavior. In accordance with Whistleblower Protection regulations, ECR will not tolerate harassment, retaliation, or any type of discrimination against an employee who:

- Makes a good faith complaint regarding suspected ECR or employee violations of the law;
- Makes a good faith complaint regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect or misrepresentations in, financial accounting;
- Provides information to assist in an investigation regarding violations of the law; or
- Files, testifies or participates in a proceeding in relation to alleged violations of the law.

Negative employment actions, discrimination, threats, and harassment because of an employee's decision to provide good-faith information regarding violations of the law will not be tolerated.

Anyone violating this policy will be subjected to discipline, up to and including termination of employment.



**CONFIDENTIALITY AGREEMENT**  
**Equitable Commercial Realty, PLLC & EMPLOYEE**

The undersigned person is an employee ("Employee") of Equitable Commercial Realty, PLLC, a Texas professional limited liability company ("ECR").

Employee will be given or has been given access to certain proprietary and trade secret information of ECR and affiliated entities, which includes, without limitation, financial information, contractual arrangements with independent contractors, business plans, customer information and plans, business goals and goal achievements, commercial real estate training details, commercial real estate deal information, and real estate broker information, whether kept on paper, in on-site computers or electronic storage, or in the cloud.

The purposes of this agreement are:

1. to allow ECR to disclose or make available the information to Employee for Employee's use in discharging the duties and responsibilities of such employment while minimizing possible unauthorized disclosure or use of the information, and
2. to secure the information from all other uses and disclosures.

Employee understands and agrees that the information is of substantial commercial value to ECR in conducting its business and that the unauthorized disclosure of the information to competitors would cause unfair competition and substantial, irreparable harm to ECR.

Therefore, Employee and ECR agree as follows:

1. Employee will at all times use the information only for the benefit of ECR and for no other person or entity;
2. Employee will at all times use the information only to discharge his/her employment duties for ECR, as those duties are detailed to Employee by the most senior executive of ECR, and for no other purpose;
3. Employee will at all times hold the information in confidence within ECR and secure it to remain confidential to the extent reasonably possible;
4. Employee will not disclose the information to competitors of ECR or the employees, independent contractors, agents, or representatives of such competitors;
5. Employee will at all times not allow, facilitate, or permit the use of the information by competitors of ECR or the employees, independent contractors, agents, or representatives of such competitors;
6. Employee will at all times not copy, take home, transmit electronically or remove from ECR's offices the information or any summaries or notes of the information, unless Employee has been approved to work from home or outside of the office by the Managing Principal, Manager of Human Resources and/or Director of Property Management. When working away from the office, Employee will responsibly protect all ECR information.

The following exceptions apply to covenants 1 through 6 above and shall not be considered breaches of this agreement, but only on a case-by-case basis and not globally:

- A. In the event that legal process or court order mandates disclosure of certain of the information by Employee; and
- B. In the event that the most senior executive of ECR directs Employee in writing to make disclosure of certain of the information to a person or entity not otherwise permitted access to such information.

In the event ECR reasonably believes Employee has breached this agreement, then it is agreed that substantial, irreparable harm will come to ECR, which cannot be adequately remedied by money damages. Therefore, in such

event, ECR shall be authorized to obtain an injunction, temporary restraining order, temporary injunction or other equitable relief on an emergency basis without the posting of a bond or other form of security.

As liquidated damages, which shall be recoverable in addition to the equitable relief discussed above, the parties hereto agree that ECR shall be entitled to at least \$5,000 per day for each day that the information is disclosed or used in any manner proscribed by covenants 1 through 6 of this agreement, except as allowed in A or B above.

Employee shall immediately report to the most senior executive of ECR any unauthorized disclosure or use of the information, even if it was done by someone other than Employee, and failure to do so is a breach of this agreement by Employee.

The information is the property of ECR solely.

Employee will at all times use all ECR provided computer hardware and software in a responsible manner to secure the information within such computer system, including its storage media, and will take no action, deliberately or negligently, that would compromise the security, use, viability or retrieval of the information by ECR. Employee will at all times refrain from using his/her personal computer hardware, electronic data storage devices, software, and the internet with respect to the information or his/her job duties, unless approved in writing by the most senior executive of ECR.

Texas state law applies to this agreement. Jurisdiction of litigation concerning this agreement or its subject matter rests exclusively with the state district courts located in Travis County, Texas.

The legal doctrines of waiver, estoppel, laches and any similar common law are hereby waived by Employee and shall not be available in any litigation filed by ECR under this agreement. This agreement may not be construed against ECR.

ECR shall be allowed to recover, in addition to other remedies and amounts, its reasonable and necessary attorney's fees and court costs expended to enforce this agreement.

This agreement is based on valuable and sufficient consideration. Employee understands this agreement, has had the opportunity to seek legal advice before signing it and signs this agreement willingly and without duress.

This agreement survives Employee's termination of employment with ECR. Nothing in this agreement alters or amends the at will relationship concerning Employee's employment with ECR.

Executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

#### **EMPLOYEE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

#### **ECR**

\_\_\_\_\_  
Signature Manager of Operations/Human Resources

\_\_\_\_\_  
Manager of Operations/Human Resources  
Printed Name

# EMPLOYMENT CLASSIFICATION

ECR assigns positions, determines wages and compensates employees for overtime in accordance with state and local laws and the Fair Labor Standards Act.

## 3.1 EXEMPT

Exempt employees are those that are excluded from the overtime pay requirements of the Fair Labor Standards Act. Exempt employees are paid a salary and are expected to work beyond their normal work hours whenever necessary to accomplish the work of ECR. Exempt employees are not eligible to receive overtime compensation.

Employees should consult with the Manager of Human Resources if they have questions regarding their classification as an exempt employee.

## 3.2 NON-EXEMPT / HOURLY

Non-exempt employees are those eligible for overtime pay of 1.5 times the regular hourly rate of pay for all hours worked over 40 per work week. All overtime must be approved in advance. Employees should consult with the Manager of Human Resources if they have questions regarding their classification as a non-exempt or hourly employee.

## 3.3 FULL TIME, PART TIME OR TEMPORARY STATUS

Part-time or full-time status depends on the number of hours per week an employee works. Employees who work fewer than 30 hours receive part-time classification. Part-time employees are not eligible for ECR employee benefits as described in this Handbook. Employees who work at least 30 hours per week receive full-time classification.

From time to time, ECR may hire employees for specific projects or periods of time. Temporary employees may work either part-time or full-time, but generally are scheduled to terminate by a certain date. Temporary employees who remain on duty past the scheduled termination remain classified as temporary. Only the Manager of Human Resources may change an employee's temporary status. Temporary employees are not eligible for employment benefits.

ECR's Internship program falls under temporary work status and Interns are not eligible for employment benefits.

## Section 4

# POLICIES & PROCEDURES

### 4.1 PROFESSIONAL CONDUCT

ECR expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable, and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected.

All employees must familiarize themselves with company rules and standards, as all employees will be held to them. Any employee who disregards or deviates from ECR rules or standards may be subject to disciplinary action, up to and including termination of employment.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer or use of illegal or illicit drugs in the workplace
- Passive-aggressive behavior
- Intimidation
- Bullying
- Fighting or threatening violence in the workplace
- Gossiping or spreading rumors about colleagues
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of company or customer-owned property
- Insubordination
- Disrespectful conduct
- Violation of safety or health rules
- Smoking or tobacco chewing/snuffing in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, computers or other company-owned equipment
- Unauthorized disclosure of any confidential information

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding ECR's standards of professional conduct, please direct them to the Manager of Human Resources.

### 4.2 DRUG & ALCOHOL POLICY

There is not a ban on consumption of alcohol while working at ECR's office. On rare occasions, alcohol may be permitted after working hours; however, ECR expects employees to utilize good judgment and never consume alcohol in a way that leads to impaired performance or inappropriate behavior, endangers the safety of others, or violates the law. It is never acceptable for an employee of ECR to drive under the influence of alcohol. Should an employee partake in any drinking at ECR's office, it is the responsibility of the employee to ensure that they have a safe and reliable mode of transportation back home.

ECR strictly prohibits the possession, distribution, sale, transfer, or use of illicit and illegal drugs while on duty. If a manager has reasonable suspicion to believe that an employee's use of drugs and/or alcohol may adversely affect the employee's job performance or the safety of the employee or others in the workplace, the employee may face disciplinary action, up to and including termination.

### **4.3 DRESS CODE**

An employee's personal appearance and hygiene is a reflection on ECR's character. During business hours or when representing ECR, employees are expected to dress and groom themselves appropriately for their individual work responsibilities and position.

All employees must wear appropriate business casual clothing or the ECR company uniform, be well groomed and observe high standards of personal hygiene. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

- Slacks
- Blouses
- Button-down shirts
- Suit and tie
- Khaki pants
- Polo shirts
- Dress
- Skirts

Fridays are designated as casual days. Employees must still project a professional image by being clean and neat in appearance. Casual day attire may include jeans, casual button-down shirts, tennis shoes, and casual blouses.

It is never appropriate to wear stained, wrinkled, torn, frayed, or revealing clothing to the workplace. Skirt and dress length should be right at or below mid-thigh. Wearing summer flip-flops or shoes with rips and tears is prohibited, as is t-shirts, shorts, and baseball caps. Cowboy hats and dress hats are deemed appropriate for the office, as are jeans that are not ripped, torn, or distressed; however, jeans are prohibited when meeting with clients.

Employees are urged to use their discretion when determining what is appropriate to wear at work. Employees who wear inappropriate attire to work will be sent home to change their clothing. Emails from management regarding attire for specific job duties supersede the handbook. Questions regarding appropriate workplace attire should be directed to your supervisor or the Manager of Human Resources.

### **4.4 SMOKING**

ECR maintains a smoke- and tobacco-free office for its employees, customers, and visitors. ECR has adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant work conditions.

There are no designated smoking areas inside or on ECR premises, nor does ECR allow smoking breaks during the workday, i.e., no additional breaks beyond those allowed under ECR's break policy may be taken for the purpose of using tobacco or similar products. If returning from a meal break during which you have used tobacco or similar products, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. Dispose of any litter properly in the receptacles provided for that purpose.

Employees may not have the smell of tobacco smoke or intense fragrances to cover up the smell of smoke about their persons during work hours or while on ECR business. In general, employees should



not use or consume any substance, the effects or traces of which could interfere with the employee's presentation of a clean and professional appearance to clients and the public in general.

Please remember to conform to the smoking or tobacco use policies of our clients when working at a client's site.

#### **4.5 FRAGRANCES**

Fragrance sensitivity is either an irritation or an allergic reaction to some chemical, or combination of chemicals, in a product. There are two types of allergy symptoms due to fragrance sensitivity - respiratory or skin allergy symptoms.

ECR strives to maintain a workplace environment that is conducive to efficiency and productivity and free from unnecessary distractions and annoyances. As part of that effort, ECR generally requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. Recognizing that employees and visitors to our offices may have sensitivity or allergic reactions to various fragrant products, ECR works to limit fragrances in the workplace.

To ensure that ECR limits fragrances in the workplace, employees are prohibited from bringing onto the premises natural or artificial scents that could be distracting or annoying to others. Scented products (candles, potpourri and similar items) are not permitted in the workplace.

#### **4.6 TIMEKEEPING / TIMECARD ENTRIES**

It is not a requirement under the Fair Labor Standards Act (FLSA) to obtain time records for exempt employees; however, non-exempt employees are responsible for accurately recording time worked. In addition to recording arrival and departure time, non-exempt employees are required to accurately record start and end of each meal period as well as any departure for non-work-related reasons.

All leave, including but not limited to PTO, holidays and absences for jury duty, bereavement leave, or military training must be specifically recorded by all employees to ensure that ECR complies with the Texas minimum wage and hour laws. It is required that all employees of ECR inform their direct supervisor of any leave taken, including PTO.

It is the responsibility of non-exempt employees to submit and approve their time records daily, ensuring that there is no interruption in the payroll process. Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

Accurate timecard entries are the employee's responsibility as well as understanding and tracking paid time off hours and balances throughout the year.

#### **4.7 PAYDAY**

Employees are paid bi-weekly (every other Friday). The pay period is for two full weeks, which begins on a Tuesday and ends on the Monday prior to the pay date. If the pay date lands on a holiday, pay will be distributed on the closest business day before the holiday.

The paycheck will reflect work performed for a two-week period and include salary or wages earned less any mandatory or elected deductions. Mandatory deductions include federal or state withholding tax, and other withholdings. Elected deductions are deductions authorized by the employee, and may include, for example, contributions to benefit plans.

Employees are encouraged to enroll in direct deposit. Employees may contact the Manager of Human Resources to obtain the necessary authorization forms to request direct deposit and/or additional deductions from their paychecks.

Advances on paychecks are not permitted. Information regarding final paychecks can be found under the termination section of this Handbook.

Any change in name, address, telephone number, marital status or number of exemptions claimed by an employee must be reported to the Manager of Human Resources immediately and updated within the employee's digital and/or personnel file.

#### **4.8 PAYROLL DEDUCTIONS**

ECR makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions and/or benefits.

If you believe that an improper deduction has been made from your pay, raise the issue with the Manager of Human Resources immediately. ECR will promptly investigate. If the investigation reveals you were subjected to an improper deduction from pay, you will be reimbursed promptly.

#### **4.9 MILEAGE REIMBURSEMENT**

There is no federal or state law that requires employers to pay employees mileage reimbursement. ECR considers paying mileage reimbursement as an additional benefit to the employee.

Within this benefit, ECR abides by IRS regulations. Should employees claim mileage reimbursement that falls outside the scope of this policy, the reimbursement amount may no longer be considered a benefit, but potentially additional taxable income to the employee. Employees must maintain accurate mileage records within the scope of this policy.

Business mileage is defined as the travel an employee incurs beyond their normal commute (from home to the office and back) on a normal workday. Employees may request mileage reimbursement only for the additional miles driven for business purposes beyond their standard commute.

Mileage rates are based on the IRS standard mileage rate, which may change annually. ECR will update the mileage reimbursement form each January 1st to reflect the IRS's current rate. This rate includes operating costs such as gas and vehicle maintenance.

Below are details on how to request mileage reimbursement:

- Complete the ECR Mileage Reimbursement form:
  - Every other pay period, or
  - Once per month
- Submit the completed form to the employee's immediate supervisor, who will determine eligibility and forward it for processing if approved
- Submit mileage a minimum of once per month to avoid forfeiting the benefit
  - Dates on reimbursement forms must not exceed five (5) weeks or 35 calendar days from the Tuesday of payroll processing
- Contact the Manager of Human Resources with questions

Mileage Reimbursement Examples include but are not limited to:

Per IRS guidelines, when an employee stops at a business location on the way to or from the office, only the additional mileage beyond their normal commute is eligible for reimbursement.

**Example 1: Stop on the way to the office**

Normal commute (home to office): 20 miles

Actual route (home → property: 12 miles; property → office: 10 miles)

Total miles driven: 22

Reimbursable miles:  $22 - 20 = 2$  miles

**Example 2: Stop on the way home**

Normal commute (office to home): 20 miles

Actual route (office → property: 8 miles; property → home: 15 miles)

Total miles driven: 23

Reimbursable miles:  $23 - 20 = 3$  miles

**Example 3: Minimal route deviation**

If a stop does not significantly increase the total mileage beyond the normal commute, there may be no reimbursable miles.

**Example 4: Work-from-home day**

Travel from home to a business location and back on a normal remote workday is generally considered a personal commute and is not reimbursable.

**Example 5: Non-workday (e.g. Saturday/Sunday/Holiday)**

Business-related travel on a non-workday is fully reimbursable both to and from the location.

**Example 6: Visiting multiple properties in one trip**

Normal commute (office to home): 20 miles

Actual route (office → property: 10 miles; property → property: 5 miles; property → home: 10 miles)

Total miles driven: 25

Reimbursable miles:  $25 - 20 = 5$  miles

**Note:** Standard commuting mileage is never eligible for reimbursement under IRS rules.

**Travel Mileage:**

Employees may request reimbursement for travel to and from the airport for business trips requiring an overnight stay, based on when and where the employee's travel status begins and ends.

## **4.10 CELLULAR PHONE REIMBURSEMENT**

Based on job responsibilities, eligible employees may qualify for cellular phone reimbursement of up to \$100 per month. Eligibility requirements include but are not limited to:

- Significant portion of your daily job responsibilities include but are not limited to:
  - Taking client phone calls
  - Responding to emails
  - Taking phone calls from team members and vendors
  - Responding to texts from team members
  - Taking pictures and/or videos of items related to managed properties
  - Consistently are on-call after regular business hours
- Productivity of your job responsibilities would decrease significantly if you were not utilizing a cellular phone to conduct business matters

Current examples of positions requiring cellular phone reimbursement include the Director of Property Management, Property Managers, Assistant Property Managers, Property Assistants, and Maintenance Engineers. Other positions can be considered on a case-by-case basis.

Employees receiving cellular phone reimbursement have the following responsibilities:

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, service features, and calling areas that meet the requirements of the job and the area of service the reimbursement is intended to cover (managed properties, during travel, ECR main office, and at home). This includes termination clauses, and paying all charges associated with the cellular service and device.
- Attest to related necessary business use.
- Requests for cellular phone reimbursements must be made in writing, using ECR's Expense Reimbursement Request Form with the employee's latest monthly cellular phone billing statement
- Report any job function changes that eliminate or significantly reduce the business need for a cellular phone to your manager within five business days of this change. In addition, if the employee reduces service levels in the wireless contract below the reimbursed amount, the same communication expectations exist.
- Keep (or have access to) monthly invoices for a two-year period so they can be produced upon request by either ECR or the Internal Revenue Service.
- Avoid using the cellular phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations.
- Comply with all Federal and State data maintenance and protection laws (e.g., record retention requirements, etc.), as well as all ECR policies, including those pertaining to data security, acceptable computing use, and email.
- Delete all ECR data from the cellular phone when employment with the ECR is severed, except when required to maintain the data in compliance with a litigation hold notice.

If anyone receiving cell phone reimbursements is repeatedly found to ignore phone calls, texts and emails from team members and clients, this benefit may be taken away.

#### **4.11 OTHER EXPENSE REIMBURSEMENT**

Expenses incurred by an employee must be approved in advance by the Manager of Human Resources and/or Director of Property Management. Some expenses that may warrant reimbursement include, but are not limited to the following:

- Metered parking
- Mileage costs
- Air/ground transportation costs
- Lodging
- Meals used for carrying out company business
- Uniforms for Engineers

Employees must submit expense reports to the Manager of Human Resources and/or Director of Property Management for approval.

##### **Department -Specific Reimbursements:**

###### **Research Analysts (RA)**

- Broker Coffee Meetings: Up to \$50/month to meet with brokers (2-3 per month)
- Commercial Real Estate Events: One CRE-related event/month, up to \$150
- Milage: For property-related photo documentation
- Real Estate License Exam & Prep: Up to \$1,000 after 90 days of employment

#### Property Management, Engineering, and Accounting

- Annual CRE Membership: One membership/year (e.g., AAFAME, BOMA, IREM)
- CRE Events/Luncheons: One event/month for market insight and networking
- Mileage Reimbursement: For property travel, inspections, vendor meetings, etc. (see section 4.9 for specifics of this policy)
- Continuing Education: Up to \$500/year for pre-approved, role-relevant courses after 90 days of employment
- Uniform Reimbursement (Engineers only): Up to \$300/year for approved pants and boots
- Team Luncheons (Managers only): Up to \$250/quarter for team-building activities and luncheons, including new-hire and promotional lunches at the team level.

#### **4.12 PARKING**

Employees of ECR may be provided access to the parking garage at the company's expense. There are no reserved parking spaces. Please park in the unreserved parking spaces. Vehicles parked in violation of posted rules may be subjected to towing and/or booting and will be at the owner's expense.

If a garage parking access is not provided to the employee, ECR may reimburse metered parking during the employee's regular work schedule.

If a parking access card is provided and the employee misplaces the card, the employee may be subjected to a replacement fee.

If an employee plans to be absent from the office for more than a month, their parking space will be cancelled until they resume normal office hours. In circumstances in which the employee has advanced knowledge of their absence, they must notify the Manager of Human Resources of their upcoming extended absence so that ECR can give advance notice for the cancellation of the parking spot.

#### **4.13 PARKING: ECR LEASING and/or ECR MANAGEMENT PROPERTY BUILDINGS**

ECR strives to be the best stewards of the properties we represent. Below identifies the best practices for parking at properties ECR and ECR Management represent, whether going to the property for a property tour, dropping items off, or doing maintenance service.

- NEVER park in a reserved parking space
- Do not park in visitor spaces as these parking spaces are for actual visitors to the property
- It is recommended to not park in the most convenient spaces to our property and to park a little further away to help with tenants and visitors being able to have the most convenient spaces

#### **4.14 PERSONAL PROPERTY**

Employees should use their discretion when bringing personal property into the workplace. ECR assumes no risk for any loss or damage to personal property. Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on ECR premises.

#### **4.15 ECR PROPERTY**

ECR property refers to anything owned by the company: physical, electronic, intellectual or otherwise, such as equipment, vehicles, telephones, computers and software, is not for private use. These devices are to be used strictly for ECR business and are not permitted off grounds unless authorized. ECR property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any ECR property they possess.

ECR computers, internet and emails are a privileged resource, and must be used only to complete essential job-related functions. Employees are not permitted to download any "pirated" software, files

or programs and must receive permission from a supervisor before installing any new software on an ECR computer. Files or programs stored on ECR computers may not be copied for personal use.

Equipment assigned to an employee remains the property of ECR and is subject to reassignment and/or use by ECR without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, emails, records and employee files.

Office areas should be kept neat and orderly, and all equipment should be well maintained. The theft, misappropriation or unauthorized removal, possession or use of company property or equipment is expressly prohibited.

Employees are reminded that they should have no expectation of privacy in their use of ECR computers or other electronic equipment.

Violations of these policies could result in disciplinary action.

#### **4.16 TELEPHONE & MOBILE PHONE USAGE**

**Desk phones** are provided for business use. ECR requests that employees keep personal calls to a minimum and conversations brief as to not disrupt the workplace. Personal long-distance calls are not permitted.

**Mobile phones** shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.

Employees may carry and use personal mobile phones while at work on a sporadic, infrequent basis. ECR requests that employees keep personal calls to a minimum and conversations brief as to not disrupt the workplace. If the employee's use of a personal mobile phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action per company policy.

The City of Austin bans the use of electronic hand-held devices while operating a vehicle or bicycle. ECR is committed to the health and safety of its employees. Employees are strictly prohibited from texting while driving and talking on a mobile device while driving (unless using a hands-free system) while on the job and strongly encourages employees to follow the law while off duty.

##### **The Law – Vehicles and Bikes**

Unless using a hands-free system such as Bluetooth or headphones, or a GPS system, use of portable devices while driving a car or operating a bike will be a citable offense, effective January 1, 2015.

As defined in Ordinance No. 20140828-041, portable electronic device means the following hand-held:

- Mobile telephone
- Personal digital assistant
- MP3 or other hand-held music player
- Electronic reading device
- Laptop computer
- Pager
- Broadband personal communication device
- GPS or navigation system
- Electronic gaming device
- Portable computing device

Hand-held mobile phone use is permitted in the event of an emergency such calling 9-1-1 or 3-1-1 to report a crime or an accident. Even in an emergency, it is best to pull over and come to a complete stop before using or operating any mobile or hand-held device.

## **No Texting, No Distractions**

A driver of a motor vehicle may not use a phone, tablet or other device to view, send or compose an electronic message while moving, per existing City of Austin Ordinance No. 20091022-028 and Ordinance No. 20091217-090. This law is commonly known as the texting-while-driving ban. Drivers may use their device to send messages while at a complete stop.

Failure to follow this policy may result in disciplinary action up to and including termination.

### **4.17 COMPUTER, EMAIL & INTERNET USAGE**

ECR's computer systems allow us to be more productive but can cause problems if used improperly. It is extremely important that all employees use good business judgment when using the computer systems.

Computer hardware, software, electronic mail, Internet connections and all other computer or electronic communications or data storage systems used by ECR are the property of ECR and are intended for business use. Employees have no right of personal privacy in their use of ECR's computer and electronic communication systems. To ensure compliance with this policy, computer, email and Internet usage may be monitored, including but not limited to, reviewing documents created and stored on ECR's computer and electronic communication systems, monitoring sites visited by employees on the Internet, reviewing materials downloaded or uploaded by employees from or to the Internet, and reviewing emails sent and received by employees.

ECR strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, ECR prohibits the use of computers and the email system in ways that are disruptive, offensive to others or harmful to morale.

Computer, email, and Internet may not be used to solicit others for commercial ventures, religious or political causes, pornography, outside organization or other non-business matters.

ECR purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, ECR does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. ECR prohibits the illegal duplication of software and its related documentation.

The unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material on the Internet is expressly prohibited. As a rule, if an employee did not create material, does not own the right to it or has not gotten authorization for its use, it should be left on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of this policy may result in disciplinary action, up to and including termination of employment. The following behaviors are examples of previously stated or additional actions and activities that are prohibited:

- Sending or posting discriminatory, harassing, threatening or pornographic message or images
- Stealing, using or disclosing someone else's code or password without authorization
- Copying, pirating or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets or propriety information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage ECR's image or reputation

- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities or any sort of gambling
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of ECR
- Engaging in any other illegal activities

Employees should notify their immediate supervisor of any member of management upon learning of violations of this policy.

#### 4.18 CLOUD-BASED SERVICES

ECR utilizes cloud-based services for document storage. Dropbox.com and Box.com are two services that ECR may primarily utilize. ECR has encountered the following issues:

- Deletion of entire subfolders and deletion of files that belong to another Team member
- Even though ECR is able to restore deleted folders / files, the time to research and restore can take hours, even a full day or two
- Moving subfolders to new locations without permission

When an employee realizes that they have deleted or moved folders/files within Dropbox / Box, the employee is to notify the Manager of Human Resources **immediately via email** with folder/file names and file paths.

Please remember the following:

- Dropbox / Box folders/files are shared among **ALL** Team members
- These folders/files are saved to each Team member's hard drive with the file path to Dropbox / Box that syncs to the Cloud
- When a Team member makes a change to a folder/file in their main Dropbox / Box folder on their computer, when it syncs to the Cloud, those changes are made to everyone's computer
- Do **NOT** delete any folder or file that was not originally created by you
  - Example: Primarily a property file that you created for your client
- Do **NOT** move any folder or file that is not part of your specific folder
  - Example: Each brokerage advisor has a subfolder with their name
  - Example: Each Ops/Property Management employee has a subfolder with their name

If you feel the need to delete or move folders/files that were not originally created by you and are not within your named subfolder, please follow these steps:

- Email both the supervisor AND Manager of Human Resources requesting the deletion or move stating why you want to delete or move the folder(s) / file(s)
- Email the folder / file path name(s)
- Example Request:
 

I no longer need the "Dropbox → ECR → ECR Photo Library" folder. I need to make more space on my hard drive. Please delete this folder as it takes up too much GB.

Example Response:

- The Photo Library folder cannot be deleted, as we will lose years of ECR photos. However, you can safely remove viewing and syncing the folder on your computer by following these steps:
  - click on the Dropbox icon on the bottom right of your screen
  - click on the cog wheel



- select “Preferences”
- click on “Account”
- select “Selective Sync”
- deselect “ECR Photo Library”
- click “Update”
- click “Apply”

By taking the above-mentioned steps, the ECR Photo Library will no longer be on your hard drive, will save GB space and will safely ensure that no folder(s) / file(s) have been deleted.

#### **4.19 PRIVACY**

Employees and employers share a relationship based on trust and mutual respect; however, ECR retains the right to access all ECR property including computers, emails, desks, file cabinets, storage facilities, and files and folders, electronic or otherwise, at any time. Employees should not entertain any expectations of privacy when on ECR grounds or while using ECR property.

All documents, files, voicemails, and electronic information, including e-mails and other communications, created, received or maintained on or through ECR property are the property of ECR, not the employee. Therefore, employees should have no expectation of privacy over those files or documents.

#### **4.20 PERSONNEL FILES**

ECR maintains a personnel file on each employee. These files are kept confidential to the extent possible. Employees may review their personnel file upon request by appointment only during normal business hours. Employees are to contact the Manager of Human Resources to request reviewing their personnel file.

It is important that personnel files accurately reflect each employee’s personal information. Employees are expected to inform ECR of any change in name, address, home phone number, home address, marital status, number of dependents or emergency contact information.

#### **4.21 COMPANY SUPPLIES**

Only authorized persons may purchase supplies in the name of ECR. No employee whose regular duties do not include purchasing shall incur any expense on behalf of ECR or bind ECR by any promise or representation without written approval.

#### **4.22 PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify the Manager of Human Resources of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums and your receipt of important company information.

If any of the following have changed or will change in the near future, contact the Manager of Human Resources as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates

- Professional licenses
- Educational diplomas

## ATTENDANCE, WORK SCHEDULE & OFFICE CLOSINGS

### 5.1 GENERAL ATTENDANCE & PUNCTUALITY

ECR maintains normal office hours of 8:00 a.m. to 5:00 p.m. This excludes holidays recognized by ECR. The standard workweek is 40 hours. Hours may vary depending on work location and job responsibilities. Supervisors will provide employees with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact the supervisor.

ECR considers consistent attendance and punctuality to be the foundation for excellent performance. Absenteeism and tardiness place an undue burden on other employees and on the company as a whole. ECR expects that every employee will be consistent and punctual in attendance. This means being ready to work at your scheduled start time each day. Employees are also expected to return from scheduled breaks and meal periods on time.

ECR does not tolerate absenteeism without excuse. Employees who will be late to or absent from work should notify a supervisor in advance, or as early as possible in the event of an emergency. Chronic absenteeism may result in disciplinary action, up to and including termination of employment. Employees must make every effort to speak with their supervisor directly.

Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. Unauthorized departures may result in disciplinary action.

### 5.2 ALTERNATIVE WORK SCHEDULE

ECR is committed to helping employees face the demands of juggling work, family and life related issues by offering the possibility of accommodating work arrangements. This provides employees with increased flexibility with their work schedule while allowing ECR to maintain a progressive and productive work environment.

All ECR employees will be considered for alternative work scheduling on a case-by-case basis. Each work schedule should provide proper coverage for office and property management operations, as well as serve ECR as a whole with increased productivity at no expense to quality output. Employees are to submit their alternative work schedule request in writing to their direct supervisor.

The following are alternative work schedule options available to employees:

- Personalized work schedule is an eight-hour shift that is scheduled to begin and end consistently at the pre-arranged time for each employee
  - Employees can begin work as early as 7:00 a.m. and no later than 9:00 a.m.
  - Employees can end work as early as 4:00 p.m. and no later than 6:00 p.m.
  - End time equals an 8-hour workday
  - Not all employees will be allowed to have the same alternative work schedule as this could place a hardship on the company
  - Exception: Everyone must be present at 8:30 a.m. every Tuesday for the company-wide meeting
- PTO / Working Remotely
  - Due to the nature of certain positions, **most** roles will not qualify to work from home nor working remotely

- Employees in the following departments and roles are eligible to work remotely: Marketing, Accounting, Finance, and all Management positions
  - These eligible employees have the flexibility to work from home on Wednesdays, which is ECR's designated remote work day
- In extenuating circumstances and on a case-by-case basis, an employee who is not eligible to work remotely may be approved to work from home on a strictly limited basis
  - Advanced planning and prior approval by manager must be obtained
  - Extenuating circumstances may include but not limited to:
    - Significant increase in work volume for a short period of time, i.e., budget season
    - Surgery post-op care that is less than one week
    - Handling maintenance calls at home
- Working remotely will not be approved in lieu of taking paid time off for vacations or traveling to and/or from vacation destinations
- Work from home and/or working remotely will only be considered if it does not negatively impact business needs and/or disrupt the effectiveness of the team
- Everyone must be present at 8:30 a.m. every Tuesday for the company-wide meeting

The Manager of Human Resources and/or Director of Property Management are responsible for identifying the feasibility of the aforementioned staffing options and assessing the impact and outcome in terms of production, quality and absenteeism. One or a combination of the above must be in the best interests of the employee and ECR.

Implementation and determination of potential schedules must be approved with the consent of the Human Resources department to assess overall feasibility. There will be a 2-month trial period to assess the impact of the alternative work arrangement. After successful completion of the trial period, the work arrangement will be reviewed annually thereafter to ensure continued success. The arrangement may be canceled for any reason by either management or the employee with a 2-week notice. The notice period may be altered upon mutual agreement.

Alternative work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. Mandatory conditions must be met for an alternative work schedule to be approved and/or maintained. Employee(s) must:

1. Have a satisfactory attendance record
2. Meet all performance expectations in their current role
3. Consistently demonstrate the ability to complete tasks and assignments on a timely basis
4. Have work responsibilities that are conducive to an alternative work arrangement without causing significant disruption to performance and/or service delivery

The Manager of Human Resources has the general responsibility of overseeing the day-to-day implementation of this policy in accordance with payroll and legal requirements. Any requests for exceptions to this policy should be made in writing to the Manager of Human Resources for review and approval. Only the Manager of Human Resources and Director of Property Management, in consultation with the Owner/CEO, may grant such an exception.

### **5.3 EARLY RELEASE FRIDAYS**

Early Release Fridays are an additional perk that ECR offers to employees for the entire year. All team members have the opportunity to leave the office at 2:30 pm on Friday's given that all high-priority items are completed.

Early Release Fridays are not guaranteed paid time off. The following requirements must be met:

- Employees are expected to tighten their schedule up the rest of the week to support this additional time off and ensure responsibilities are fulfilled.
- Employees may only leave at 2:30 if all the high-priority work items are complete. If there is a deadline or expectation for something to be completed, it is to be completed prior to leaving early.
- If team members cannot leave at 2:30 on Friday due to their workload, they may not take off early another day.
- If employees take PTO on Friday, it is required for them to take 8 hours of PTO to account for a full day of work and 4 hours of PTO if they leave at noon.
- Employees may not come in earlier on Fridays in order to leave earlier than 2:30 on Fridays.

## 5.4 WORK SCHEDULE CLASSIFICATIONS

All employees are required to establish a consistent work schedule with their manager.

### Non-Exempt / Hourly:

- Request for approval a Consistent Work Schedule within 7:00 a.m. - 6:00 p.m.
- Any hours worked over 40 hours per workweek must be approved in advance
- Non-exempt / Hourly paid employees must be paid for all hours worked, including overtime rate for hours worked in excess of 40 hours per workweek
- Non-exempt / Hourly Work is to be completed at the office, properties, and/or company events

### Salary Exempt (non-managerial):

- Request for approval a Consistent Work Schedule within 7:00 a.m. - 6:00 p.m.
- If primary clients are based out of state in a different time zone, work schedule may need to be adjusted to accommodate for business needs
- Exempt employees are required to work any hours necessary to perform the duties of the job and do not receive overtime, compensatory time or additional pay for hours worked or travel time outside their regular schedule
- Exempt employees are responsible for accurately reporting any use of PTO and will maintain a timecard
- In an attempt to assist non-managerial exempt employees from burnout, any hours worked over 45 hours per workweek must be discussed and approved by the employee's manager
- Possible reasons for working consistently over 45 hours per week include but are not limited to:
  - Time management
  - Workload demands
  - Special Projects
- Work is to be completed at the office, properties, and/or company events
- Any form of work away from the office needs to be approved in advance by the Manager of Human Resources or Director of Property Management
  - Examples:
    - Paid Time Off has been approved and while on vacation an employee wants to work during their paid time off – this must be discussed with the employee's manager in advanced of the paid time off
- Approved work from home must be focused and productive work that fulfills the employee's job description and business needs

### Salary Exempt (managerial):

- Request for approval a Consistent Work Schedule within 7:00 a.m. - 6:00 p.m.
- If primary clients are based out of state in a different time zone, work schedule may need to be adjusted to accommodate for business needs
- Exempt employees are required to work any hours necessary to perform the duties of the job and do not receive overtime, compensatory time or additional pay for hours worked or travel time outside their regular schedule

- Exempt employees are responsible for accurately reporting any use of PTO and will maintain a timecard
- In an attempt to assist managerial exempt employees from burnout, any hours worked over 50 hours per workweek must be discussed and approved by manager
- Possible reasons for working consistently over 50 hours per week include but are not limited to:
  - Time management
  - Workload demands
  - Special Projects
- Work is to be completed at the office, properties, and/or company events
- Any form of work away from the office needs to be approved in advance by the Manager of Human Resources or Director of Property Management
  - Examples:
    - Paid Time Off has been approved and while on vacation an employee wants to work during their paid time off – this must be discussed with the employee’s manager in advanced of the paid time off
- Approved work from home must be focused and productive work that fulfills the employee’s job description and business needs

## 5.5 BREAKS

There are no federal nor state law mandates pertaining to rest or meal breaks. However, ECR encourages employees working 8 hours per day to take two 15-minute breaks (one in the morning, one in the afternoon), as well as a minimum of a 30-minute break for lunch. ECR is committed to the health and safety of our employees and believes stepping away from your desk helps facilitate improved working conditions.

## 5.6 TARDINESS

Employees are expected to arrive on time and ready for work. An employee who arrives 15 minutes after their scheduled arrival time is considered tardy. Employees are to notify their direct supervisor as soon as possible if they know they will be late for work. ECR recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to counseling, disciplinary action and termination.

## 5.7 AUTHORIZED ABSENCES

Employees are expected to be at work and to work a full workweek, except for authorized absences. Authorized absences include the following:

- PTO scheduled in advance
- PTO for sudden illnesses
- Time off for a workers’ compensation injury
- Death in the family
- Volunteer Time Off scheduled in advance
- Jury Duty
- Time off to vote
- Military leave
- Emergency situations beyond your control

## 5.8 LEAVE APPROVAL

Employees are to request PTO in advance whenever possible. Employees must submit PTO requests for vacation and appointments at least five (5) business days in advance. If advance notice cannot be provided due to emergencies, the PTO request form must be completed upon returning from leave.

Due to illness or other health issues, employees who are going to be absent for more than one day should contact their supervisor each day. If an employee fails to notify their supervisor after three (3) consecutive business days of absence, ECR will presume that the employee has voluntarily resigned, and the employee will be removed from payroll. ECR will review any extenuating circumstances presented by the employee that may have prevented him/her from calling in before being removed from payroll.

## **5.9 NOTIFICATION PROCESS FOR ILLNESSES & EMERGENCIES**

To obtain an authorized absence for illnesses or other emergencies, employees are to contact their direct supervisor's informing him/her that they are unable to come into work. If the employees' direct supervisor is not available and a voicemail was left for the supervisor, employees are then to contact the Manager of Human Resources. Employees are to notify their supervisor at least 30 minutes prior to their regularly scheduled start time.

If there is a medical emergency where the employee is unable to make a call, the employee is to have a family/friend member contact their supervisor.

Text messages and email may be sent as notification as well, but only as a form of secondary communication. Do not rely solely on text messaging or email. Should text messaging or email be utilized, and the employee does not receive a reply from their supervisor, it will be assumed that the text or email was not received.

If an illness or emergency occurs during work hours, employees should notify their supervisor prior to leaving work for the day.

## **5.10 FAILURE TO NOTIFY**

Unauthorized absences of three (3) or more consecutive days without notice will be considered as a voluntary termination. Repeated absences without authorization, employees will be subject to counseling, suspension, and termination.

## **5.11 DOCUMENTATION**

Employees absent from work four (4) or more unscheduled consecutive days are to provide a doctor's note stating the date seen and number of days the doctor recommends the employee be out of work. ECR will NOT request details of the medical conditions or diagnosis.

## **5.12 INCLEMENT WEATHER & EMERGENCY CLOSING**

At times, emergencies such as severe weather, fires or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of ECR's office. Decisions regarding closings, delayed openings or early dismissal will be made by the Manager of Human Resources in collaboration with the Managing Principal.

ECR makes every effort to decide on an office-delayed opening or closure as early as possible to allow employees time to make appropriate plans. If local news networks have compelling information the night before the anticipated weather event, ECR will try to communicate a decision by approximately 11:00 p.m. If the local news networks do not have compelling information by 10:30 p.m. the night before, ECR will make every attempt to make a decision by approximately 6:30 a.m. the next day.

Notice of closings, delays or early releases will be emailed to each employee's primary company email address. In cases where the decision to close the office is made outside of normal working hours, text messages may also be sent to all employee's primary cell phone number.

In the event that the Manager of Human Resources or Managing Principal is delayed in issuing a notice of closings, delays or early release, ECR follows the University of Texas's Main Campus decisions on campus

closings, delays or early releases. UT announcements are made on the university homepage (<http://www.utexas.edu/>) and the emergency page (<http://www.utexas.edu/emergency>). Local news media will also post information about UT's decision.

**SAFETY IS ECR's TOP PRIORITY!**

If the decision is made to keep the office open in questionable weather, ECR urges all employees to evaluate their routes and consider safety first in deciding whether to come to work or not, since road conditions vary widely across Austin and the surrounding areas.

Should you decide to remain home, please notify the Manager of Human Resources via telephone and/or email as soon as possible.



## Section 6

# LEAVE POLICIES

### 6.1 COMPANY HOURS

ECR maintains normal working hours of 8:00 a.m. to 5:00 p.m. This excludes holidays recognized by ECR. The standard workweek is 40 hours.

### 6.2 PAID TIME OFF (PTO)

We know how hard you work and recognize the importance of providing you with time for rest and relaxation. We fully encourage you to get this rest by taking your paid time off. Paid Time Off (PTO) is an all-purpose time off policy for eligible employees to use for vacation, illness, injury or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

Full-time employees are eligible to earn and use PTO as described in this policy.

Submit requests for time off in advance to a supervisor, who may approve or deny the request based on ECR resources. ECR is flexible in approving time off when doing so would not interfere with ECR operations. PTO is granted only on a full (8-hour) or half-day (4-hour) basis. Utilize the Proliant Timecard System when requesting time off.

#### **Monthly PTO Accrual System:**

PTO accrues on a monthly basis, ensuring a steady and equitable distribution of time off throughout the year. The accrual rates are as follows:

- Employees in the first year of employment will accrue 10 hours of PTO every month, totaling up to 15 days by the end of the year.
- Employees with up to 4 years of service will accrue 10 hours every month, plus 32 hours every January 1st, totaling 19 days by the end of the year.
- Employees with 5 to 14 years of service will accrue 14 hours every month, plus 32 hours every January 1st, totaling 25 days by the end of the year.
- Employees with 15 or more years of service will accrue 17 hours every month, plus 32 hours every January 1st, totaling 29.5 days by the end of the year.

This tiered system acknowledges the dedication of our long-term employees and provides them with increased PTO accrual.

#### **Frontloading of Floating Holidays and Birthday PTO:**

To streamline the PTO process and provide our employees with greater flexibility, ECR adopts a frontloading approach for the three floating holidays and birthday PTO. On January 1st each year, all employees will receive these four days (32 hours), in addition to their monthly accrual. This enables employees to plan their time off more effectively from the beginning of the year.

#### **Disciplinary Action for Continuous PTO Exhaustion:**

While we encourage employees to utilize their PTO, it's essential to manage it responsibly. Continuous depletion of PTO without proper planning may impact operations. Therefore, disciplinary action may be taken for employees who consistently exhaust their PTO without reasonable cause or notification.

### **Reference Table for PTO Accrual:**

For a comprehensive understanding of the PTO accrual rates based on years of service, please refer to the table below:

<b>Years Employed as of Dec 31st</b>	<b>New Hours Accrued Every January 1st</b>	<b>New Hours Accrued Every Other Month</b>	<b>Total Hours (and Days) Accrued Over a Calendar Year</b>
Not yet hired	10	10	Up to 120 Hours (15 days)
Up to 4 Years	42	10	152 Hours (19 days)
5 to up 14 Years	46	14	200 Hours (25 days)
15+ Years	49	17	236 Hours (29.5 days)

A maximum of 40 hours of unused PTO time may be carried over from one calendar year to the next.

Due to business needs, no more than ten (10) consecutive business days may be taken in any form of paid time off, including but not limited to PTO, Floating Holidays, Birthday PTO, Volunteer Time Off, and more.

For planned time away from work, employees are encouraged to provide as much notice; at least one (1) week is requested when possible. Planned time away from work cannot be taken until it is approved by management and will be based on business needs and the order in which it is requested (first come, first serve). All requests for planned PTO must be requested through the Proliant Timecard System

### **PTO Checklist**

When taking any form of paid time off, employees are to utilize ECR's PTO Checklist to ensure that all areas and aspects of their responsibilities are covered while away from the office. Employees not utilizing this checklist may face disciplinary action.

Employees are to print and complete 6. Attachment-2 PTO Checklist prior to taking vacation or volunteer time off.

### **Unused PTO and Employee Separation**

Should an employee be separated from ECR by either involuntary termination or resignation with a minimum of two-week's notice, unused PTO will be paid as follows:

- Employees employed 6 years or longer will be paid up to 80 hours of unused PTO hours upon separation and paid as part of their final pay.
- Employees employed between two years and less than six years will be paid up to 40 hours of unused PTO hours upon separation and paid as part of their final pay.
- Employees employed for less than two years are not eligible to receive any unused paid time off paid upon separation.

## **6.3 PAID SABBATICAL LEAVE POLICY**

ECR recognizes that sabbatical leave offers employees the chance to alleviate stress, pursue other interests, and obtain new experiences and skills. For these reasons, it is ECR's policy to allow employees to take sabbatical leave to focus on self-development and self-care. Employees eligible for sabbatical leave have the opportunity to take an extended leave of absence, in addition to their PTO for the year, while receiving their full pay and benefits. For those employees who are independent contractors, such as brokerage team

members, PTO will not apply as these employees do not receive a salary. ECR additionally offers a one-time payment for those taking a sabbatical in an effort to support employees in their endeavors during their leave.

#### **Sabbatical Leave Eligibility**

- At ten (10) and fifteen (15) years of continuous, full-time employment, employees may take sabbatical leave for three (3) weeks at full pay and receive an additional five-thousand-dollar (\$5,000) payment.
- At twenty (20) and twenty-five (25) years of continuous, full-time employment, employees may take sabbatical leave for four (4) weeks at fully pay and receive an additional seven thousand five-hundred-dollar (\$7,500) payment.
- At thirty (30) years of continuous, full-time employment, and every five years afterwards, employees may take sabbatical leave for five (5) weeks at full pay and receive an additional ten-thousand-dollar (\$10,000) payment.

Eligible employees who wish to apply for sabbatical leave are required to submit a letter to their immediate supervisor for approval at least one (1) month in advance of taking their leave. The proposal must include plans for the sabbatical leave, the dates that are being requested off, as well as how the sabbatical will result in increased personal or professional development. The submitted proposal will be reviewed by the employee's direct supervisor and the human resources manager prior to approval being granted. Upon return from sabbatical leave, it is required that team members share their experience during the Tuesday company meeting.

### **6.4 FLOATING HOLIDAYS**

All full-time employees receive three floating holidays per year in addition to PTO and the company's regular holidays. These three floating holidays allow employees to have additional paid leave to cover absences for personal reasons such as religious observance, parent-teacher conferences or to supplement their PTO.

Floating holidays are available to use at the beginning of each calendar year.

Floating holidays may be on a full or half-day basis. They must be taken in the calendar year in which given. Under no circumstances will these days be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

A floating holiday must be requested and approved in advance by the employee's immediate supervisor.

### **6.5 BIRTHDAY PTO**

All full-time employees receive one paid day for their Birthday.

Birthday PTO is awarded at the beginning of each calendar year. Any employee hired AFTER the calendar year began, the new hire will not receive Birthday PTO until the following calendar year.

### **6.6 HOLIDAYS**

ECR observes the following eight (8) holidays:

- **New Year's Day** in January

- **Memorial Day** in May
- **Independence Day** in July
- **Labor Day** in September
- **Thanksgiving Day** in November
- **Day after Thanksgiving** in November
- **Christmas Eve** in December
- **Christmas Day** in December

If a Holiday falls on a Saturday, the preceding Friday will be off. If a Holiday falls on a Sunday, the following Monday will be off.

## 6.7 FAMILY AND MEDICAL LEAVE ACT

Under the federal FMLA, a person who has worked as an employee of ECR for at least 1,250 hours for twelve months is eligible for FMLA leave. Up to twelve weeks of unpaid leave per year is available for the following reasons:

- The birth of a child and to care for the newborn child;
- Placement of a child into adoptive or foster care with the employee;
- Care for a spouse, same sex domestic partner, son, daughter or parent who has a serious health condition; or
- Care for the employee's own serious health condition.

If the need for leave is foreseeable, employees should notify a supervisor 30 days prior to taking FMLA leave. If the need for FMLA leave arises unexpectedly, employees should notify a supervisor as soon as is practicable, giving as much notice to ECR as possible.

Employees may be required to provide medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work.

Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work.

Leave may be taken on an intermittent or reduced schedule to care for an illness; yet may not be taken intermittently for the care of a newborn or newly adopted child.

When leave is taken intermittently, ECR may transfer the employee to another position with equivalent pay and benefits, which is better suited to periods of absence.

Subject to certain conditions, the employee or ECR may choose to use PTO concurrent with FMLA leave.

If ECR's circumstances have changed in a way that makes the employee returning to work impossible or unreasonable, or if such reemployment would impose an undue hardship on the company, the employee may not be reemployed.

Questions regarding particular benefits should be directed to the Manager of Human Resources.

## 6.8 BEREAVEMENT LEAVE

Bereavement leave provides paid time off for eligible employees in the event of a death in their immediate family.

Full-time employees are eligible for bereavement leave.

ECR employees will receive the following number of paid days for Bereavement leave:

<b>5</b> FIVE Days	Spouse or Same Sex Domestic Partner (SSDP) Child, including foster children, stepchildren, children of SSDP Parent, including parent/legal guardian/stepparent of Spouse/SSDP Sibling, including sibling of Spouse/SSDP
<b>3</b> THREE Days	Son-in-law or Son-in-law of Spouse/SSDP Daughter-in-law or Daughter-in-law of Spouse/SSDP Grandparent or Grandparent of Spouse/SSDP Grandchild or Grandchild of Spouse/SSDP
<b>1</b> ONE Day	Uncles or Uncles of Spouse/SSDP Aunts or Aunts of Spouse/SSDP Nephews or Nephews of Spouse/SSDP Nieces or Nieces of Spouse/SSDP

Because of the deep impact that death can have on an individual or a family, additional unpaid time off may be granted on a discretionary basis. Such arrangements must be approved by the employee's supervisor. To be eligible for paid time off for bereavement, employees are expected to notify their supervisors at the earliest opportunity so that the supervisor can try to arrange coverage for the employee's absence. In addition, ECR may require verification of the need for the leave.

#### **6.9 PET LOSS LEAVE**

ECR recognizes that over 80% of the population considers their animal companion part of the immediate family. There are times the loss of a pet and circumstances leading up to that loss can be as deep of an impact on an individual or family. Pet loss leave provides one day paid time off in the event of pet euthanasia or sudden loss of a pet.

To be eligible for paid time off for a pet loss, employees are expected to notify their supervisors at the earliest opportunity so that the supervisor can try to arrange coverage for the employee's absence. In addition, ECR may require verification of the need for the leave including veterinarian documentation proving the employee's ownership of the pet and loss of pet.

For purposes of the pet loss leave, pet is defined as any of the following: cats, dogs, horses.

Direct any questions concerning pet loss leave to the Manager of Human Resources.

#### **6.10 JURY DUTY**

ECR understands that occasionally employees are called to serve on a jury and encourages employees to fulfill their civic responsibilities. Employees who are selected for jury duty must provide a copy of their jury summons to their supervisor as soon as possible so that the supervisor may arrange to accommodate their absence.

Employees on jury duty must report to work on workdays, or part of workdays, when they are not required to serve. Either ECR or the employee may request an excuse from jury duty if it is detrimental that the employee's absence would create serious operational difficulties.

Hourly and salaried non-exempt full-time employees will be granted up to 16 hours of paid time off for jury duty, if elected to serve. If serving on the jury takes more than 16 working hours, eligible full-time employees may utilize their regular PTO, however, no pay is due for that time.

Employees that are salaried exempt that work any part of a week and miss the rest of the week for jury duty will receive full salary for the workweek. If salaried exempt employees miss a full week, eligible full-time employees may utilize their regular PTO or no pay is due for that week.

## **6.11 VOTING**

ECR requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee receives two hours of paid time off to vote on election days.

ECR may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than two consecutive hours between opening of the polls and the beginning of an employee's workday or between the end of the employee's workday and the closing of the polls, an employee may take a reasonable amount of paid leave to vote on Election Day.

To the extent possible, employees must provide reasonable notice of their need to leave under this policy. Employees must be prepared to provide ECR with certification, such as a voter's receipt, to prove that he or she voted.

**ECR encourages early voting, where possible.**

## **6.12 VOLUNTEER TIME OFF (VTO)**

The purpose of ECR's volunteer program is to:

- Support volunteer activities that enhance and serve the communities in which we live and work
- Support communities that are impacted by disasters
- Address issues that impact quality of life

The intention of this program is to create community engagement opportunities for ECR employees that are meaningful, purposeful and helps those in need. At the same time, ECR recognizes that participating in these activities will also enrich and inspire the lives of our employees. 'Community' is not defined as just local community but may encompass a global perspective.

All regular full-time employees can volunteer up to **16 hours (2 days) per calendar year** with a 501(c)(3) nonprofit or its U.S. equivalent in accordance with ECR's giving and volunteering guidelines. More than one organization may be chosen. If you are not sure of the status of your chosen organization, please contact the Manager of Human Resources for guidelines.

- Employees will be paid at their normal pay rate for the volunteer hours taken
- VTO can be taken in the following increments:
  - Minimum of 1 hour, maximum of 4 hours per volunteer opportunity
  - No more than 8 hours per month
- VTO is refreshed at the beginning of each calendar year and cannot be accrued or carried-over into the following year— "use it or lose it" policy
- Usage of this time does not affect PTO

### **Disaster Response Volunteering**

Disaster Response Volunteering is managed separately based on individual skill sets and community needs. Please contact the Manager of Human Resources for guidelines and to request consideration.

- All regular full-time employees can volunteer up to **24 hours (3 days) per calendar year**
  - This includes the remaining months in 2017
  - These hours will reset at the beginning of each calendar year until the counties in Texas affected are fully operational
- VTO can be taken in the following increments:
  - Minimum of 2 hours, maximum of 8 hours per opportunity
  - No more than 16 hours (2 days) per month
- VTO must be used solely for the purpose of volunteering for organizations directly assisting victims of Hurricane Harvey and Tropical Storm Harvey
- VTO is refreshed at the beginning of each calendar year and cannot be accrued or carried-over into the following year— “use it or lose it” policy
- Usage of this time does not affect PTO
- All full-time regular employees of ECR are eligible to participate in this HTSH VTO program after 30 days from date-of-hire
- Should a high volume of employees choose to use HTSH VTO, a schedule will be created to ensure the employees stagger their HTSH VTO. Employees that are within the same department may not use HTSH VTO at the same time unless approved by their supervisor and HR. It is imperative that the company continue running efficiently and that HTSH VTO does not negatively affect the operations of the business.

### **Eligibility**

All full-time regular employees of ECR are eligible to participate in this program after 90 days from date-of-hire. The employee must be in good standing. The employee must provide reasonable notice to their supervisor and work demands can take priority over the VTO request. Employees can choose a charity of their choice or work together with other company members on a team volunteer activity.

### **Ineligibility**

Employees are ineligible to participate in the VTO program if:

- The employee is on a Performance Improvement Plan (PIP)
- The employee’s employment with ECR terminates for any reason
- The VTO program is discontinued
  - ECR reserves the right to modify, amend, suspend, or discontinue this program at any time without prior notice
  - ECR also reserves the right to revoke approval if it is felt that the employee is misusing the program
- VTO may not be used for organizations that discriminate based on race, color, age, gender, religious creed, veteran status, marital status, sexual orientation, pregnancy, childbirth, national origin or ancestry, physical or mental disability, medical condition or genetic information, or political affiliation.

### **Approval Process**

Employees must complete the VTO Approval Form (see 6. Attachment-1) and submit to his/her supervisor at least two weeks before the requested time off. The supervisor should consult with Human Resources with any questions or concerns before approving or denying the request. Approval is at the combine discretion of the employee’s supervisor and HR. HR and/or the supervisor may contact the non-profit organization for verification.

Examples of appropriate uses for VTO:

- Building a house for Habitat for Humanity
- Volunteering at a food bank
- Cleaning up a beach, park, or trail

- Volunteering at a disadvantaged school, i.e., help children to read programs
- Walking a dog program at the local animal shelter
- Becoming a Big Brother/Big Sister
- Volunteering at a local hospital
- Delivering for Meals On Wheels
- Serving on a nonprofit board

Examples of inappropriate uses for VTO:

- Taking a ski vacation and charitably giving ski lessons
- Coaching your child's basketball team
- Attending your child's PTA conference
- Judging a beauty pageant
- Serving as your child's scout leader
- Attending a professional, religious, or personal interest conference

### 6.13 PARENTAL LEAVE

To assist and support new parents with balancing work and family matters, ECR is providing parental leave. ECR's Parental Leave Policy exceeds any legal requirement, as at this time there is no legal requirement for small business employers to provide any parental leave, paid or unpaid. ECR will either provide up to six (6) weeks of paternity leave or up to twelve (12) weeks of maternity leave to eligible employees.

The purpose of the Parental Leave Policy is to give new parents additional flexibility and time to bond with their new child and adjust to their new family situation. Flexibility and family-friendly policies are essential to cultivating an atmosphere where employees can thrive professionally without sacrificing essential family obligations.

#### Definitions

**Parent** - An eligible parent is defined as a:

- birth mother
- spouse
- same sex domestic partner
- new adoptive parent of a child
  - Note: An individual that adopts a spouse or partner's child(ren) is not eligible for this benefit

**Primary Caregiver** - A primary caregiver is defined as someone who has primary responsibility for the care of a child through birth or adoption. Note: If both parents work for ECR, then only one parent can be designated as a primary caregiver.

#### Eligibility

Full time employees working 30 or more hours per week that have been employed for the previous **24 consecutive months** and meet the definition of parent and/or primary caregiver are eligible to request parental leave. The one exception to this eligibility requirement is for those employees who have not been with ECR for 24 months but have been with the same property assignment for over 24 months. In cases such as these, ECR offers two weeks paid leave. ECR Employees are eligible to use paid parental leave during the first ninety (90) days following the birth or adoption of a child.

#### Types of Parental Leave

1. Maternity Leave
  - Receives up to twelve (12) weeks of a combination of paid and unpaid leave



- Primary Caregivers
- Birth or adoptive mothers of a new child
  - Adoption:
    - New adoptive parent who is the primary caretaker of a child **under one year of age** will receive Maternity Leave benefits (up to 12 weeks of leave)
    - For children 1 year to 12 years of age, six (6) weeks paid leave will be provided for maternity leave
    - For children 13 years to 17 years of age, no paid leave will be provided whether for maternity or paternity leave. Employee may utilize PTO and Floating Holidays available.
    - Note: An individual that adopts a spouse or partner's child(ren) is not eligible for this benefit

## 2. Paternity Leave

- Receives up to six (6) weeks paid leave (no PTO taken)
- Fathers for the birth or adoption of a new child or Parent who is **not** the primary caregiver
  - Adoption:
    - New adoptive parent or **not** the primary caretaker of a child **under one year of age** will receive Paternity Leave benefits (up to 6 weeks of leave)
    - For children 1 year to 12 years of age, three (3) weeks paid leave will be provided for paternity leave
    - For children 13 years to 17 years of age, no paid leave will be provided whether for maternity or paternity leave. Employee may utilize PTO and Floating Holidays available.
    - Note: An individual that adopts a spouse or partner's child(ren) is not eligible for this benefit

## Leave Provisions

### **Maternity Leave (up to 12 weeks of leave):**

ECR will provide the following paid and unpaid leave allowing up to 12 weeks of Maternity Leave for the birth or adoption of a child:

- Six (6) weeks paid leave
- Up to six (6) weeks of unpaid leave
  - Employees can use a combination of PTO and Floating Holidays during the six (6) weeks of unpaid leave for continuation of receiving paid leave. If the employee exhausts all PTO/Floating Holidays, the remaining days/weeks will be unpaid.
- If adopting, new adoptive parent for a child **under one year of age**
  - Note: An individual that adopts a spouse or partner's child(ren) is not eligible for this benefit

Maternity Leave is for a total of no more than twelve (12) weeks of paid and/or unpaid leave, including the use of PTO, Birthday PTO and Floating Holidays.

In order to assist employees after they return to work, we do not believe an employee should exhaust their PTO while on maternity leave. Employees should have some PTO remaining for time off needed for potential appointments and illness after their full-time role resumes. Below is a breakdown of the amount of PTO within a calendar year that should remain available depending upon the timing of the birth or adoption of the new child. If the birth or adoption of the new child occurs:

Month of Birth/Adoption	Potential Month Return to Work based on taking 12 weeks maternity leave	*Minimum PTO Balance Required Upon Return to Work
January	March - April	9 days / 72 hours
February	April - May	8 days / 64 hours

March	May - June	7 days / 56 hours
April	June - July	6 days / 48 hours
May	July - August	4 days / 32 hours
June	August - September	3 days / 24 hours
July	September - October	2 days / 16 hours
August	October - November	0 hours
September	November - December	0 hours
October	December - January	12 days / 96 hours
November	January - February	11 days / 88 hours
December	February - March	10 days / 80 hours

\*Minimum PTO Balance defined as any combination of PTO, Birthday PTO and Floating Holidays that must be available to the employee upon the employee's return to work

#### **Paternity Leave (receives up to 6 weeks of leave):**

- Receives a total of no more than six (6) weeks of paid leave
- PTO, Birthday PTO and/or Floating Holidays **cannot** be taken to extend the six (6) weeks of paternity leave
- If adopting, new adoptive parent for a child **under one year of age**
  - Note: An individual that adopts a spouse or partner's child(ren) is not eligible for this benefit

The amount of the benefit will be based upon current salary rate and determined by standard hours/full time equivalent of the position. The paid benefit must be utilized in a continuous period up to six (6) weeks. A "day" of parental leave is equal to a regularly scheduled day and up to 40 hours per week. Payment for the paid parental leave will be paid through ECR's payroll on regular payroll dates.

The fact that multiple births or adoptions occur does not increase the length of Parental Leave.

ECR may take disciplinary action, up to and including termination, against an employee who uses Parental Leave for purposes other than those described in the Policy. Upon termination of employment, the employee shall not be eligible for payment for any unused Parental Leave.

#### **Gradual Return to Work**

After the use of up to 12 weeks of Maternity Leave or up to six (6) weeks of Paternity Leave, the employee can elect a gradual return to work for two (2) weeks. Employee can work a 30-hour workweek at their previously full-time workweek schedule and receive their full salary/hourly rate of pay. If the employee's previously normal workweek was 30-hours per week, the employee will not be eligible for a gradual return to work.

#### **Notice**

An eligible employee shall initially notify his or her supervisor of the need for Parental Leave and include the estimated timing and duration of such leave **at least 120 calendar days (4 months) in advance** of the need for Parental Leave, where practical.

If the need for Parental Leave is not foreseeable, an eligible employee must give notice of the need to his or her supervisor as soon as practical.

As is the case with all Company policies, ECR reserves the right to modify this Policy with or without notice.

### **Management Planning Meetings**

Once Parental Leave has been approved, the employee will meet with his/her supervisor, Director of Property Management and/or Manager of Human Resources, and/or the Managing Principal at the following intervals:

1. Shortly after Parental Leave has been approved to have a quick review of job position and timing of parental leave
2. One (1) to three (3) months before parental leave will be taken to plan coverage for the employee's job responsibilities, provide the number of weeks the employee plans to be on parental leave and provide an estimated date of return to work
3. One (1) to three (3) weeks before parental leave will be taken to confirm plans for coverage and timing of return to work

### **Continuation of Benefits**

ECR has Medical Leave and Family Care (MLFC) protection for our employees through Mutual of Omaha's Disability Insurance. The MLFC helps protect all employees and provides up to 12 weeks of leave with benefits for the birth or adoption of a child. The employee will continue to have the insurances elected during open enrollment.

Should unforeseen circumstances arise, and the employee is on leave for longer than twelve (12) weeks, the employee's benefits will be terminated. The employee can elect to pay for COBRA insurance. Upon the employee's return to work, he or she will be eligible to reenlist in ECR's benefit plans.

During Parental Leave, ECR will continue to pay the employee's insurance premiums.

## **6.14 MILITARY LEAVE**

ECR proudly grants employees called to active military duty, military reserve or National Guard service time off under the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for re-employment for up to five (5) years from the date their military leave began. The period an individual has to make application for reemployment or report to work after military service is based on time spent on military duty.

For service of less than 31 days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period.

For service of more than 30 days but less than 181 days, the service member must submit an application for reemployment within 14 days of release from service.

For service of more than 180 days, an application for reemployment must be submitted within 90 days of release from service.

Employees who qualify for reemployment will return to active employment at a pay level and status equal to that which they would have attained had they not entered military service. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Reemployment exceptions. If ECR's circumstances have changed in a way that makes reemployment impossible or unreasonable, or if such reemployment would impose an undue hardship on the company, the employee may not be reemployed. If the employee's prior work period was less than 90 days and there was no reasonable expectation that employment would continue for the employee, the employee may not be reemployed.

Questions regarding this policy should be directed to the Manager of Human Resources.

#### **6.15 WORKERS' COMPENSATION**

Employees who are injured on the job at ECR are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Employees who sustain work-related injuries or illnesses must notify their supervisor immediately so that ECR can notify the workers' compensation insurance carrier as soon as possible.

Lost time or medical expenses incurred because of an accident or injury, which occurred while an employee was on the job, will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by ECR. No premium is charged for this coverage and no individual enrollment is required. ECR will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the Manager of Human Resources to obtain the required claim forms and instructions.

#### **6.16 LEAVE OF ABSENCE**

Regular full-time employees may request an unpaid leave of absence after the exhaustion of paid leave. A request for a leave of absence must be submitted in writing in advance to the employee's immediate supervisor.

Leave of absences that are granted are unpaid and will not be considered until an employee has exhausted all appropriate PTO. Continuation of employee benefits during a leave of absence will be addressed on an individual basis, as required by law.



### PTO Checklist

1. Rarely will PTO not be approved, but in the event that Team members are requesting the same dates off, not all will be approved. This depends upon the time of year and number of projects.
  - ☐ Coordinate with the rest of your team to make sure that you are all not out of the office at the same time.
2. Give people enough notice. It's imperative to make sure you give enough lead-time in order for those around you to plan accordingly.
  - ☐ After PTO has been approved, make sure the dates are on the **INFO calendar**.
  - ☐ **PRIOR** to OOTO, email the Team your OOTO dates to the Team.
3. Complete the following:
  - ☐ **Create an Auto-Reply for your email**  
**Example:** Thank you for your email. I will be out of the office from Monday, August 1 through Friday, August 5, returning on Monday, August 8. If you need immediate assistance, please contact Tiffany Mann at [tmann@ecrtx.com](mailto:tmann@ecrtx.com) / 512-505-0012.
  - ☐ **Create a calendar reminder** to turn off your email's automated response (optional).
  - ☐ **Be sure that your phone's incoming voicemail messages** are checked to ensure no calls are missed. If having a team member check your voicemail, email your supervisor/manager the name of the person responsible for checking your voicemail messages (copy the team member).
  - ☐ **Leave a list of important passwords and/or vendor information.** It's crucial for someone to know how to get into your computer to manage ongoing to-do's and/or contact vendors during your time away. Leave this list with your direct supervisor/manager.

## 6.Attachment-2 VOLUNTEER TIME OFF APPROVAL FORM



### Volunteer Time Off Approval Form

Employee Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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#### Charitable Organization Information

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Website of Organization: \_\_\_\_\_

Date(s) of requested VTO: \_\_\_\_\_ Total hours requested for VTO: \_\_\_\_\_

Specify timeframe away from work for VTO (i.e. 12:00 p.m. – 2:00 p.m.): \_\_\_\_\_

Brief Description of Volunteer Work to be Done:

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I certify that the information provided is complete and correct to the best of my knowledge. By checking this box, I verify that the volunteer efforts and recipient organization meet ECR's VTO guidelines.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date

#### VTO Allotment

Effective 1/1/2018, full-time employees are eligible for sixteen (16) hours of Volunteer Time Off per calendar year during normally scheduled business hours. VTO can be taken in the following increments:

- Minimum of 1 hour, maximum of 4 hours per volunteer opportunity
- No more than 8 hours per month

Effective 9/1/2017, full-time employees are eligible for 24 hours of Hurricane and Tropical Storm Harvey Disaster Recovery VTO (HTSH VTO) per calendar year during normally scheduled business hours. HTSH VTO can be taken in the following increments:

- Minimum of 2 hours, maximum of 8 hours per opportunity
- No more than 16 hours (2 days) per month

**Note:** HR and/or the supervisor may contact the non-profit organization for verification.

# EMPLOYEE BENEFITS

This Handbook contains descriptions of some of our current employee benefits. Many of ECR's benefit plans are described in more formal plan documents available from the Manager of Human Resources. In the event of any inconsistencies between this Handbook or any other oral or written description of benefits and a formal plan document, the formal plan document will govern.

## 7.1 INSURANCE: MEDICAL, DENTAL, VISION, LIFE & LTD

ECR makes group health benefits available to eligible employees and their family members. The health benefits are medical, dental, vision and life insurance. Eligible employees are full time employees who currently work for ECR. Part-time employees working less than 30 hours per week are not eligible for health insurance.

Open Enrollment is every year in the Summer for June 1 effective date. Deductible and Out-of-Pocket Maximums are January 1 – December 31.

Health benefits are paid in part by ECR. The remainder of the costs is the employee's responsibility. Employees can receive details about benefits provided, contribution rates and eligibility from the Manager of Human Resources.

Below summarizes the insurance benefit package and is subject to change during open enrollment based on insurance costs, premiums, business, and employee needs. Employees will be notified of insurance plan and coverage changes as changes occur.

Employee Benefit	Eligibility	Benefit Description
Medical Insurance	1st of the month	<b>Cigna: 2 Plans</b> Company pays 100% for Employee Only on Base Plan
Dental Insurance	1st of the month	<b>Mutual of Omaha</b> Company pays 100% for Employee Only
Vision Insurance	1st of the month	<b>Mutual of Omaha</b> Company pays 100% for Employee Only
Life Insurance	1st of the month	<b>Mutual of Omaha: \$50,000 policy</b> Company pays 100%
Long Term Disability Insurance	1st of the month	<b>Mutual of Omaha: 60% \$1,000/mo. – 90-day elimination</b> Company pays 100%

## 7.2 FORMS OF PAID TIME OFF AND LEAVE

ECR makes every effort to provide a work/life balance for ECR employees. In doing so, ECR has a generous paid time off program, which includes paid holidays, floating holidays, and other forms of paid leave. See detailed information addressed elsewhere in this Handbook.

## 7.3 401(k) RETIREMENT SAVINGS PLAN

ECR believes saving for the future is important and to assist employees in this endeavor, ECR offers a Safe Harbor 401(k) Plan ("Plan") to help support employee's retirement savings strategy.

Employees must be 21 years of age to participate. ECR will match 100% up to 4% of an employee's contribution to the Plan. Employees are 100% vested in deferral contributions.

The Plan materials will be mailed to the employee's home address on file approximately TWO WEEKS PRIOR to the employee's eligibility date.

If you have questions or need assistance regarding the Plan, call 855-646-7549 and press 0 to speak with a representative anytime during the hours of 7:00 a.m. – 7:00 p.m. Central Time, Monday – Friday.

ECR reserves the right to terminate the 401(k) Plan at any time.

#### 7.4 ADDITIONAL BENEFITS

Employee Benefit	Eligibility	Benefit Description
Additional Perks	Immediate	Financial Planning, Legal Counseling, Real Estate Services Program, Consumer Credit Management Services, Freedom Tax and Debt Relief
Leaves of Absence	Varies depending on the type of leave	Jury Duty, Voting, Military, Workers' Compensation, Unpaid Leave
Voluntary Benefits	Varies based on the benefit	Universal Life Insurance, Short Term Disability, Critical Illness, and more
Payroll Direct Deposit	Immediate	Direct deposit of paycheck to personal checking and/or savings account(s)

#### 7.5 WORKERS' COMPENSATION

As required by law, ECR provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses. Workers' compensation insurance provides coverage to employees who receive job related injuries or illnesses. See detailed notification information addressed elsewhere in this Handbook.

#### 7.6 PERFORMANCE-BASED BONUS SYSTEM

Brokerage Professionals at ECR can participate in a performance-based bonus system based on the mentorship and management of other brokerage professionals. This system is designed to motivate and reward our brokerage team members to help grow the brokerage team.

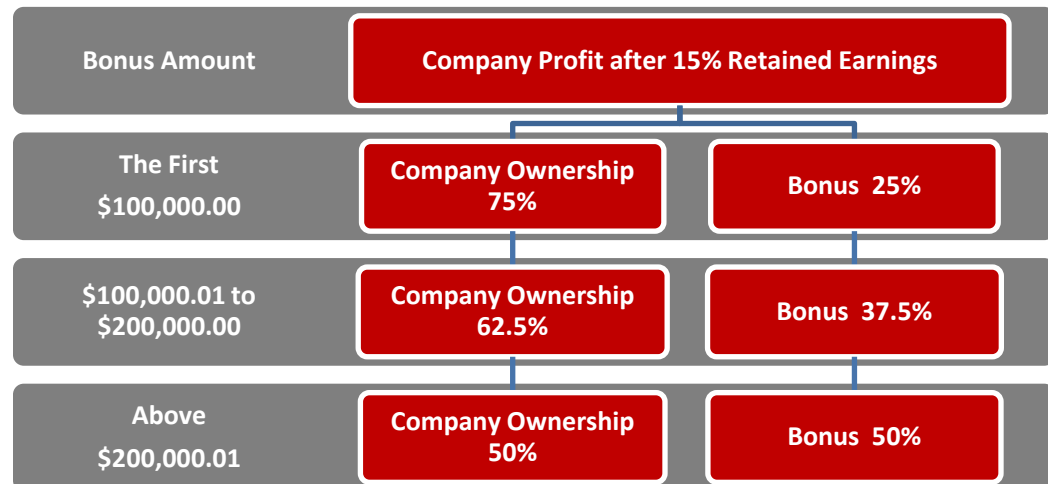
The bonus system is distributed based on training, mentorship, and development of new Brokerage Advisors, whereby a professional is instrumental in developing a broker's career as determined by both parties.

See the below example:

- Calculate the cumulative revenues from all brokerage advisors recruited by "ECR/ECR Management Professional 1"
- Divide the revenues from all brokerage advisors recruited by "ECR/ECR Management Professional 1" by the office's gross revenues.
- Equals percentage of applicable bonus "ECR/ECR Management Professional 1" earns.
- Gross up recruitment bonus disbursements until fully dispersed



### Bonus System Calculation:



### 7.7 EMERGENCY RELIEF FUNDS

ECR offers an Emergency Relief Funds program that helps employees cope with unexpected hardships that can place undue financial stress on them and their families. If an employee finds that they require financial assistance, they can contact the Manager of Human Resources to request a loan of up to fifteen hundred dollars (\$1500) to be paid back through a payment plan that works best for them. The employee's request will remain confidential, and ECR will not ask any questions regarding the employee's intent of using the funds.

## Section 8

# PERFORMANCE & TRAINING

### 8.1 EXPECTATIONS

ECR expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

### 8.2 BONUS STRUCTURE & REVIEWS

ECR evaluates an employee's performance within or near the first 90 days of being hired and annually in the month of February. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. ECR uses performance reviews as a tool to determine bonuses, promotions and/or terminations.

All performance reviews are based on performance, workplace behaviors, and other factors, which may include but are not limited to:

- Performance
- Quality of work
- Quantity of work
- Work habits
- Communication
- Dependability
- Team-player
- Initiative
- Adaptability
- Judgment

The review process consists of all team members creating a self-review for themselves. These reviews are expected to be completed by the end of January to allow sufficient time for the review with an employee's manager to take place. Starting in February, both the manager and employee will meet to review the employee's score and discuss each section together. The manager will ultimately provide the final score for each area and the total score, which will tie into the bonus level.

Please note that employees hired after October 1st will not be eligible for a bonus until the following year. For employees hired prior to October 1st, the bonus amount will be pro-rated based on their time with ECR.

Additionally, ECR offers team members a Cost-of-Living Adjustment (COLA) level increase to their salary/hourly level each year, dependent on the financial stability of ECR that year. This annual employee raise coincides with the timing of ECR's reviews and will take effect in March. Employees are eligible to receive the COLA raise if they start with ECR before October of the previous year.

Forward any questions about performance expectations or evaluations to the supervisor conducting the evaluation.

### 8.3 INSUBORDINATION

Supervisors and employees should interact with mutual respect and common courtesy.

Employees are expected to take instruction from supervisors or other persons of authority. Failure to comply with instructions or unreasonably delaying compliance is considered insubordination. Acts of insubordination are subject to disciplinary action, up to and including termination.

If an employee disagrees with a supervisor, the employee should first try to mediate the situation by explaining their position. If possible, a compromise might be met, and accusations of insubordination avoided.

### 8.4 CUSTOMER SERVICE VIA EMAIL

Employee emails are to have a default signature, whether the email is being generated, replied or forwarded from Outlook and/or another form of Email or Webmail services.

The default email signature for email origination will include a closing salutation, the employee's name and title, and the approved signature that the Marketing department generates for all employees.

Additionally, whether emailing team members, vendors, tenant, and/or clients, please make sure to use an opening salutation.

Below is an example:

OPENING SALUTATION: Hi ECR and ECRM,  
CLOSING SALUTATION: Thank you,

If you need assistance in adding the default signature to your Outlook and/or other Email or Webmail services, contact the Operations Coordinator or Manager of Human Resources.

### 8.5 COACHING FOR SUCCESS AND TRAINING

ECR's goal for new employee orientation and ongoing training is to provide employees with the information they need to become familiar with the company's policies and procedures, customer service ideals, and more.

Furthermore, employee training promotes professional and personal growth, which will assist in elevating the employee's relationships and responsibilities. At ECR, we believe it is important to support our people personally and professionally.

#### Coaching for Success

Coaching for Success is a mentorship program designed to motivate and inspire employees to accomplish personal and professional goals. After the initial hire date of a new employee, ECR will provide the employee with a Coaching for Success form, as well as work to help organize a mentor for the employee to meet with on a quarterly basis. The Coaching for Success Form will require that employees list five (5) Big Goals that they are interested in achieving. An employee's Big Five goals can be both personal and professional and ordered as desired. Additionally, it is required that employees list quarterly goals for the year, including why these goals are important, as well as the steps to accomplishing the goals.

Mentor and mentee will meet once every three (3) months to discuss these goals. The meeting will last approximately thirty (30) minutes, and the individual being coached is expected to fill in the Coaching for Success Form prior to the meeting. Following the initial meeting, it is expected that the mentor will review the information from the previous meeting prior to the mentee updating the new form.

### **Book Training**

ECR will provide learning material for employees that may be in the form of required reading material, Ted Talks, or educational videos. The purpose of the educational content provided is to set cultural and performance expectations for the organization and create learning opportunities for the employees.

The Manager of Human Resources will be responsible for distributing the educational material to all employees. It is required that the employee check in with their direct supervisor after viewing or reading the required educational material.

### **Continued Education**

ECR offers Continued Education specific to an employee's role. The following guidelines apply:

- Company reimburses up to \$500 per year and must be reviewed and approved in advance prior to any courses paid and/or reimbursed
- Must have been employed for 90-days
- Conferences specific to role, if applicable
- Manager will evaluate specific training objectives per team member and recommend course(s) to take for the year
- All company-required training is completed during normal business hours within the 40-hour workweek
  - Overtime will not be approved for training
- Other training included but not limited to continuing education will be assessed on a case-by-case basis. Personal or professional development training that is not within the scope of the employee's position and/or role will not be considered reimbursable

# HEALTH & SAFETY

## 9.1 WORKPLACE SAFETY

ECR takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents.

To ensure the continuation of a safe workplace, all employees should review and understand all provisions of ECR's workplace safety policy. Employees should use all safety and protective equipment provided to them and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to a supervisor or the Manager of Human Resources immediately.

Employees are prohibited from making threats against anyone in connection with his/her work or engaging in violent activities while in the employ of ECR. Any questions regarding safety and safe practices should be directed to the Manager of Human Resources.

In the event of an accident, employees must notify a supervisor immediately. Report every injury, regardless of how minor, to a supervisor immediately. Physical discomfort caused by repetitive tasks must also be reported. For more information about on the job injuries, refer to the worker's compensation section of this Handbook.

Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. Do not block fire exits, tamper with fire extinguishers or otherwise create fire hazards.

## 9.2 WORKPLACE SECURITY

Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure. Guard personal belongings and ECR property. Visitors should be escorted at all times. Report any suspicious activity to a supervisor immediately.

## 9.3 FACILITY ACCESS

All ECR Brokerage Advisors and eligible full-time employees will be issued a key to gain access to the ECR office. Brokerage Advisors and employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to the Manager of Human Resources as soon as possible.

## 9.4 OFFICE CLOSING PROCEDURES

The last employee or Brokerage Advisor who leaves the office at the end of the business day assumes the responsibility to ensure that:

- 1) All doors are securely locked
- 2) All appliances and lights are turned off with the exception of the lights normally left on for security purposes

## 9.5 EMERGENCY PROCEDURES

In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Once the building has been evacuated, only a supervisor may authorize employees to reenter.

# DISCIPLINARY POLICIES

## 10.1 DISCIPLINARY ACTION

Disciplinary action at ECR is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Depending upon the severity of the problem and the frequency of occurrences, disciplinary action may involve any of the following:

- Verbal warning
- Written warning
- Suspension with or without pay
- Termination of employment

ECR reserves the right to administer disciplinary action at its discretion and based upon the circumstance. ECR recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing disciplinary action first. These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Indiscretion regarding personal work history, skills or training
- Divulging ECR business practices or any other confidential information
- Any misrepresentation of ECR to a customer, a prospective customer, the general public or an employee

## 10.2 PROCEDURES

Disciplinary action is any one of a number of options used to correct unacceptable behavior or actions. Discipline may take the form of verbal warnings, written warnings, probation, suspension, demotion, discharge, removal or some other disciplinary action, in no particular order. The course of action will be determined by ECR at its sole discretion, as it deems appropriate.

## 10.3 TERMINATION

Employment with ECR is on an at-will basis and may be terminated voluntarily or involuntarily at any time.

Upon termination, an employee is required to:

- Continue to work until the last scheduled day of employment
- Turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work
- Return all files, documents, equipment, keys, access cards, software or other property belonging to ECR that are in the employee's possession, custody or control, and turn in all passwords to his/her supervisor
- Participate in an exit interview as requested by the Manager of Human Resources

# TERMINATION POLICIES

## 10.4 DESCRIPTION OF TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

- Resignation – Voluntary employment termination initiated by an employee.
- Termination – Involuntary employment termination initiated by ECR. In most cases, ECR will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.
- Layoff – Involuntary employment termination initiated by ECR for non-disciplinary reasons.
- Retirement – Voluntary employee termination upon eligibility of retirement.

## 10.5 VOLUNTARY TERMINATION / RESIGNATION

ECR recognizes that personal situations may arise which require a voluntary termination of employment. Should this occur, ECR requests that the employee provides two (2) weeks advance notice in writing. This request does not alter an employee's at-will relationship with ECR.

All rights and privileges of employment with ECR terminate upon the date of separation. As further discussed in Section 10.3, terminating employees are required to return all ECR property assigned to them. Failure to do so may result in the withholding of their final paycheck.

## 11.1 CONFIDENTIALITY

All employees signed a Confidentiality Agreement (see 2. Attachment-1 Confidentiality Agreement) upon hire. ECR may take legal action should the Confidentiality Agreement be violated.

## 11.2 FINAL PAYCHECK

Employees who terminate employment with ECR will be given their final paycheck the next regularly scheduled payday following the effective date of resignation. Should the employee be unable to personally retrieve their paycheck, it will be mailed to the address on file.

## 11.3 COBRA CONTINUATION OF HEALTH BENEFITS

COBRA requires continuation coverage to be offered to covered employees, their spouses, former spouses, and dependent children when group health coverage would otherwise be lost due to certain specific events. To be eligible for COBRA coverage, you must have been enrolled in ECR's health plan. COBRA continuation coverage is available upon the occurrence of a qualifying event that would cause an individual to lose his or her health coverage.

## 11.4 EXIT INTERVIEW

ECR may request an exit interview upon notice of termination. The purpose of the exit interview is to complete necessary forms, collect ECR property and discuss employment experiences with ECR.

# ACKNOWLEDGEMENTS of RECEIPT

## 11.5 EMPLOYEE COPY

### Acknowledgement of Receipt of Employee Handbook (Employee Copy – Keep with Handbook)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook.

I understand that the Handbook is intended to provide me with a general overview of ECR's policies and procedures. I acknowledge that nothing in this Handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with ECR is at-will. I have the right to resign at any time with or without cause, just as ECR may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the Handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and the Managing Principal.

I acknowledge that ECR may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this Handbook or elsewhere, in whole or in part, with or without notice at any time, at ECR's sole discretion.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
ECR Representative – Manager of Human Resources

\_\_\_\_\_  
Date



# ACKNOWLEDGEMENTS of RECEIPT

## 12.0 EMPLOYER COPY

### Acknowledgement of Receipt of Employee Handbook (Employer Copy – Detach and retain for records)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook.

I understand that the Handbook is intended to provide me with a general overview of ECR's policies and procedures. I acknowledge that nothing in this Handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with ECR is at-will. I have the right to resign at any time with or without cause, just as ECR may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the Handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and the Managing Principal.

I acknowledge that ECR may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this Handbook or elsewhere, in whole or in part, with or without notice at any time, at ECR's sole discretion.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
ECR Representative – Manager of Human Resources

\_\_\_\_\_  
Date