



Employee Handbook

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HULL PROPERTY GROUP/GEMINI CONSTRUCTION COMPANY EMPLOYEE HANDBOOK TABLE OF CONTENTS

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100 WELCOME

Welcome new employee!

We welcome you to Hull Property Group/Gemini Construction Company and wish you every success here.

We believe that each employee contributes directly to our growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, as it will answer many questions about employment with Hull Property Group/Gemini Construction Company.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

101 Preface

This handbook supersedes and replaces all earlier versions and/or editions. You should become familiar with the contents of this edition. This document is designed to be an informational resource about many of the benefits, policies and work practices that affect employment. As an informational resource, this handbook is not all inclusive but rather is a quick reference guide to assist you, the employee.

Nothing contained in this handbook creates an employment contract, either expressed or implied. Your employment relationship with us falls under the doctrine of employment-at-will. The employment-at-will doctrine gives both the employee and the employer the right to terminate employment at any time for any reason with or without notice.

No manager or official except the President/CEO has authority to enter into an agreement for employment for any specified time or to make any agreement contrary to the above. No contract will be deemed to exist unless it is in writing and signed by both parties. Employment contracts supersede the terms and conditions of this handbook.

The Company may modify or eliminate benefits, policies or procedures as circumstances warrant. The Company will communicate such changes to employees.

102 About Adams Keegan

Adams Keegan serves as our independent third party human resources services provider. We have contracted them to administer a variety of human resources related functions, including processing payroll and providing guidance on human resources administration issues. They are available as a resource to you, the employee. Should you have a personal question or concern about management practices you should feel free to reach out to the Adams Keegan Human Resources staff for assistance at (800) 621-1308.

103 Legal Disclaimer

This employee handbook is designed to provide essential information on certain policies and procedures at Hull Property Group/Gemini Construction Company. The policies contained in this handbook are subject to change at the sole discretion of HPG/GCC, or authorized parties.

This employee handbook should not be construed as, and does not constitute, a contract, express or implied, or a guarantee of employment for any specific duration or condition of employment.

Hull Property Group/Gemini Construction Company is based in the state of Georgia and as such; the content in this handbook is primarily intended to comply with state laws of such state and any other applicable jurisdictions.

Federal, state or local laws or individual circumstances may require the addition, elimination or amendment of individual policies contained in this employee handbook.

200 ATTENDANCE/TIME OFF/ LEAVES OF ABSENCE

201 Attendance & Punctuality

To maintain a safe and productive work environment, we expect you to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and the business operations of the Company. Each employee's work is valuable and necessary for the successful operation of our Company. When an employee is absent or tardy, it disrupts operations, requires reassignment of job responsibilities, may curtail production and imposes additional work responsibilities onto other employees. Our objective is not to penalize those employees who have an occasion to miss because of an emergency, but to prevent excessive absenteeism.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Failure of an employee to contact the supervisor or another management representative within one (1) hour of the scheduled start of shift will be considered a "no call / no show" and interpreted as a voluntary quit resulting in immediate termination.

Job abandonment is defined as leaving the job site without supervisor's approval and will result in immediate dismissal from assignment.

202 Reporting Absences

When unable to report to work due to personal illness or any other reason, you must contact your supervisor immediately and directly by phone to report the nature of the problem and when you expect to return. Reporting absences via "texting" is not acceptable. In cases of prolonged absence, in addition to immediate reporting, it is suggested that you call in daily or weekly, as instructed by your supervisor, to keep your supervisor updated on your expected return-to-work date.

203 Paid Time Off

Paid Time Off (PTO) is provided by HPG/GCC for employees to be away from work due to vacation, illness or other personal requirements. All full-time regular employees are eligible for PTO on a pro-rated calendar year basis. Employees will begin accruing PTO immediately upon hire but will not be eligible to use it until they have completed 90 days of employment. Employees should be mindful when using PTO and may wish to plan for unforeseen instances that may occur to allow for adequate time throughout the year.

Unless otherwise required by law, employees will not earn PTO while on any type of leave. In a calendar year, full-time employees will accrue PTO per pay period according to the following schedule:

	<i>Full Years of Service</i>			
	1	2	3-4	5+
Hours of PTO accrued per pay period	2.77	4.31	4.92	7.08
Maximum annual accrual in hours	72	112	128	184
Maximum annual accrual in days	9	14	16	23

Employees may use unaccrued available hours, not to exceed the maximum annual accrual, at any time during the year with prior supervisor approval. If during the year an employee uses and is paid for time off beyond their potential to accrue during the year, the Company will deduct that amount from their next paycheck. Employees may only use unpaid time off in emergency situations and at the discretion of the manager. Excessive use of unpaid time off may result in disciplinary action up to and including termination.

PTO must be taken annually to assure that you receive the full benefit of this plan. Unused PTO may not be carried over from one calendar year to the next, and no payments will be made for accrued but unused PTO at the end of any calendar year or in the event of termination in accordance with applicable state law. If a terminating employee has taken unearned PTO hours, by taking PTO that has not yet accrued, the employee authorizes the Company to deduct the amount of PTO used but not accrued from the employee's final paycheck.

All PTO requests must be approved by your supervisor prior to taking the time off. It is the employees' responsibility to submit PTO requests in via the online portal. Employees are encouraged to submit PTO requests two weeks in advance of their scheduled leave. The exception is for illness or injury and in such situations; notification should be given at the employee's earliest available opportunity. As long as absences do not interfere with the business needs of the Company, employees may schedule PTO leave for any time during the current year. During popular vacation periods, employees should plan early, as managers must ensure proper coverage and may not approve all requests. Employees should be reminded that team leaders may apply discretion when approving PTO and under certain circumstances may not approve all requests.

So that HPG/GCC may schedule work and plan for business requirements, employees should give as much notice as possible in scheduling PTO time. Employees classified as exempt may take vacation in half-day (four [4] hour) or full-day (eight [8] hour) increments. Nonexempt employees should record their vacation in exact time increments to the quarter hour, e.g., 1.5 hours, 6 hours, 2.75 hours.

Subject to applicable state law, if an employee leaves HPG/GCC all unused, accrued paid time off will be forfeited.

Pay for PTO days will be paid on the regular pay cycle. PTO days do not count as hours worked for purposes of calculating overtime hours.

204 Holidays

Regular full-time employees are eligible for paid holidays during each calendar year. To receive holiday pay, a nonexempt employee must work the regularly scheduled workday before and after the holiday, unless the onsite supervisor approves an exception in writing.

The company observes eight (8) days during the year as paid holidays:

New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25

If the holiday falls on a weekend the closest business day will be observed. For example, if the holiday falls on a Saturday the preceding Friday will be observed as the holiday. Any additional holidays will be formally communicated during the year. We reserve the right to change the observance date of a holiday to any other day of the week.

For full-time employees, the amount of holiday pay will be equal to one (1) eight (8) hour day of work at the employee's current, regular rate of pay. Holidays are not considered a day worked for purposes of calculating overtime unless actual work is performed.

205 Bereavement Leave

HPG/GCC offers bereavement leave after the loss of an immediate family member.

A maximum of three days (five days if long distance travel is required) off with pay may be granted for the death of a member of an employee's immediate family.

"Immediate family" is defined as the employee's or employee's spouse's:

Spouse

Brother, Sister, Stepbrother, Stepsister

Father, Father-in-law, Mother, Mother-In-law, Stepfather, Stepmother or Grandparents

Children, Stepson, Stepdaughter or Grandchildren

Time taken for bereavement leave will not count against an employee's regular PTO hours. If additional time off is needed, employees can choose to use available PTO with manager's approval.

206 Jury Duty

If a fulltime employee is summoned to jury duty, HPG/GCC will continue his/her pay for five (5) working days of jury service per calendar year. If an employee is required to serve more than five (5) working days of jury service in a calendar year, he/she will be allowed additional time off without pay to complete the jury service. HPG/GCC will continue to pay an employee for this extended period of service only if and to the extent provided for under applicable law. Employees must notify their supervisor as soon as it is known jury duty will be extended. An employee is also permitted to retain the allowance he/she receives from the court for such service.

All employees are allowed unpaid time off if summoned to appear in court as a witness. To qualify for either jury or witness duty leave, an employee must submit to his/her supervisor a copy of the summons as soon as it is received. In addition, the employee must also submit to the employee's supervisor a related proof of service when the period of jury or witness duty is completed. No adverse employment action will be taken against employees due to their service as either a juror or witness in state or federal courts.

207 Voting

It is the policy of the Company to permit employees to be absent from work to vote in local, state or national elections. Employees who cannot reach their polling place outside of work hours will be permitted paid time off to vote. The time off to vote may not exceed two (2) hours; subject to applicable state law. Evidence of voting may be required.

208 Military Leave

We commend those who defend our country. An employee who is called to active duty will receive a military leave of absence in accordance with the Uniformed Services Employment and Reemployment Rights Act, USERRA. The employee needs to inform his/her supervisor as soon as possible and provide a copy of the orders to be included in the personnel file. An employee is eligible for up to five (5) years of leave. Military leave is unpaid although the employee may use their remaining vacation time

For employees who are reservist or guardsmen, their leave for two (2) weeks of annual training is unpaid, although the employee may use their remaining vacation time.

You must notify your supervisor promptly upon receipt of call to active military service. When you return to work, you must provide an appropriate voucher that records the dates spent on duty.

209 Personal Leave of Absence (**Leave Policy When FMLA Does Not Apply**)

We recognize that an employee may need to be excused from work in order to attend to personal situations beyond your control. We are a covered employer under the federal Family and Medical Leave Act (FMLA). However, we will allow employees who require additional time off to request an unpaid extended leave of absence from work. Employees in IL, NY and NC will be granted additional leave in compliance with state law regarding pregnancy, domestic violence, and any other leave benefit mandated by state law.

A leave of absence (LOA) is defined as an unpaid approved absence from work for a specified period of time for medical, parental, military or personal reasons. The leave provided in this policy is supplemental to any leave that may be required under applicable laws such as the Family and Medical Leave Act (FMLA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). You may have similar rights under state law. Employees should look to their leave rights under such laws before resorting to the leave provided for in this policy.

Eligibility

All employees, regardless of length of Company service, are eligible for leaves which meet any of the above-referenced criteria. Such approved periods of leaves will be unpaid except where an employee elects to use accrued paid time off to offset a loss in pay.

Requesting Personal Leave

You should generally provide thirty (30) days' advance notice when the need for the leave of absence is foreseeable; for instance, if medical treatments or other events are planned or known in advance. If the leave of absence is not foreseeable, you should provide notice to your immediate supervisor as soon as practicable. Any request for leave must be made in writing, must be for a specified period, and directed to your supervisor. Advance requests for leaves with documentation supporting the leave will be given priority status in determining leave time available and approval.

Both the immediate supervisor and a member of the Human Resources staff will review the request. We reserve the right to require the employee to exhaust any available PTO prior to any unpaid leave. Leave requests will be considered and reviewed on a case-by-case basis in light of the Company business needs at the time the request is made. Your supervisor will let you know whether the request was approved. A leave of absence will not be granted to give you time off from work to seek employment elsewhere or to work for another employer. Employees who begin employment elsewhere while on leave, except military reserve duty, are considered to have quit voluntarily.

Verification and Company Hardship

All leave requests should be accompanied by documentation supporting the necessity for the leave except where this would cause an undue hardship on either the Company or the employee. In latter cases, documentation verification must be provided within a reasonable time period following the request. You may submit a request for leave under this policy without supporting documentation; however, documented leave requests will receive priority attention in advance of undocumented leave requests.

We reserve the right to restrict the duration of a leave if the leave will cause a major impact on business or any departmental operation.

Physician certifications supporting the need for the leave may be required within fourteen (14) days of the date of request or as soon as practicable. For an extension of a medical leave of absence, recertification is required. Recertification may also be required in other circumstances.

Verification of need for leave may be provided through a multitude of sources including, but not limited to, physician documentation of necessity for medical care or disability, court documentation for any court proceeding in which the employee attended or participated; military orders for induction or long-term

deployment, insurance Company documentation of major sustained loss or damage to a residence or other property of the employee.

Leave Duration

Personal leaves may be taken in a continuous block of time or sporadically as dictated by the period specified in the documented leave request. You may submit subsequent documented leave requests for continuation of leave when necessary.

Confidentiality

A request for leave by an employee who has requested confidentiality as to the need for leave is to be respected, kept confidential, and restricted to those with a need to know: supervisors and HR. In other cases, confidentiality and propriety are to be observed by all supervisors and employees insofar as possible. In cases where employees have communicated to co-workers their need for a leave, there should be no expectation of confidentiality.

Benefit Plan Continuation

When critical personal leaves require sustained periods of absence, we will permit health care continuation during such periods of leave to a maximum of one (1) month on the same basis as active employees and employees should establish in advance a contribution payment schedule with HR prior to commencement of leave. Other insurance coverage and 401(k) contributions will be suspended during periods of unpaid leave and reinstated upon return to active status.

Impact of Leaves on Merit Pay Increases

Leave provided under this policy will not be of sufficient duration to impact Company pay practices; thus, employees will not be penalized for approved leave under this policy. However, for extended duration leaves exceeding one (1) month, employees should plan to visit HR to discuss the potential impact of longer term absences.

Out-processing Prior to Leave

Employees in active status will need to visit HR prior to leave commencement to:

- Confirm approved leave dates and that required verification is on file,
- Ensure that health care payment schedule is acknowledged and that any advance payment required for health care insurance has been reconciled.

Employees in inactive status (on leave with no advance notice) are expected to respond to HR inquiries in a prompt and expeditious manner and provide any requested verification data requested in the same fashion. Employees who fail to do so may have their leave request denied and face further disciplinary action.

Employees in active status must also plan to visit with their department head in order to review project schedules in view of the absence, return or confirm receipt of Company property and related operational issues. Employees in inactive status are expected to contact their department head in a prompt and expeditious manner to resolve any department issues as noted above. Employees who fail to do so may have their leave request denied and face further disciplinary action.

Returning to Work after a Leave of Absence

Should you take a personal leave of absence, you must return to work on the scheduled return date or be considered to have voluntarily resigned from your employment.

We will protect the employee's position of employment while the employee is on leave for a period of time up to, but not exceeding, 12 weeks (84 days). This protection is subject to change based on the business needs of the Company. Upon the expiration of the leave, in instances where the leave exceeded the time period set forth above, you may be returned to your former position, if available, based on the business needs of the Company at the time of return. If your position is not available, you may be offered another available position for which you are qualified. If no position is available when you are able to return to work, you may be terminated and may apply for the next available position.

If you are on a leave of absence due to pregnancy, a physician's statement must be completed by the attending health care provider prior to returning to work. Eligible employees will be returned to the same or equivalent position with equivalent pay, benefits and other employment terms, provided that medical documentation requirements have been met.

210 FAMILY MEDICAL LEAVE ACT

The purpose of this policy is to provide employees with a general description of their rights under the Family and Medical Leave Act (FMLA). In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

General Provisions: In the event that HPG/GCC meets the minimum threshold required by the FMLA, we will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility: To qualify to take family or medical leave under this policy, you must meet the following conditions:

- You must have worked for the Company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, you will be considered to have been employed for an entire week even if you were on the payroll for only part of a week or if you are on leave during the week.
- You must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- You must work in a work site where 50 or more employees are employed by the Company within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered: To qualify as FMLA leave under this policy, you must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child;
- The placement of a child for adoption or foster care and to care for a newly placed child;
- To care for a spouse, child or parent with a serious health condition (Under the FMLA, a “spouse” means a husband or wife as defined or recognized under the law of the jurisdiction where the marriage was entered into, also known as the “place of celebration,” including common law marriage and same-sex marriage);
- Your personal serious health condition.

You may take leave because of a serious health condition that prevents you from being able to perform the functions of your position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three (3) consecutive days of incapacity with the first visit to the health care provider within seven (7) days of the onset of the incapacity and a second visit within thirty (30) days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the Company’s sick leave policy are encouraged to consult with the Human Resource manager.

If you take paid sick leave for a condition that progresses into a serious health condition and you request unpaid leave as provided under this policy, we may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty. An employee whose spouse, son, daughter, or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member’s call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty means:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty.

The leave may commence as soon as the individual receives the call-up notice. Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except here, the child does not have to be a minor. This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran. An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to care for that service member. Next of kin is defined as the closest blood relative of the injured or recovering service member.

Covered service member means:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

Serious injury or illness means:

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Amount of Leave: An eligible employee may take up to 12 weeks for the FMLA circumstances under this policy during any 12-month period. We will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the Company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the Company and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-

law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Company and each wish to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Employee Status and Benefits During Leave: While an employee is on leave, the Company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Employee Status After Leave: An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

Use of Paid and Unpaid Leave: All paid vacation, personal and sick leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave, will be designated as FMLA leave and will run concurrently with FMLA.

Intermittent Leave or a Reduced Work Schedule: The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

Certification for the Employee's Serious Health Condition: The Company will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for the Family Member's Serious Health Condition: The Company will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification of Qualifying Exigency for Military Family Leave: The Company will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave: The Company will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification: The Company may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the Company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

Procedure for Requesting FMLA Leave: All employees requesting FMLA leave must provide the Human Resources staff with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, a representative from the Human Resources staff will provide the employee with the Department of Labor Notice of Eligibility and Rights. When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Company's usual and customary notice and procedural requirements for requesting leave.

Designation of FMLA Leave: Within five business days after the employee has submitted the appropriate certification form, the HR manager will provide the employee with a written response to the employee's request for FMLA leave.

Intent to Return to Work from FMLA Leave: The Company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

211 Continuation of Benefits

All active, full-time employees covered by Adams Keegan's group health plan may continue plan coverage for up to 12 weeks during an approved leave of absence, or as required by law.

While on leave, an employee must continue to pay any required contributions for health coverage, as well as make payments for any other applicable benefits which would otherwise be automatically deducted from the employee's wages (e.g., supplemental life insurance, 401k loans, etc.). An employee who does not return from leave may be required, under certain circumstances, to reimburse the company for any health plan employee contributions paid by HPG/GCC while the employee was on unpaid leave.

300 COMPENSATION

301 Payment of Wages

All employees will be paid on a bi-weekly basis on Friday.

If the normal payday falls on a Company-recognized holiday, paychecks will be distributed one (1) workday before the aforementioned schedule.

Employees will be paid through direct deposit of funds to either a savings or checking account at the financial institution of the employees' choice.

In the event of a lost paycheck, the Human Resources staff must be notified in writing as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered and the Company identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the Company within 24 hours of the time it is demanded.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new W-4 form must be submitted to Human Resources.

302 Employee Classification

Each employee or position is classified as either exempt or non-exempt:

- Exempt employees are those determined to be an executive, administrative, or professional employee, an outside salesperson, or a computer professional as defined by the Fair Labor Standards Act (FLSA). Exempt employees are paid on a fixed salary basis.
- All other employees are classified as nonexempt. Nonexempt employees are paid by the hour. In accordance with the FLSA, hourly employees are paid an hourly rate for the first forty (40) hours worked during the workweek and overtime pay at one and one-half the employee's regular rate of pay for hours worked in excess of forty (40) hours per work week. Hourly employees will not receive overtime pay in excess of eight (8) hours per day or for work on the weekends or holidays if the forty (40) hour requirement has not been met. Overtime hours must be approved, in advance, by the employee's supervisor. Nonexempt employees should report to work no more than 10 minutes prior to their scheduled starting time nor stay more than 10 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

Employees are classified as either full-time or part-time:

- Full-time employees are those who are scheduled to work at least 30 hours per week.
- Part-time employees are those who are regularly scheduled to work less than 30 hours per week.

Full time employees who have **two** pay periods with less than 30 hours per week will be reclassified as a part time. This could result in a loss of benefits.

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require us to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Paid leave, such as holiday, sick or vacation pay, does not apply toward work time.

Nonexempt employees are to accurately record time worked. Meal periods are unpaid, therefore employees are not to be working during them. You are to clock out/in whenever leaving the premises for meal breaks and departure for personal reasons that have been approved by your supervisor. Employees are to notify their supervisor for any timekeeping adjustments (if the employee was unable to take a meal break, failed to clock out/in, etc.)

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.

Prohibited "Off the Clock" Work

At no time should employees perform work while "off the clock." All time spent working should be properly recorded. If given a directive to perform work "off the clock," please promptly notify your onsite supervisor, or if your onsite supervisor has given a directive to work "off the clock" and/or has told you not to properly record all hours worked, notify Human Resources. No employee will be penalized in any way for making such a complaint.

303 Meal & Lactation Breaks

You will coordinate scheduling your break periods with your supervisor, based on the needs of your department and applicable state regulations

Meal Breaks

Employee meal periods are important to Company productivity and employee health. Employees who work at least four consecutive hours must take a meal break not to exceed one hour. The meal period is required and will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on meal breaks and must clock out for meal periods.

Lactation Breaks

For up to one (1) year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. The break time should, if possible, be taken concurrently with other break periods already provided. HPG/GCC will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, other than a restroom stall, in which the employee may express milk in private. Employees storing milk in the Company refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Employees who work off-site or in other locations will be accommodated with a private area as necessary.

Breaks of more than twenty (20) minutes in length will be unpaid, and the employee should indicate this break period on her time record.

Impermissible Use of Breaks

None of the break(s) provided may be used to account for an employee's late arrival or early departure or to cover time off for other purposes. For example, breaks may not be accumulated to extend a meal period.

400 POLICIES

401 Company Hours

Normal operating hours for employees in the Augusta office are Monday through Friday from 8:30 am to 5:30 pm inclusive of a one hour lunch break. As such, a workday is defined as completing a standard eight (8) hour workday. In order to facilitate the smooth flow of business and adequately cover the phones, lunch breaks may be staggered and may change to meet the needs of the Company. Excessive tardiness and/or early departure may result in disciplinary action up to and including termination.

402 Introductory Period

As a new employee, you are on a ninety (90) day introductory period. The introductory period serves two (2) purposes: it allows you, as a new employee, to evaluate your job, work group, supervisor and colleagues and to decide whether to remain in employment and it allows your supervisor the opportunity to evaluate your performance and to decide whether to retain you as a regular employee, extend your introductory status, or terminate your employment. If you have questions about your job performance, we encourage you to seek assistance from your manager.

Your job description is available for review at any time focusing on your primary responsibilities and key performance indicators for success. In addition, your supervisor will outline specific training goals during your introductory period.

Information that you provide to us during your candidacy for employment and during your tenure is relied upon as being accurate. Any misrepresentations, falsifications, or material omission of information or data at any time may result in termination.

403 Verification of Employment

We will acknowledge and respond to requests for employment and salary verification. Normally, this is in connection with an employee loan or credit application, or as part of a background search. We will verify employment dates; however, for your protection, we require your written authorization before we will release your salary or other personal information.

404 Equal Employment Opportunity

We are an equal opportunity employer and do not discriminate against applicants or employees on the basis of sex, race, color, religion, national origin, ancestry or age. In addition, we do not discriminate against qualified individuals with disabilities or any other legally protected status within applicable federal or state law.

Federal and State laws prohibit employers from engaging in employment discrimination. We strive to ensure that all qualified individuals are afforded equal job opportunities and that all employees receive fair and equal treatment, including but not limited to recruitment, hiring, promotion, compensation, benefits, training layoff or discharge.

If you believe that you have been subjected to discrimination by any person in connection with your employment with us, you should immediately bring the matter to the attention of your supervisor. If you feel uncomfortable discussing the incident with your supervisor, or the incident relates to your supervisor, notify a member of the Executive Management team.

All complaints of discrimination will be investigated promptly and necessary corrective action will be taken. Any investigation of such complaints will be treated as confidential. No employee will be punished or suffer any adverse employment action as a result of bringing any good faith harassment complaint to our attention.

Any employee who is found to have engaged in discrimination or retaliation against an employee for exercising rights protected by this policy will be subject to appropriate discipline, up to and including discharge. Any staff employee who knowingly violates that above anti-discrimination policy will be discharged.

405 Americans With Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) requires an employer to provide reasonable accommodations for individuals with disabilities, unless it would cause undue hardship to the Company. A reasonable accommodation may include changes in the work environment or in the way a job is performed that enables a person with a disability to enjoy equal employment opportunities.

If you require an accommodation, you must inform your supervisor that there is a need for an adjustment or change at work for a reason related to a disability. We will respond promptly and to the best of our ability to accommodate the needs of the employee.

406 Anti – Harassment

It is our Company policy that all employment relationships shall be conducted in an environment that is not hostile, intimidating or offensive. Every employee, regardless of position, is treated with respect and in a fair and just manner at all times. We have zero tolerance for harassment based on an individual's age, race, creed, color, religion, national origin, sex, sexual orientation, disability, or marital status, or any other basis prohibited by applicable local, state or federal law. Harassment includes, but is not limited to:

Verbal harassment, such as making a joke or comment that refers to a certain ethnic group, race, sex, nationality, age, disability, sexual preference, religion or belief, epithets, derogatory comments, vulgar or profane words and expressions or slurs;

Physical harassment, such as assault and blocking, impairing or otherwise physically interfering with an individual's normal work or movement;

Visual forms of harassment, such as derogatory photographs, pictures, screen savers, posters, email, cartoons or drawings; or

Sexual harassment, such as unwelcome sexual advances or requests for sexual favors; verbal, visual or physical conduct of a sexual nature, such as name calling, obscene jokes, sexually suggestive email or comments or insulting sounds; graphic or verbal comments of a sexual

nature about a person's anatomy; or displaying at work sexually suggestive email, photographs, objects, posters, drawings, screen savers or pictures.

If you believe that you have been subjected to harassment by any person in connection with your employment, you should immediately bring this matter to the attention of your supervisor. If you feel uncomfortable discussing the incident with your supervisor, or the incident relates to your supervisor, notify a member of the Executive Management team.

All complaints of harassment will be investigated promptly and necessary corrective action will be taken. Any investigation of such complaints will be treated as confidential. No employee will be punished or suffer any adverse employment action as a result of bringing any good faith harassment complaint to the Company's attention.

Any employee who is found to have engaged in harassment or retaliation against an employee for exercising rights protected by this policy will be subject to appropriate discipline, up to and including termination.

407 Dress Code

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional image our Company presents to the community. Therefore, we wish to create a positive atmosphere where employees can work comfortably and creatively.

Listed below are guidelines for acceptable attire as well as some of the more common items that are not acceptable for the office:

Blue jeans, faded denim, shorts and athletic shoes are not appropriate for the office and should not be worn during working hours. The only exception made will be for an employee to wear jeans if they will be working outside or at the storage facility.

Visible tattoos or other body art (such as surgically implanted ball bearings, spikes, and the like) are not permitted in the workplace. Exceptions may be made for employees who have small, non-offensive tattoos that cannot easily be covered by standard clothing (i.e., wrist, neck, etc.) or are in representation of a person's religious beliefs. All exceptions require the approval of department lead and HR.

During business hours or when representing the Company, you are expected to present a clean, neat, and tasteful appearance. Clothes worn while on company business should:

- Be suitable for your job responsibility and work environment,
- Meet any special requirements that may be established for safety reasons, and
- Comply with the Company's general dress code requirements.

General dress code requirements:

- Acceptable wear includes polo-style shirts, button down shirts, sweaters/cardigans, khakis, slacks, loafers, boat shoes/docksiders, dressy sandals, vests, blazers.
- No short skirts, shorts, sweat pants/shirts, beach flip flops, t-shirts, workout attire, or spaghetti straps.
- Employees who are issued uniforms are expected to wear them on the job and to maintain the uniforms in a clean fashion.

Also, please keep in mind that some individuals may be allergic to such things as perfumes, colognes and lotions. If you use such items, please use them in moderation and with consideration for those around you.

If you report for work with inappropriate attire, it is our policy that your supervisor may discreetly ask you to return home and change into clothing suitable for meeting these dress code requirements.

408 Travel Expenses

Corporate credit cards may be used for travel expenses that adhere to the policies below. The IRS requires that travel related expenses be substantiated to prove they are associated with active conduct of businesses. Therefore, all business expenses must be detailed with receipts on the credit card reconciliation form. Failure to provide receipt documentation could warrant the company to require reimbursement of the expense from the employee.

Should a corporate credit card not be available, employees will be reimbursed for travel expenses. All reimbursement forms must be submitted within 7 days of the travel expense detailed with receipts and signed by the employee's supervisor. Mileage reimbursement forms should be submitted on the first day of the month.

TRAVEL EXPENSE AND REIMBURSEMENT ELIGIBILITY

Corporate employees may charge on a corporate credit card or be reimbursed for travel to and from properties in the company's retail portfolio. Onsite employees may charge on a corporate credit card or be reimbursed for travel to and from properties outside of the properties they routinely oversee. Any company travel with a non-employee is prohibited.

Business travel should be made early or late in the day in order to maximize the employee's work hours and time spent at the property and in the market. The method of travel (air, car rental or personal vehicle) should be cost effective and efficient. Employees should consult their supervisor when making such determinations.

TRANSPORTATION

Personal Vehicle Mileage Reimbursement

Employees will be reimbursed for mileage at the Government Standard Reimbursement Rate when a personal vehicle is used for business travel. Gas for your personal vehicle should never be charged on a company credit card. Mileage reimbursement forms must be submitted on the first day of the month and signed by a supervisor.

Travel to and from the office, airport or rental car location are not reimbursable. Routine trips within the metro area of your location are not reimbursable.

Rental Car

When possible, cars should be rented through Enterprise car rental and the corporate rate should be utilized. The size of the rental should be based on safety considerations, length of trip and number of passengers. Rental of luxury vehicles is prohibited.

Gas for rental cars should be purchased using a corporate credit card by the employee renting the vehicle. Sufficient liability insurance coverage for the rental car should be provided by the employee's personal auto insurance policy and collision coverage is provided through use of your corporate credit card. HPG employees should pay for car rentals using their corporate credit card.

and decline collision damage waiver (CDW) coverage if offered by the auto rental company. Gemini employees are set up through Enterprise as direct bill.

Parking and Traffic Fees

Parking fees and tolls, whether using a personal or rental vehicle, are reimbursable when necessary for company business. Fines or tickets related to towing or traffic violations are not reimbursable.

Air Transportation

Commercial air travel should be pre-approved by a supervisor. Employees should accept the lowest logical airfare in coach or economy class for domestic travel. Upgrades are not eligible for reimbursement. When applicable, ground transportation can be submitted for reimbursement or charged to a corporate credit card.

LODGING**Accommodations**

Employees traveling overnight should arrange lodging in a safe, comfortable and convenient hotel. A single room in a business class hotel is the corporate standard. Suites and luxury accommodations are not to be booked. The company has several negotiated rates at select hotels. Check with your supervisor to ensure the rate is appropriate for the market.

Room Guarantees

Rooms are guaranteed to your corporate or mall credit card. If travel plans are changed, it is the employee's responsibility to ensure the hotel is notified of the cancellation. If a room is not cancelled, the employee is responsible for the "no-show" fee.

Hotel Extras

Hotel extras including but not limited to movie rentals, hotel valet and laundry services are not reimbursable and should not be charged to corporate credit cards.

MEALS**Meal Guidelines**

The reasonable cost of meals when incurred during business travel are reimbursable. Meal expenses should not exceed the following amounts: Breakfast: \$7.00; Lunch: \$11.00; Dinner: \$23.00. Snacks above these amounts are not reimbursable. Gratuities should not exceed 15%.

Multiple Diners

When paying for a group of traveling employees, attendees must be listed on the back of the receipt along with the purpose of the meal. The occasional lunch outing with onsite management can be reimbursed in limited practice so long as it adheres to the cost guidelines.

It is company policy to randomly audit expense accounts and credit card statements. Accurate and complete documentation of travel expenses is required and failure to comply may result in disciplinary action or termination of employment.

We recognize your concerns about traveling on days of inclement weather and are delegating the responsibility to each employee for your own safety. In the event that you feel that existing or predicted weather conditions are serious enough to warrant staying home or leaving the workplace early, you are to notify your supervisor of your intent and provide an explanation of the situation. We will notify employees of any business closures due to weather as practical as possible.

In the event Company offices or remote work locations remain open for business and you feel you must exercise your discretion, and you have PTO available, the time off will be considered and paid as personal time. If you do not have PTO available, the time will be unpaid. Tardiness as a result of inclement weather conditions will not be a disciplinary issue as long as you have made a reasonable effort to notify your manager personally or by voice mail that you are attempting to arrive on time. In the event the Company makes the decision to close the facilities due to inclement weather, any regular hours not worked due to the closing will be paid as holiday pay with no effect on PTO.

We request that each employee will weigh the decision with their personal safety in mind and with equal consideration for the Company.

410 Background Screening

All employees that we consider for employment are required to submit to a background screening. The background screening will consist of any and all counties the prospective employee has resided.

The screening required and decisions associated with screening results for each employee is based on job responsibilities and may be conducted either during the pre-employment process or after-hire. Follow-up or new screening may be required with a change in position.

Discovering false or misleading information provided on the employment application will be grounds for immediate dismissal for falsification, regardless of the length of time before the discovery is made.

411 Non-Disclosure/Confidentiality

The protection of confidential business information and trade secrets is vital to the interests and the success of the Company. Such confidential information includes, but is not limited to, the following examples:

- New materials research
- Business plans
- Customer lists and data
- Proprietary IT systems and processes
- Pending projects and proposals
- Proprietary production processes
- Research and development strategies
- Corporate data
- IT or Scientific formulae

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

412 Contact with the Media

Only those employees specifically authorized are allowed to communicate with representatives of the media (television, radio, newspapers, publication, etc.). If the media contacts you, and you have not been given prior authorization to communicate with the media, immediately refer all inquiries to an executive manager. If one is not available, limit your contact to taking a message to be given to an executive manager.

413 Continuing Education

The Company encourages all fulltime employees to advance their education in relation to their positions. Successful completion of appropriate training will receive favorable attention when promotions and pay raises are considered. All employee requests for education or training will be considered on a case by case basis. Typically, no education classes will be offered until an individual has been employed for longer than one year. In granting approval, consideration will be given to the timing of the class, the substance of the material covered, its relevance to Company business and the location and cost of the class.

The Company may reimburse employee for all or a portion of the cost of tuition and textbooks for qualified courses of study when approved in writing in advance. Reimbursement will be made at the conclusion of each course upon the submission of receipts and evidence of satisfactory completion.

414 Contracts

Employees are prohibited from entering into any contracts or agreements on behalf of the Company through electronic email or any other means. Any such contracts or agreements must be executed through normal channels and must be expressly authorized by executive management.

415 Personnel Records

Your personnel records are treated as confidential. As a standard procedure, your employment dates and job title may be reported to authorized individuals. Additional information about you, your salary or job history will not be released without your written or documented authorization, unless otherwise required by law.

Keeping the information in your personnel records up to date will prevent administrative errors and help accuracy in benefit administration. Please provide your supervisor with a completed status change form when any of the following changes occur:

- Name
- Address

- Telephone Number
- Marital Status
- Emergency Notification Number

Information in your personnel file is confidential, Company property. If you would like to see what is in your personnel folder, please let your supervisor know so a time may be set aside for you to inspect your file. Copies cannot be made without the consent of the President/CEO. Disciplinary actions remain in effect for one (1) year, but are maintained in the file for a chronological record of past performance or behavior.

416 Fit for Duty

In effort to help ensure that employees are able to perform their duties safely, certain employees, based on job requirements, may be required to take medical examinations to determine fitness for duty. Such initial and potentially recurring examinations will be scheduled at reasonable times and intervals and performed at the Company's expense.

An employee who is visibly injured or hurt (due to occupational injury or not) will not be permitted to continue performing services without a statement from a physician stating that he/she is fit to do so. Employees unable to perform their job duties may be required to utilize available PTO, or if none is available, employee may be required to take a Leave of Absence.

The Company also requests that if you are on medication which could affect your performance (whether advised of this fact by a physician, warning labels on the medication, or by your own observation of the effects), in terms of personal safety and overall ability to perform the essential functions of your job, to report these limitations to your supervisor.

You do not normally need to report the type of medication, nor reveal the reason that the medication is needed, except in unusual circumstances. This type of personal medical information will be kept confidential. The Company's concern is to provide a safe working environment. For example, some medications may carry a warning such as "do not drive or operate machinery while taking this medication." You are asked only to reveal the fact that you are taking a medication which carries such a warning, and only in cases where the warning could affect the performance of assigned job duties.

Once the Company has been notified of potential job limitations, the Company will make reasonable efforts to accommodate the limitation, to the extent required by law.

If you are taking prescription medication, the Company may require you to provide a doctor's release to work while taking the medication.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

417 Return of Property

You are responsible for all Company property, materials, or written information issued to you or in your possession or control during your employment with us. In the event your employment is terminated, you must return Company property on or before your last day of work. Where permitted by applicable laws, we may withhold from your paycheck the cost of any items that are not returned when required. We may also take all action deemed appropriate to recover or protect our property, and you are hereby advised that you agree to pay all costs of collecting these items including reasonable attorneys' fees and court costs incurred by the Company. Cost for items not returned will be based on greater of book value or FMV.

418 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by our Company may not solicit or distribute literature in the workplace at any time for any purpose.

We recognize that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.

In addition, the posting of written solicitations on Company bulletin boards is prohibited. Bulletin boards are reserved for official Company communications.

419 Outside Employment

Employees may not hold a job with another organization that creates a conflict of interest or interferes with the employees regularly scheduled work hours. Employees must notify their manager/supervisor prior to engaging in outside employment. Failure to disclose or misrepresent outside employment may result in disciplinary action, up to and including termination. All employees will be judged by the same performance standards and will be subject to Company scheduling demands, regardless of any existing outside work requirements.

If we determine that an employee's outside work interferes with performance or the ability to meet the requirements of our Company as they are modified from time to time, you may be asked to terminate the outside employment if you wish to remain employed with us.

Outside employment will present a conflict of interest if it has an adverse impact on our Company.

420 Employee Conduct & Work Rules

To ensure orderly operations and provide the best possible work environment, we expect employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples, but not an all inclusive list of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records and other employment records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work during the workday
- Unauthorized use of computers, telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business “secrets” or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

421 Business Ethics & Conduct

The successful business operation and reputation of our Company is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

We are placing trust in you to behave responsibly and use good judgment in using Company resources. Company resources, including Company time, material, equipment, and information, are provided for Company business use. Occasional personal use of Company resources by employees may occur without adversely affecting the interests of the Company. Personal use of Company resources must not result in significant added costs, disruption of business processes, or any other disadvantage to the Company. Use of Company resources for non-Company purposes is appropriate only when specifically authorized by policy or procedure, or when you receive express authorization to do so from your supervisor.

Our continued success is dependent upon our customers’ trust and we are dedicated to preserving that trust. Employees owe a duty to the Company, its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

We will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper

course of action, the matter should be discussed openly with your supervisor, and, if necessary, with HR for advice and consultation.

Customers are among our organization's most valuable assets. Every employee represents the Company to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of the Company. Positive customer relations not only enhance the public's perception or image of the Company, but also pay off in greater customer loyalty and increased sales and profit.

Compliance with this policy of business ethics and conduct is the responsibility of every employee.

422 Gifts and Favors

No employee shall solicit or accept for personal use, or for the use of others, any gift, favor, loan, gratuity, reward, promise of future employment, or any other thing of monetary value that might influence, or appear to influence, the judgement or conduct of the employee in the performance of their job.

Employees can accept occasional unsolicited courtesy gifts or favors (such as business lunches, tickets to sporting events or cultural events, holiday baskets, flowers, etc.) so long as the gifts or favors have a market value under \$100, are customary in the industry, and do not influence or appear to influence the judgement or conduct of the employee. Please discuss any exceptions to this amount with your supervisor.

Employees are not to give, offer or promise directly or indirectly anything of value to any representative of a customer, a potential customer, a vendor or potential vendor, financial institution or potential financial institute with whom the Company has or may have a business relationship.

423 Progressive Discipline

We strive to administer equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The Company's best interests lie in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and still another offense may then lead to termination of employment.

We recognize that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, this handbook includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Company.

424 Performance Evaluation

You will be evaluated with respect to the specific job that you are performing. As you demonstrate the ability to take on additional responsibilities, your talents will be utilized in the manner deemed most suitable to your demonstrated ability and the needs of the Company.

A written performance evaluation of each employee may be performed periodically. The evaluation will be conducted by your supervisor and will be reviewed with you. Any areas of specific achievement or in need of improvement will be noted and discussed with you.

A positive performance review does not guarantee either an increase in compensation or continuing employment. Raises, if given, may be based on a number of factors, such as HPG/GCC performance and profitability, department or group performance and individual performance.

425 Serving of Legal Documents

Neither the Receptionist nor any other employee has the authority to accept civil complaints or the serving of any legal documents. If a Sheriff's deputy, Marshal or any other official process server comes to the Augusta office or any mall office, they must be directed to meet personally with Jim Hull. The official must be told that no one other than Jim Hull has the authority to sign for the papers. If an attempt is made to serve legal documents at the home or any mall office or if legal documents are left by a process server (on a counter, in a mall office, etc.) you must contact Jim Hull or Wayne Grovenstein immediately for further instructions. Served legal documents trigger a deadline with severe consequences for failure to respond. Legal documents included bankruptcy filings, motions or any legal filings with the name of a court on them.

500 WORKPLACE SAFETY

In order to provide a safe and healthful work environment for you, our customers, and our visitors, we have set workplace safety as a top priority. We are responsible for implementing, administering, and evaluating safety in the workplace. We believe our safety success depends on the alertness and personal commitment of all.

We will provide you with information about workplace safety and health issues through regular internal communication channels such as staff meetings, bulletin board postings, memos, meetings.

Some of the best safety improvement ideas come from you. If you have ideas, concerns, or suggestions for improved safety in the workplace, you are encouraged to raise them with your supervisor. Reports and concerns about workplace safety issues may be made anonymously if you wish, and all reports can be made without fear of reprisal.

501 Smoking & Vaping

In keeping with the intent to provide a safe and healthful work environment, smoking and vaping are prohibited throughout the workplace. This policy applies equally to all employees, customers, and visitors. Smoking and vaping are also prohibited at Company functions, when in the presence of customers or vendors, and while traveling on Company business. We will provide designated smoking and vaping areas in alignment with local facility policies.

502 Workplace Violence

We have a strong commitment to provide a safe, healthy and secure work environment to each of our employees. While we have no intention of intruding into the private lives of present or potential employees, we expect all employees to report to work without possessing weapons and to work without violence towards any other individual. We expect you to work in a manner so that you can perform your duties in a safe and productive manner. Therefore, we consider compliance with this policy as a condition of continued employment, and a violation of this policy will result in disciplinary action, up to and including termination.

Workplace violence is any intentional conduct which is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his/her personal safety or the safety of his/her family, friends and/or property, such that employment conditions are altered, or a hostile, abusive or intimidating work environment is created. Specific examples of conduct that is prohibited under this policy include, but are not limited to, the following:

- Threatening physical or aggressive conduct by one employee directed toward another employee;
- Threatening an employee or his/her family, friends, associates or property with physical harm;

- Intentional destruction or threat of destruction of Company property or another employee's property;
- Harassing or threatening phone calls;
- Surveillance;
- Stalking;
- Threats of physical harm or intimidation;
- Advocating illegal use of firearms, bombs, or weapons;
- Threats or attempts to commit suicide.

Workplace violence does not refer to occasional comments of a socially acceptable nature that include references to legitimate sporting activities, popular entertainment or current events. Rather, it refers to behavior that is personally offensive, threatening or intimidating.

503 Workers' Compensation Insurance

To provide for payment of employee medical expenses and for partial salary continuation in the event of work-related accident or illness, employees are covered by workers' compensation insurance based on state regulations.

The amount of benefits payable and the duration of payment depend upon the nature of the employee's injury or illness. All medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law.

If an employee is injured or becomes ill on the job, the employee must immediately report such injury or illness to the onsite supervisor. This ensures that the Company can help obtain appropriate medical treatment. An employee's failure to follow this procedure may result in the appropriate workers' compensation report not being filed timely in accordance with the law, which may delay benefits in connection with the injury or illness.

504 Return to Work

Purpose

This policy is in place to ensure Hull Property Group, LLC and Gemini Construction Company, LLC provide meaningful work activity for employees who are temporarily unable to perform all, or portions, of their regular work assignments or duties. This policy applies to employees suffering from either work- or non-work-related injury or illness. The goal is to allow valued company employees to return to productive, regular work as quickly as possible. By providing temporary transitional or modified work activity, injured and recovering employees remain an active and vital part of the company.

SCOPE

All active employees who become temporarily unable to perform their regular job duties due to a compensable work-related or non-work-related injury or illness may be eligible for transitory work duties within the provisions of this program. Return to work tasks may be in the form of:

- Changed duties within the scope of the employee's current position
- Other available jobs for which the employee qualifies, outside of the scope of his or her current

position

- An altered schedule of work hours

DEFINITIONS

- **Transitional duty** is a therapeutic tool used to accelerate an injured employee's return to work by addressing the physical, emotional, attitudinal and environmental factors that otherwise inhibit a prompt return to work. These assignments are meant to be temporary and may not last longer than 90 days, though HPG/GCC permits multiple 90-day assignments back-to-back if it is medically warranted.
- **Alternate duty** is a part of HPG/GCC Return to Work Policy that is designed as a placement service for individuals who have reached maximum medical improvement and are still unable to perform the essential functions of their pre-injury jobs.

APPLICABILITY

Length of Duty

- If work is available that meets the limitations or restrictions prescribed by the employee's attending practitioner, that employee may be assigned transitional or modified work for a period not to exceed 90 days unless HPG/GCC permits additional 90-day assignments based on medical necessity. Transitional or light duty is a temporary program, and an employee's eligibility in these reduced assignments will be based strictly on medical documentation and recovery progress.

Daily Application

- Any employee who fails to follow his or her restrictions may cause a delay in healing or may further aggravate the condition. Employees, who disregard their established restrictions, may be subject to disciplinary action up to and including termination. Where applicable, a disregard for restrictions may also jeopardize disability benefits.

Qualification

- Transitional or modified duty will be available to all employees on a fair and equitable basis with temporary assignments based on skill and abilities. Eligibility will be based upon completion of the Return to Work Evaluation Form by the employee's attending medical professional. An employee on modified duty will be considered part of the regular shift staffing, with recognition of the employee's limitations within the department.

RESPONSIBILITIES

The following responsibilities apply to various levels within the company.

- **Senior management** will ensure the policy's enforcement among all levels at HPG/GCC and will actively promote and support this policy and the Return to Work Program as a whole.
- **Supervisors** will support the employee's return to work by identifying appropriate modified assignments and ensuring the employee does not exceed the medical professional's set restrictions. Supervisors will also stay in regular contact with absent employees and communicate HPG/GCC attendance expectations clearly. They are also responsible for reporting any problems with employees and this policy to the return to work manager or program supervisor.
- **Injured workers** will notify their supervisors in a timely manner when their condition requires an absence. They will closely follow their medical professional's treatment plan and actively participate in HPG/GCC Return to Work Program, which includes following all the guidelines of this policy. Injured employees will also help supervisors identify potential options for transitional duties. While supervisors are responsible for maintaining constant communication with the injured employee, the worker also has the obligation to maintain contact with HPG/GCC about his or her condition and status. The injured worker will complete all required paperwork in a

timely manner.

- **Return to Work Program Manager** will be trained in understanding the physical and psychosocial aspects of disability and will understand the nuances of HPG/GCC's Return to Work Program, policies and all associated forms. This individual will be able to testify in court as a vocational expert, if necessary. He or she will provide program leadership by facilitating communication between employees, managers and medical providers. This manager will own the responsibility of creating the HPG/GCC Job Bank and will assist supervisors with on-site problem solving.

PROCEDURE

Work Schedule

- HPG/GCC will do everything in its power to tailor the restricted work schedule to the injured employee's normal, pre-condition work schedule. However, depending on the job limitations, it may be necessary for the employee to take on a specifically designed, temporary schedule to accommodate these restrictions.

Payment of Wages

- If qualified authorities determine an employee's injury is work related, HPG/GCC will pay benefits and wages in accordance with the state workers' compensation statute and with the company's human resources policies. These benefits will be coordinated with all applicable state, federal, and company benefits.
- Employees performing modified duty on a restricted workweek will receive payment for hours worked from the company. For work-related illnesses or injuries, employees may be eligible for benefit payments through workers' compensation.
- An employee performing transitional duty for a non-work-related injury or illness on a normal work schedule shall receive an hourly rate for all time worked that may not necessarily equal the full-duty hourly rate.
- Employees performing transitional duty on a restricted workweek following a period of short-term disability (STD) may receive a combination of regular pay and partial disability benefits. The employee and the HPG/GCC Human Resources department will work out this combination on a case-by-case basis.

Communication Expectations

- If an employee is unable to work in any capacity and the company approves of the absences, the employee must stay in constant communication with the Return to Work Program Manager and the direct supervisor. Each must receive an update of the employee's medical status on at least a weekly basis. Failure to do so may result in a reduction in available benefits and discipline up to and including termination.

Medical Appointments

- HPG/GCC asks that, when possible, employees schedule medical appointments at times resulting in the least interference with work hours. Employees may use time off for medical appointments if they have it available. Employees should inform their superiors of all medical appointments as soon as possible. Non-emergency medical appointments not scheduled in advance may be cause for denial of time off.
- The employee's medical provider must complete the HPG/GCC Return to Work Evaluation Form for each visit to evaluate the impairment. It is the employee's responsibility to inform HPG/GCC of his or her medical status after each doctor visit. This applies to both work-related and non-work-related injuries and illnesses that interfere with work assignments.

Employee Procedures

1. In order to help prevent recurrence of a similar injury, all accidents are to be immediately reported to your supervisor and the Legal team. The events surrounding the employee

injury will be analyzed by your supervisor in conjunction with Human Resources and the Legal Department within 24 hours of the occurrence. Accident information and trends will be reviewed and corrective actions will be assigned and monitored to completion to help reduce the chances of a similar type of accident reoccurring.

2. Complete and sign a Report of Injury Form.
3. Let your supervisor know that you are seeking medical treatment and obtain a Return to Work Evaluation Form. The Return to Work Evaluation form must be completed for each practitioner visit regardless of your choice of physician and regardless whether the condition is work related or not.
4. Participate in the Return to Work Program on temporary transitional work for up to 90 days while your medical provider and supervisor continuously review your condition. HPG/GCC may extend the 90-day period based on medical necessity.

REFUSAL TO PARTICIPATE

If you are unable to return to your regular job but are capable of performing transitional duty, you must return to transitional duty. Employees who choose not to participate in the HPG/GCC Return to Work Program or follow all regulations in this Return to Work Policy may become ineligible for state workers' compensation benefits, and, in some cases, refusal to participate may be a basis for termination. Unpaid family medical leave may apply upon refusal and disability benefits will cease.

600 ELECTRONIC DEVICES

601 General

Our electronic and technical resources, including, but not limited to, desktop and portable computer systems, fax machines, Internet and World Wide Web (Web) access, voice mail, electronic mail (e-mail), electronic bulletin boards, and its intranet, enable employees to quickly and efficiently access and exchange information throughout the Company and around the world. All such resources including hardware, software, networks and communication systems and data are the sole and exclusive property of our Company. Employees have no right of privacy as to any information or file maintained in or on Company property or transmitted or stored through Company property (owned or leased), including, but not limited to, a Company computer, server, network, voice mail, e-mail, or telephone system.

We have provided technical resources for the benefit of our Company and its customers, vendors, and suppliers. These resources are provided for use in the pursuit of Company business and are to be reviewed, monitored, and used only in that pursuit.

Our technical resources are to be used only for work purposes.

602 Telephones & Personal Electronics

Proper communication is essential at our Company. We recognize that occasionally it is necessary for associates to make or receive personal telephone calls during working hours. Personal calls should be kept at a minimum, whether made on a company phone or personal cell phone. Personal long-distance calls may not be charged to the Company. Excessive personal telephone usage may result in progressive disciplinary action, up to and including employment termination.

The Company recognizes that some cell phones can take photographs. Because this capability could allow for theft of trade secrets or expose confidential information, you are prohibited from taking photographs anywhere on Company grounds unless authorized for business use.

603 Computer & Internet

At any time and without prior notice, we reserve the right to examine e-mail, personal file directories, and other information stored on Company computers. We may monitor access to the Internet. Use of the Internet constitutes acceptance of such monitoring.

This policy should be read and interpreted in conjunction with all other Company policies including, but not limited to, policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Employees are prohibited from accessing the Internet for any unethical purposes, including pornography, violence, gambling, racism, harassment, or any illegal activity.

Employees are forbidden from using profanity or vulgarity when posting electronic mail via the Internet or posting to public forums (i.e., newsgroups). Any electronic mail sent through or postings to public newsgroups must fall within these ethical standards.

The employee must abide by all federal and state laws with regard to information sent through the Internet. An example of information that should not be sent over the Internet or through email is applicant/employee personal information and confidential Company information.

604 Software Downloads

Employees are prohibited from downloading software from the Internet without prior written approval from your supervisor. Downloading games from the Internet is prohibited. Downloading of any executable files or programs which change the configuration of your system by anyone other than the IT Department is prohibited. If your request to download files or programs from the Internet is approved, you should take extreme caution when downloading. All files or software should be passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into the Company's network. It is mandatory that you comply with copyright and trademark laws when downloading material from the Internet.

If you discover that any damage occurred as a result of downloading software or files, the incident should be reported immediately to your supervisor.

You may not install other on-line services to access the Internet on Company owned computers, such as America OnLine, CompuServe, Earthlink, etc. Any questions should be directed to the IT Department.

605 Email

When an electronic mail "account" is assigned to an employee, any communication sent from that account is the responsibility of the employee assigned to the account. Employees are prohibited from allowing other individuals to send electronic mail from their account and may not use another account to send email communications for their own purposes. You should not expect that electronic mail communications made through the Company system are confidential. Although you will be given a username and password, the Company reserves the right to review the transmission.

The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords locking computers or email should be disclosed to the Company. Internal and external email messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside the Company.

The use of electronic mail through the Company network is primarily for business purposes. Incidental personal use of the email system is permitted. However, the personal use of email should not interfere with Company operations, nor should it cause any harm or embarrassment to the Company or its employees. Any personal use of email is expected to be on the employee's own time and is not to interfere with the person's job responsibilities.

While on the internet, be careful when giving your email address. The Company's system may be inundated with "junk" email.

Practice good housekeeping rules. Storage space on the computer is critical:

- Create folders for received and sent message. Use folders to save important information but make it a regular habit to review all folders and delete old or outdated material. Delete unimportant messages as you read them.
- Keep your "in" and "sent" boxes clean.
- Do not save multiple copies of threads. When you send a message, and get a response with your original message attached, you begin to have several layers. You only need to save the last one. Do not reply with attachments or use "reply all" unless the response requires it.

Proper e-mail Etiquette

- Email to a client should follow the same formality as a business letter. It should be treated as a formal document with proper business standards being followed. Spelling, grammar and punctuation should be checked.
- Follow the chain of command. Do not copy or jump management levels unless absolutely appropriate.
- Use professional language. Never send abusive, harassing, threatening or ethical oriented messages.
- Use common sense about what you say or send, you cannot control who will ultimately read it. Confidentiality and privacy do not exist. A good rule of thumb is "never write anything in an email that you would not want to become public knowledge."
- Review your message before you send it. A sentence that may be clear to someone talking to you face to face might come across quite differently without the tone of your voice or the facial expressions.
- Think before you send email to more than one person. Respect other employees' time. Do the additional people really need or want to see the message? Often an obligation is felt to respond to express opinions.
- Always use a short informative subject line. This gives the receiver some indication of the importance of the message.
- Be careful when using sarcasm and humor. Without the personal interaction, your joke could be viewed as criticism.
- Do not type in all caps and keep paragraphs short and concise.
- Set up a signature and use it in every email.
- Generally, focus on one subject per message.

606 Social Media Policy

This set of rules and guidelines is for any activity and participation in "social media" by all employees. For purposes of this handbook, "social media" applies to any web-based and mobile technologies, in use now or developed in the future, that enable individual or entities to disseminate or receive information, communicate, or otherwise interact, and includes, without limitation, email, texting, messaging, social networking, blogging, micro-blogging, bulletin boards, and so on, through providers such as Facebook, LinkedIn, Twitter, YouTube, Instagram or others.

These rules and guidelines are intended to be adaptable to the changes in technology and norms of online communication and behavior and may be amended by the Company at any time, for any reason, without notice to users. Nothing in this policy is intended to interfere with your employee rights under the National Labor Relations Act.

You are personally responsible for any of your social media activity conducted with a Company email address or on a Company website or page, and/or which can be traced back to a Company domain, and/or which uses the Company's Information Systems and/or which expressly or implicitly identifies you as an employee of the Company. You should not use your HPG/GCC email address to register on social networks, blogs or other online tools utilized for personal use.

Do not use your own personal online relationships or the Company's network to influence polls, rankings, or web traffic. This is called "astroturfing" or "sock-puppeting" and is highly unethical. You are not to use the size and breadth of the Company network to unduly influence polls, rankings, or web traffic where said traffic is a measure of success or popularity of a particular political opinion.

Do not post any information or conduct any online activity that may violate applicable local, state or federal laws or regulations. Any conduct which under the law is impermissible if expressed in any other form or forum is impermissible if expressed through social media.

You are prohibited from using social media to post or display comments about coworkers or supervisors or the Company that are vulgar, obscene, threatening, intimidating, or a violation of the Company's workplace policies against discrimination, harassment, or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic. Thus, the rules in the Company's Employee Handbook, including its anti-harassment and discrimination policies apply to employee behavior within social media and in public online spaces.

It is inappropriate to use and/or disclose personal information about another individual and use and/or disclose the Company's confidential or proprietary information in any form of social media. Personal information means an individual's Social Security number, financial account number, driver's license number, medical information (including family medical history) and other highly sensitive information, as well as information covered by the Company's written information security program. Company confidential or proprietary information includes, but is not limited to, financial information, future business performance and business plans, business and brand strategies, and information which is or relates to Company trade secrets. All Company rules regarding Company confidential or proprietary information and personal information, including the Company's written information security program, apply in full to social media, such as blogs or social networking sites. For example, any information that cannot be disclosed through a conversation, a note, a letter or an e-mail also cannot be disclosed in a blog. Sharing this type of information, even unintentionally, can potentially result in harm to the individual, harm to the Company's business, and ultimately you and/or Company being sued by an individual, other businesses or the government.

Before posting any online material, ensure that the material is not knowingly false; instead, try to be accurate and truthful. You should never post anything that is maliciously false. If you find that you've made a mistake, admit it, apologize, correct it and move on.

Manage your expectation of privacy. The Company may access and monitor its Information Systems and obtain the communications within the systems, including email, Internet usage, and the like, with or without notice to users of the system, in the ordinary course of business when we deem it appropriate to do so. As such, when using such systems, you should have no expectation of privacy with regard to time, frequency, content or other aspect of your use, including the websites you visit and other Internet/Intranet activity. The reasons the Company accesses and monitors these systems include, but are not limited to, maintaining the system;

preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; and complying with legal and regulatory requirements.

The Company respects the right of any employee to participate in social media, such as maintaining a blog or participating in online forums. However, to protect the Company's interests and to oversee employees' focus on their job duties, employees must avoid excessive use of social media during work time or at any time with the Company equipment or property.

700 ACKNOWLEDGEMENTS

701 Receipt and Acknowledgement of Handbook

I acknowledge receipt of the HPG/GCC Employee Handbook. I understand that the handbook is not contractual in nature and that I have no contract of employment with the Company. I understand that it is the policy of the Company that all employees are employed at the will of the Company for an indefinite period of time. I further understand that as an at-will employee, I may resign from the Company at any time, for any reason, and that I may be terminated by the Company at any time, for any reason not prohibited by law, with or without notice.

I further understand that no representative of the Company, other than the President/CEO is authorized to modify this policy or to enter into any agreement or contract contrary to this policy. This policy shall not be modified by any statements contained in any employee manuals, personnel policies manual, employment applications, the Company's recruiting materials, offers of employment, the Company's memorandums, or other materials provided to employees in connection with their employment. None of these documents or any statements made to me shall create an express or implied contract of employment for a definite period of time or an express or implied contract concerning any terms or conditions of employment.

I further understand that this handbook supersedes all previous handbooks or policies that I may have been given.

Printed Employee Name

Employee Signature

Date

