

# **RESEARCH PROPERTIES, INC.**

## **COMPANY POLICY AND EMPLOYEE HANDBOOK**

### **BACKGROUND OF RESEARCH PROPERTIES, INC.**

RESEARCH PROPERTIES, INC., a Kentucky company, was incorporated in August, 1985. The foremost goal of the company has been and remains that of providing our Residents with safe, comfortable and attractive apartments and amenities. This should result in a Stable and Quiet community. Thus, to the extent which is consistent with company policies and managerial directives, all Employees are instructed to give priority to the reasonable needs and wishes of the Residents, and in so doing, to conduct themselves at all times in a professional and courteous manner.

“Management refers to corporate officers or a designated supervisor”

### **POLICIES**

RESEARCH PROPERTIES, INC., hereby adopts the following policies which shall govern the orderly and efficient operation of the Company:

#### **POLICY #1 EQUAL OPPORTUNITY.**

RESEARCH PROPERTIES, INC. (the “Company”), provides equal employment opportunity to its Employees and pledges to provide each Employee, regardless of race, color, religion, sex, national origin, political affiliation, age, familial status, place of birth or physical handicap, with the opportunity to make his/her maximum contribution to the growth and success of the Company. This policy is followed in recruiting, hiring and promotion of individuals into all positions. Employment and assignment shall be based upon experience, education and training. Advancement shall be based upon the Employee’s exemplary performance of all assigned job duties as well as his/her willingness to accept additional work.

Likewise, RESEARCH PROPERTIES, INC. provides rental housing to the general public upon an equal and non-discriminatory basis, without regard to the race, color, religion, sex, sexual orientation, national origin, age, familial status, place of birth, or physical handicap of the current or prospective Resident. Each Employee is directed at all times to represent the company in a manner consistent with both the letter and spirit of this policy. To enforce this policy, Equal Housing Opportunity posters will be displayed in each rental office, and all employees must affirmatively promote fair housing. No attempt can be made to steer the prospective tenant to an area perceived to be more accommodating to their handicap or lifestyle (even with their sincere best interest at heart, the law states they must choose). All rental presentations should be presented in such a way as to ask questions and accommodate the preference of the prospective tenant. This includes showing any apartments in rentable condition, which they request to see. Handicapped (disabled) persons that includes recovering addicts, alcoholics and the mentally ill, are to be provided reasonable accommodations without making any comments which would embarrass or draw distinction to their disability.

**REMEMBER:** Don’t bend the rules, your intentions maybe good, but the effect may be illegal discrimination.

**POLICY #2 MINIMUM AGE.**

Applicants will not be considered for employment unless they have either reached their eighteenth birthday or have valid work permits and are participating in approved “work training” or “work study” programs.

**POLICY #3 APPLICATIONS AND REFERENCES.**

All information submitted by a job applicant must be factual and truthful in nature. Business and/or personal references will be checked prior to employment. If it is found that an applicant has omitted, misrepresented or misstated facts on a job application, then he/she will not be considered for employment. If, after employment has begun, it is found that facts were omitted, misrepresented or misstated, then the Employee shall be subject to immediate discharge for falsification of records, and such termination shall be construed as an act of misconduct for purposes of disqualification from unemployment benefits. References furnished by applicants will be complete and truthful in all particulars. Applying for employment with the Company shall be deemed to constitute the applicant’s unrestricted consent for Management to check all references and to make detailed inquiry into the applicant’s prior job, credit, driving, school, military and police records.

**POLICY #4 HEALTH REQUIREMENTS.**

Good health is essential for productive employment. Management reserves the right to direct any Employee to refrain from reporting to work and/or to seek medical attention in the event that he appears to be ill , injured or impaired by drugs or alcohol.

**POLICY #5 EMPLOYMENT DATE.**

An Employee’s employment date shall be the date that he/she starts to work for the Company on a full time basis. If any Employee terminates employment for any reason and is later re-employed, the date of employment shall be adjusted to include his/her prior full time service.

**POLICY #6 PROBATIONARY PERIOD.**

Due to the amount of time and effort which is necessary to fully indoctrinate an Employee into the work force, and to familiarize him/her with job duties and procedures, each new Employee will be required to complete a 90-day probationary period before he/she will be considered to be a regular Employee. At the end of the probationary period, Management may evaluate the Employee’s performance, progress and suitability for continued employment, and may thereupon determine whether the Employee is to be retained. Management may, at its exclusive option, thereafter

- (i) choose to retain the Employee as a regular Employee, or
- (ii) extend the Employee’s period of probation for an additional period of 60 days, or
- (iii) terminate the employment of the Employee. RESEARCH PROPERTIES, INC., retains the exclusive right to terminate the Employee for any reason, or for no cause whatsoever, at any time during the initial period of probation and during any extended probationary period. The probationary period is the Employee’s opportunity to demonstrate to Management that he/she will be a valued, trustworthy and productive Employee of the Company.

**POLICY #7 HOURS OF OPERATION.**

As a service operation, RESEARCH PROPERTIES, INC., must schedule its operations to suit the needs of its Residents. Accordingly, unless amended from time to time in Management’s exclusive discretion, the following schedule will be followed by all non-maintenance personnel:

OFFICE HOURS: 9:00 a.m. to 5:30 p.m. Monday through Friday, holidays excluded, and 10:00 a.m. to 5:00 p.m. Saturday.

**POLICY #8 HOURS OF WORK.**

An individual Employee's work-week shall not exceed 40 hours unless with the specific prior approval of management. Each Employee will be required to account precisely for all hours worked. Falsification of time-sheets or other time logs will not be tolerated.

**POLICY #9 PAY PERIODS.**

Employees are paid on a bi-weekly basis. The pay period begins on Wednesday and ends on Tuesday. Time sheets are to be turned into the office at the end of the work day each Tuesday. Taxes shall be withheld from the Employee's gross pay. Pay checks are distributed on Friday at 5:00 p.m. Employees will not be paid early. No Employee will be paid until he submits a time sheet signed by both the Employee and his/her supervisor. If a payday falls on a holiday, then all paychecks will be distributed on the following regular workday. If an error has been made on a paycheck, then the affected Employee should inform his/her supervisor who will investigate and authorize any necessary corrective action. Unless in the event of error which is deemed by management to be so serious as to create an undue hardship, in which case the error will be corrected immediately, any mistake will be corrected in the next regular paycheck.

**POLICY #10 OVERTIME.**

Employees are divided into two categories, exempt and non-exempt, under federal law (Fair Labor Standards Act) and state law. Non-exempt Employees are to be given compensation for all hours worked in excess of 40 hours per week. Non-productive paid or unpaid time (such as sick time, vacation, holidays, etc.) does not count as hours worked. Exempt personnel (executive Employees) do not receive overtime compensation. All Employees are expected to work a reasonable amount of overtime, upon request of management. All overtime must have prior approval.

**POLICY #11 TIME SHEETS.**

Employees must accurately fill out time sheets disclosing the number of hours worked each day, and the tasks performed. The accurate completion of time sheets is a basic requirement of all personnel. Time sheets must be completed not later than the end of each day, and must be turned in and approved by the applicable supervisor not less frequently than by the end of each work week. The Employee shall describe upon his/her time-sheet the tasks performed and the time spent. The failure to accurately complete time sheets in a timely manner may jeopardize the timely receipt of a paycheck, and may be grounds for dismissal.

**POLICY #12 SAFETY.**

Management recognizes the need for and insists upon safe working conditions and safe working practices. It is the duty of the Employee to notify Company management of unreasonably dangerous working conditions. Should accident or injury occur, Employees must make an immediate report to their supervisor and a follow-up call shall be made to the office as soon as possible.

**POLICY #13 ALCOHOL AND ILLEGAL DRUGS.**

Alcoholic beverages and illegal drugs are not permitted on the job at any time. Anyone reporting to work under the influence of drugs or alcohol will not be allowed to work. Possession of these items on the job site, or reporting to work under the influence of either, shall be grounds for dismissal.

**POLICY #14 SMOKING.**

Smoking is not permitted within designated non-smoking areas at the Office of each apartment complex. Employees should never smoke while performing duties such as work-orders, inspections, or cleaning in a resident's apartment. All Employees are to help enforce this policy.

**POLICY #15 DRESS CODE.**

Each Employee is expected to maintain a neat and well groomed appearance at all times. Each Employee shall be properly attired to perform the work required. Where applicable, uniforms shall be worn. Management reserves the right to establish dress criteria for each job.

**POLICY #16 TOOLS.**

Tools are essential to the performance of work. Specific tool requirements may vary, based upon Employee job descriptions. Failure to have required tools available, or the inability to use tools efficiently, safely and accurately may be grounds for dismissal. Tools are not to be lent out to residents or borrowed by employees.

**POLICY #17 TALKING TO RESIDENTS.**

Employees are encouraged to have a personable and friendly relationship with Residents without being overly friendly. Our business is service-oriented and requires employees to treat customers or residents in a courteous and respectful manner at all times. However, no Employee is authorized to commit the company to any expenditure on behalf of any Resident, or to waive any term of any Lease Agreement, without the express prior approval of Management.

**POLICY #18 MOONLIGHTING.**

This is your company. We have a vested interest in you as a trained, skilled professional. We have invested in your safety by providing insurance to cover you in case of business-related accidents. When you are distracted or tired by doing extra jobs, we can't count on you to be alert and ready to give us your very best every day that you fill in a time sheet. You will not be at your best if you are tired. Accidents happen to tired people. Accordingly, no full time Employee is permitted to moonlight for any other employer in any other paid activity without the express prior consent of Management.

**POLICY #19 LOANS.**

The Company does not loan money to Employees. All employees are prohibited from asking for personal loans, and making personal loans to or from any Employee, resident, or customer.

**POLICY #20 ABSENTEEISM.**

RESEARCH PROPERTIES, INC., provides maintenance and management services to the Residents. In order to do this in a tradition of high quality, our work force must be fully staffed. Absenteeism detracts from this service and causes an undue burden for those Employees who must fill in for absent Employees. Your prompt and steady attendance is necessary to enable us to smoothly function and carry out tasks on time and within budget. We believe that absenteeism is control-able. Employees are expected to be at work, on time, all the time. A few Employees cause most of the lost time. We define an "absence" as a failure to report on time for, or a failure to remain at work, as scheduled by Management. The term "absence" includes all time lost from the job other than for excused absences, holidays, vacations, bereavement leave, and jury duty.

In regard to attendance, Employees are expected to:

1. Maintain good personal health standards which allow them to perform their work in a competent manner on a regular basis; and
2. Avoid letting minor indisposition's keep them from performing their jobs. At the same time, good judgment should be used with respect to contagious ailments which might have an adverse effect on other Employees; and
3. Attend to personal affairs during non-working hours when possible.

An Employee who cannot report to work is required to notify his/her supervisor directly, as soon as possible, but not later than one-half (1/2) hour before the start of the first hour of absence, and daily at the same time thereafter if he/she continues to be unable to report for work. If this procedure is not followed, it is considered a violation of company rules. Additionally, improper notification or lack of notification will result in your being charged with an "absence without notice." If an Employee fails to report to work as scheduled (unless excused by Management) for two (2) consecutive days, Management will regard this absenteeism as a "voluntary quit" and the Employee will forfeit all rights, privileges, and benefits of employment. Management is responsible for maintaining the lowest practicable level of absence. Any Employee accumulating three (3) or more occasions of absence in any twelve month period will be considered to have a serious absenteeism problem and will be subject to dismissal. The phrase "occasion of absence" shall include every unexcused instance of tardiness, every unexcused early-out, and every instance of unexcused absence for a period of (1) or more days, for reasons other than a bona fide work related illness or injury.

#### **POLICY #21 SICK LEAVE.**

It is recognized by RESEARCH PROPERTIES, INC., that we are all human and subject to illness and injury. Even so, no pay shall be authorized for any sick leave. An Employee who cannot report to work is required to notify his/her supervisor in accordance with the general policy on absenteeism. If such procedure is not followed, absence or tardiness for genuine illness will not be considered as an excused absence. Medical and dental appointments should be kept during non-working hours. In the event that this is not possible, then prior notification and managerial permission is to be sought, in which event the Employees may be advised that time away from work will be without pay. Management also reserves the discretion on a case-by-case basis to determine the length and condition of such leave. Any Employee may be terminated if his/her sick leave is deemed by Management to be excessively or intolerably extended in duration.

#### **POLICY #22 MILITARY LEAVE**

If you are an active member of the Reserves of any branch of the United States Armed Forces, the Public Health Service Reserve or the National Guard, you are entitled to a maximum of 12 working days military leave per Government Fiscal Year provided that your military orders require your absence from your job. Any military leave time will be charged as approved without pay. In all cases, a copy of the orders must be provided to the Office of the President of the Company. Any Employee who enters active military duty involuntarily will be granted a leave of absence without pay for the duration of that duty. Such a leave must be requested in writing in order to avoid dismissal for abandonment. Upon return from active duty, Employees will be reinstated to the same or a similar position upon presentation of his/her certification of Honorable Discharge in accordance with State and Federal laws including, but not limited to, the Soldiers and Sailors Relief Act.

### **POLICY #23 BEREAVEMENT LEAVE.**

RESEARCH PROPERTIES, INC. recognizes that a time of bereavement is a very difficult one for an Employee. In this regard, every effort be made to ensure that the Employee is able to attend to family matters. In the case of the death of a relative (not a member of the immediate family) or friend of the Employee, up to three (3) normal working days without pay will be allowed. More time off, without pay, may be allowed in the event that a death occurs within the Employee's immediate family. The immediate family of an Employee is normally considered to be the Employee's spouse, children, parents or guardian, lineal grandparents, grandchildren, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, or other individual living in the Employee's household immediately prior to death. Absence for bereavement is handled in the same way as all other excused absences with proper notification required (see Absenteeism). If additional time off is required, the approval of the President is required. Management reserves the discretion on a case-by-case basis to determine the length and condition of bereavement leave.

### **POLICY #24 JURY DUTY.**

RESEARCH PROPERTIES, INC., considers it to be the civic responsibility of every citizen to serve as a juror when called upon to do so. It is the Company's intent that an Employee should not suffer a major loss of income in the performance of civic responsibility. Accordingly, Employees serving on juries will be paid their regular pay less taxes and less any jury pay received, during the period of jury duty. Postponements of jury duty shall be requested by RESEARCH PROPERTIES, INC., only in exceptional circumstances when it is determined that the Employee's continuous efforts on critical development projects are required to ensure the success of that project. Requests for postponement of jury duty must be approved by the President. It is the Employee's responsibility to notify his/her supervisor as soon as formal notice regarding jury duty is received. The subpoena or other document which commands this participation must be presented to the supervisor with a copy forwarded to his/her personnel file. Upon selection for jury duty, the Employee shall notify his/her supervisor verbally. The Employee shall report for jury duty each day as instructed by the court. In such instances as he/she is off for the day or excused early, the Employee is expected to report to work for the duration of normal working hours. Appearance in court due to a subpoena to appear as a witness and/or out of civic responsibility will follow the same guidelines as those for Employees serving jury duty. Time for appearance in court on personal business will be the individual's responsibility. Normally, absence without pay will be used for this purpose.

### **POLICY #25 VOTING LEAVES.**

RESEARCH PROPERTIES, INC., considers it the civic responsibility of every citizen to exercise his/her voting privilege. As the polls are open from 6:00 a.m. until 6:00 p.m. on Election Day, we encourage all Employees to vote before reporting for work in the morning or after finishing work in the afternoon/evening.

### **POLICY #26 ABSENCE WITHOUT PAY.**

Occasionally, Employees must be absent from work due to unavoidable circumstances. In most cases, a leave of absence without pay may be granted for short periods of time. If leave is granted, no vacation time will be earned nor will any benefits continue to accrue. Leave of absence for periods longer than 30 days will be granted only if such leave is considered to be of long term benefit to the Company and or is required by federal or state law.

**POLICY #27 EXIT INTERVIEW.**

Employees who are separated from their jobs for whatever reason are required to participate in an Exit Interview upon the Company premises prior to their final day of work. At such time, the Employees shall return all Company keys, tools and other property, (including this handbook), and shall brief Management as to the status of all matters within their job descriptions. At the conclusion of the Exit Interview, Management will inform the Employees as to the date of their final paycheck.

**POLICY #28 PRIVACY.**

The Employee's personnel records will normally be considered to be private, and requests to view or to be informed as to the contents of the same will not normally be honored except if (i) the Employee desires access to his/her own records, or (ii) the Employee signs an authorization for another to view his/her records, or (iii) the Employee puts the contents or veracity of the records into dispute, i.e., in the course of an unemployment entitlement hearing, or (iv) the Company is served with lawful process seeking the same. Employees may view their own records at any time upon at least 48 working hours' advance notice.

**POLICY #29 NATURE OF EMPLOYMENT.**

Every Employee of the Company is "terminable at will", meaning that no one is guaranteed a job, and also meaning that no cause is required for management to terminate an Employee.

**POLICY #30 MANAGEMENT RIGHTS.**

Management has the sole and exclusive right to operate the business; to hire, lay off, suspend, promote, demote, and discharge Employees; to assign and reassign personnel; to determine the nature, extent and duration of its operations; to implement and enforce rules and policies; and, generally to exercise all lawful prerogatives and privileges available under the law.

**POLICY #31 MEETINGS.**

Company authorized meetings intended to improve the Employee's knowledge, skill, or performance shall be scheduled from time to time, and shall be considered as paid working time. Attendance at the such meetings shall be mandatory.

**POLICY #32 GARNISHMENT.**

Writs of garnishment served upon the Company shall be processed and the Employee shall be notified. Garnishment action may cause a continuing lien on the Employee's wages until the garnishment is removed. Two (2) or more garnishments within 90 calendar days may subject an Employee to disciplinary action. Expenses to the Company relating to garnishments shall be chargeable to the Employee.

**POLICY #33 OUR IMAGE.**

Existing and prospective Residents may be in contact with us every moment as we are coming and going and working the job. Therefore, it is your responsibility to follow these rules:

**A. Personal Hygiene:**

1. Daily bathing including hair.
2. Daily teeth cleaning.
3. Daily shaving.
4. Regular haircuts - no attention getting hair styles.

**B. Dress Code:**

Clean clothes—daily. Except in the case of uniforms which may from time to time be furnished to maintenance personnel, all Employees are expected to provide their own clothing at their own expense. Each employee is responsible for the cleaning, mending and replacing, as appropriate of all clothing worn on the job. Shorts, flip flops, sweats, lounge-ware, or other casual attire and revealing and suggestive clothing is not considered appropriate for our line of work. Safety should also be considered with clothing. Shoes should be worn that accommodate running in an emergency and also for stability. Clothing should allow for free movement to accommodate running and protect as much skin as practical.

**POLICY #34 WORKMAN'S COMPENSATION.**

All Employees are insured in accordance with applicable state Workers' Compensation laws. If an Employee becomes ill or is injured as the result of job performance, then it is his/her obligation to immediately report the illness or injury to his/her supervisor. The supervisor will assist the Employee in obtaining any required treatment and filling out the necessary claim and incident forms. Failure to immediately report incidents may result in non-coverage. Failure to immediately report illness or injury will result in the waiver of the Employee's claim and the loss of his benefits.

**POLICY #35 SOCIAL SECURITY.**

RESEARCH PROPERTIES, INC., withholds social security money from each Employee's paycheck. Each dollar the Employee contributes to these deductions is matched under the law by money paid by RESEARCH PROPERTIES Inc. but not charged against the salary of the Employee. These deductions and payments, over a period of years, entitle the Employee to a monthly retirement income beginning normally at age 65.

**POLICY #36 STATE AND FEDERAL UNEMPLOYMENT INSURANCE.**

An Employee, who is laid off or terminated through no fault of his/her own, may be entitled to unemployment benefits. RESEARCH PROPERTIES INC., pays all of the expenses of unemployment compensation insurance.

**POLICY #37 HOLIDAYS.**

Aside from conforming to long-standing national customs, it is the Company's desire to provide Employees with regularly scheduled breaks from the work routine to observe holidays with friends and families. The Company will accordingly observe the following paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Individual Employees' religious holidays, which are not scheduled in the above list, will be granted as an approved absence, without pay, provided written request is made at least three (3) days in advance to Management.

**POLICY #38 VACATION.**

RESEARCH PROPERTIES, INC., believes that adequate time for rest and relaxation must be provided annually to Employees. We also wish to recognize the dedication and hard work you have exhibited and encourage you to take your full allotment of vacation days each year.

Employees earn paid vacation as follows:

**YEARS OF SERVICE**

0-1 year  
1-2 years  
over 2 years

**VACATION ACCRUED ANNUALLY**

None  
5 working days  
10 working days

Any month in which you have worked more than one-half of the scheduled working days (including holidays) will be considered a full month of service for these purposes. Earned vacation days may not be carried over from year to year. Managerial approval of the scheduling of vacations is required, and at least 30 days prior written notice is mandatory. If a paid holiday falls within your scheduled vacation, it will be recognized as such and will not be charged as a vacation day. Additional vacation time is not generally granted if the Employee is sick during the vacation period. Full time Employees who resign or who are terminated for any reason other than a violation of the Standard Rules of Conduct after their second anniversary of employment will not receive payment for their unused earned vacation days up to their maximum accrual. In the case of resignation, two (2) weeks' advance notice must be given in order for such an Employee to receive his/her unused and accrued vacation pay. Employees who choose to leave the Company service prior to their second year anniversary or without giving proper notice will forfeit their rights to any accumulated vacation pay. In the event of an Employee's death, the vacation pay equivalent to the Employee's unused vacation days will be paid to his/her estate. Vacation pay is not paid to part-time Employees.

**Policy #39 Sexual Harassment Policy**

RESEARCH PROPERTIES, INC. does not tolerate sexual harassment of employees by managers, other employees, suppliers or customers. Examples of conduct that could constitute harassment include: 1) Excessive, one-sided, romantic attention in the form of repeated unwelcome requests for dates, love letters, telephone calls, emails or intimate gifts. 2) Offering or conditioning an employment benefit, like a raise, promotion, or special job assignment in exchange for sexual favors. 3) Treating an employee differently after he/she has turned down a romantic or sexual advance. 4) Visual or physical conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, calendars or posters in the workplace. 5) Verbal conduct, like making or using derogatory comments, epithets, slurs, jokes of a sexual nature. 6) Graphic sexual written or verbal comments about an individual's sex life or body. 7) Sexually degrading words used to describe an individual. 8) Unwelcome physical contacts including pats, hugs, brushes, touches, shoulder rubs, assaults, and impending or blocking movements.

If you feel that you or another employee has been subjected to sexual harassment, report it to any supervisor or manager. All complaints will be promptly investigated. You will not suffer any retaliation for reporting alleged sexual harassment or for participating in an investigation of harassment. If the company finds that sexual harassment occurred, it will take immediate action to remedy the situation.

**Policy #40 Meal Breaks**

Every employee should clock out for a minimum of 30 minutes – up to 60 minutes for a meal and rest when working a normal 8 hour work day.

## **Standard Rules of Conduct**

The following Standard Rules of Conduct apply equally to all employees, and may be altered, amended, or supplemented at any time by the President of the Company. All employees of the Company are subject to termination at the will of management, with or without cause. However, to fairly warn employees of the types of conduct which may result in termination, the following Standard Rules of Conduct are intended to serve as a guide. Violation of any of these rules shall result in disciplinary action up to and including discharge, as the management deems necessary in the best interest of the Company:

### Rule Number - Description of Offense

1. Theft or unauthorized removal of Company property that belongs to others including tenants, contractors, and other employees.
2. Insubordination or failure to perform duties as instructed by supervisor, including failure to answer calls, and exhibition of an attitude problem toward instruction.
3. Dishonesty at any time, including false statements at time of employment or untruthfulness in any matter concerning the official business of the Company.
4. Conduct unbecoming to the Company, or which tends to bring into disrepute the name, or reputation of the Company, including breaches of the peace, conviction upon any criminal offense which involves any felony charge or any other act which undermines the efficiency, discipline or good order of the Company.
5. Falsification of records including willful omissions or destruction.
6. Possession or consumption of alcohol or drugs in or upon Company or customer property. Working under the influence of intoxicating beverages or drugs, and/or smelling of alcoholic beverage consumption.
7. Operating any vehicle in any illegal, unsafe or reckless manner.
8. Negligent, reckless or intentional damage to or destruction of Company or Customer property for example: leaving apartment, office or shop unlocked while unattended.
9. Neglect of job duties, failure to complete duties in an efficient manner, or any disobedience of lawful order from management.
10. Discourtesy or advances toward any guest, resident, customer, fellow employee or supervisor.
11. Loafing, gambling, loitering, sleeping, distracting other employees or otherwise wasting time during working hours.
12. Horseplay or possession of any firearm in or upon Company or customer property. Excessive profanity, fighting or threatening any fellow employee or customer.
13. Any incident of absenteeism without valid medical excuse or other approved excuse.
14. Excessive absenteeism or tardiness regardless of medical excuse.
15. Persistent failure to accurately complete and timely turn in time sheets, receipts, or other documentation.
16. Leaving the job and/or assigned job-site early without management permission.
17. Making unauthorized purchases or use of Employer's property.
19. Personal financial difficulties which cause the employee to be subjected to two (2) or more garnishments in any calendar year.
20. Competing with the Company, directly or indirectly.
21. Willful Discrimination against any fellow employee, applicant, customer or member of the public on the basis of age, sex, race, religion, national origin, sexual orientation, place of birth, handicap, familial status.
22. Unauthorized long distance or excessive personal telephone calls.
23. Unsatisfactory job performance or poor workmanship.
24. Immoral conduct or indecent behavior on the premises, including but not limited to any type of sexual harassment or slander.

25. Release of information known to be confidential including but not limited to the internal or public open conversation about any employee's compensation, address, and phone number. Also restricted is the release of the owner's and tenant's names, addresses and phone numbers.
26. Failure to report the receipt of or active solicitation of tips or other unauthorized payments or gifts from clients, vendors, or the public.
27. Poor personal hygiene.
28. Being unfit for work, as judged by the employee's immediate supervisor.
29. Any offense which may cause injury, dangerous conditions or severe and unwarranted problems to the organization and/or to one's fellow employees.
30. Wearing shorts, lounge-wear, or other casual attire which is not considered appropriate.
31. Violation of or disregard for recognized safety practices.
32. Having family members or pets at work with you, including an attempt to watch your own children or someone else's while working.
33. Failure to report in any suspicious activity of another employee or contractor which could or does violate the Standard Rules of Conduct. Confirmed violations should be reported in writing.

Every Employee will be presumed to know the contents of this Policy Manual and Employee Handbook. Management reserves the right to supplement or change the provisions of this Policy Manual. The above Standard Rules of Conduct are not intended to be exhaustive, and any other unethical, offensive, irresponsible or destructive behavior may also result in discipline, up to and including discharge, whether or not the offense is specifically listed herein. Please conduct yourself at all times in a manner which will bring credit to the name and reputation of our Company.

**READ AND AGREED:**

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE