



Merion Realty Partners

Employee Handbook

Revised February 2026

Table of Contents

Section	Page Number	Topic
1	4	Introduction to Merion Realty Partners/Key Employment Policies: <ul style="list-style-type: none"> ○ Employment At Will ○ Purpose ○ Welcome ○ Equal Employment Opportunity ○ Americans with Disabilities Act ○ Non-Harassment ○ Reporting Procedure ○ Anti-Retaliation ○ Reasonable Accommodations ○ Code of Ethics ○ Conflict of Interest ○ Favors and Gifts ○ Illegal/Unethical Behavior
2	17	Payroll, Compensation & Benefits: <ul style="list-style-type: none"> ○ Pay Day ○ Employment Classifications ○ Breaks ○ Time Records ○ Timekeeping ○ Overtime ○ Deductions ○ Privacy (Social Security Numbers) ○ Employee Benefits ○ 401(k) Plan (Retirement Plan) ○ Workers' Compensation ○ Employee Assistance Program (EAP)
3	25	Time Off Policies: <ul style="list-style-type: none"> ○ Time Off and Leaves: <ul style="list-style-type: none"> ▪ <i>Holidays</i> ▪ <i>Personal Days</i> ▪ <i>Vacation</i> ▪ <i>Sick Days</i> ▪ <i>Bereavement</i> ▪ <i>Jury Duty/Witness Service</i>

		<ul style="list-style-type: none"> ○ Leave of Absence Policies (Page 34): <ul style="list-style-type: none"> ▪ <i>Military Service Leave</i> ▪ <i>Voting Leave</i> ▪ <i>Other Leaves</i> ○ Separation of Employment (Page 38)
4	39	<p>General Expectations and General Employment including Workplace Safety:</p> <ul style="list-style-type: none"> ○ General Expectations <ul style="list-style-type: none"> ▪ <i>General Expectations/General Standards of Conduct</i> ▪ <i>Corrective Counseling and Resolving Conflicts</i> ▪ <i>Health and Safety</i> ▪ <i>Drug Free and Alcohol-Free Workplace</i> ▪ <i>Workplace Violence</i> ▪ <i>Prohibited Conduct</i> ▪ <i>Reporting Threats</i> ▪ <i>Fire Safety</i> ▪ <i>Smoke-Free Workplace</i> ○ General Employment (Page 47) <ul style="list-style-type: none"> ▪ <i>Introductory Period Policy</i> ▪ <i>Hybrid Work</i> ▪ <i>Access to Personnel Files</i> ▪ <i>Confidential Information</i> ▪ <i>Consequences of Improper Use</i> ▪ <i>Outside Employment</i> ▪ <i>Transparency in Pay</i> ▪ <i>Performance Reviews</i> ▪ <i>Attendance, Lateness & Early Departure</i> ▪ <i>Workweek and Business Hours</i> ▪ <i>Dress and Personal Appearance</i> ▪ <i>Security and Inspections and Your Privacy</i> ▪ <i>Visitors</i> ▪ <i>Solicitation and Distribution</i> ▪ <i>Hiring Relatives/Employee Relationships</i> ▪ <i>Inclement Weather/Emergencies</i>
5	57	<p>Information Technology, Digital Communication, and Company Property</p> <ul style="list-style-type: none"> ○ <i>Company Email</i> ○ <i>Equipment</i> ○ <i>Other Property</i> ○ <i>Privacy Limitations</i>

		<ul style="list-style-type: none"> ○ Unacceptable Use ○ Use of Social Media ○ Artificial Intelligence ○ Portable Communication Devices ○ Use and Return of Company Property and Equipment
6	63	Handbook Acknowledgement (including the Handbook Addendums)

Section 1

Introduction to Merion Realty Partners

Key Employment Policies

Firm Profile: Merion Realty Partners

Merion Realty Partners (aka, Merion Realty Advisers) is a multifamily real estate investments and property management firm that was established in 2010. Merion primarily targets value-add and core-plus apartment projects located in select suburban markets focused in the Northeast, Mid-Atlantic and Southeast regions. Merion's investment strategy continues to evolve to best suit the ever-changing market dynamics of renter demand, lifestyle and demographic shifts, financing and investor equity targeted return parameters. Merion's multifamily investment strategy has allowed the investment team to find best in class assets that have provided investors with consistent returns.

Merion's investment strategy concentrates primarily on acquiring, managing, and strategically realizing value-add and core-plus multifamily apartments. The Merion team is actively underwriting new investment opportunities in select markets with the following acquisition criteria:

- *Garden, Townhome, Mid-Rise Apartment Communities*
- *Core and Value Add Opportunities*
- *150 Units or More*
- *Primary, Secondary and Tertiary Markets*
- *A or B Asset Quality*
- *Attractive Pricing Relative to Replacement Cost*
- *Single Asset or Portfolio of Assets*
- *All Cash or Existing Assumable Financing in Place*
- *Northeast, Mid-Atlantic and Southeast Regions*

Due to common ownership, Merion Realty Partners (aka, Merion Realty Advisers) is affiliated with MRM Residential Management, d/b/a Merion Residential. Merion Residential is an in-house residential property management company. Herein, the term "Merion" or "MRP" refers to Merion Realty Partners, aka Merion Realty Advisers.

Notice for MainLine Investment Partner Employees: This handbook applies to all employees of Merion Realty Partners and its affiliated companies, including MainLine Investment Partners (MLIP). Shared policies between MRP and MLIP ensure consistency in culture, benefits, and legal compliance across all corporate groups.

Employment at Will

Employment at MRP is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the president of the company.

This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period. In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. MRP employees have the right to engage in or refrain from such activities.

Purpose of this Handbook

This Handbook supersedes all prior Handbooks, policies, and procedures, whether or not in written form, that are inconsistent with the policies and procedures in this Handbook.

The Merion Realty Partners Employee Handbook establishes policies, procedures, benefits, and working conditions that will be followed by all Merion employees as a condition of their employment at the company. The enclosed policies describe the expected actions and behaviors of employees while conducting company business.

Furthermore, the company reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this Handbook at any time, for any reason, and without prior notice. The company will make every effort to notify employees when an official change in policy or procedure has been made, but employees are responsible for their own up-to-date knowledge about company policies, procedures, benefits, and working conditions.

Merion strives to provide an employee-friendly environment in which goal-oriented individuals thrive as they achieve ever more demanding challenges. Merion Realty Partners is dedicated to investing and managing the investment capital of high net-worth investors, institutional investors, and trusts, as well as personal capital. This commitment provides a work environment in which both business interests and employee interests are served.

Merion values the talents and abilities of our employees and seeks to foster an open, cooperative, and dynamic environment in which employees and the company alike can thrive. At Merion, employees are encouraged to take problems to the next level of management or Human Resources if they are unable to resolve a situation with their direct supervisor.

Merion is an equal opportunity employer. Religion, age, gender, national origin, sexual orientation, race, color or any other characteristic protected under federal, state, or local law does not affect hiring, promotion, development opportunities, pay, or benefits. Merion provides for fair treatment of employees based on merit. The company complies with all applicable federal, state, and local labor laws. The policies and procedures outlined in this Handbook will be applied at the discretion of Merion. Merion reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this Handbook.

Please review the policies, procedures, working conditions, and benefits described in this Employee Handbook. You will be asked to affirm that you have read, understand, agree to abide by, and acknowledge your receipt of this employee Handbook and the expressed policies.

Welcome to the MRP Team

It is our great pleasure to welcome you to the Merion Realty Partners team! We are happy to have you join the company, and we are confident that your unique skills and perspectives will play an instrumental role in our continued success and growth.

At Merion Realty Partners, we are guided by our core values of focusing on a multifamily investment strategy that allows the MRP investment team to find best in class assets to provide investors with consistent returns. MRP targets value-add and core-plus apartment projects, while navigating the ever-changing market dynamics of renter demand, lifestyle and demographic shifts.

Our core values shape everything we do and help us achieve our mission to align the interests between ownership and property operations to maximize efficiencies in both revenue creation and expense management.

The Employee Handbook is your guide to navigating our company policies, culture, and procedures. It is a valuable resource to help you get started and to serve as a reference throughout your journey with us.

Please take time to review the policies contained in the Employee Handbook. If you have questions, feel free to ask your manager or to contact Human Resources.

We are excited about what we will accomplish together. Thank you for joining us—let's build a great future together!

Equal Employment Opportunity

MRP provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

MRP expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

MRP will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon MRP business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of Human Resources.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes, but is not limited to:

- (1) Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- (2) Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; *or*
- (3) Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault.

Complaints of discrimination should be filed according to the procedures described in the Non-Harassment and Complaint Procedure.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

MRP is committed to the fair and equal employment of individuals with disabilities under the ADA. It is MRP policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the company. MRP prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from Human Resources and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation to the extent permitted and in accordance with applicable law. The company then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made or if any other possible accommodations are appropriate. If medical documentation regarding the disability and possible accommodations is requested, the employee is responsible for providing such information. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of MRP to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. MRP prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Non-Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

Non-Harassment

It is MRP's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by MRP.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on MRP premises, while on MRP business (whether or not on MRP premises) or while representing MRP. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual

because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;

6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual;
and
12. teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures (Complaint Procedure)

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to any member of senior management. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the head of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy or contact Human Resources directly.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, MRP will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

Reasonable Accommodations & Interactive Dialogue

MRP is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including, but not limited to, the Americans with Disabilities Act (ADA) and the Pregnant Workers Fairness Act (PWFA). To that end, MRP will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for whom MRP has notice may require such an accommodation, related to an individual's:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment;
- Sincerely held religious beliefs and practices;
- Needs as a victim of domestic violence, sex offenses, or stalking;
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Reasonable accommodations can take many forms. For example, reasonable accommodations for pregnancy, childbirth, or related medical conditions include but are not limited to things such as the ability to carry or keep water near and drink, as needed; allowing the employee additional restroom breaks; allowing the employee whose work requires standing to sit and whose work requires sitting to stand; allowing the employee breaks, as needed, to eat and drink; accommodations related to lactation; time off to recover from childbirth; modification of equipment; appropriate seating; temporary transfer to a different position that the employee is able to perform; restructuring job duties; light duty; or a modified work schedule. MRP will work with the employee to determine what accommodation is appropriate for the employee, given the employee's unique circumstances, that does not impose an undue hardship on the company.

Any employee who would like to request an accommodation based on any of the reasons set forth above should contact Human Resources. Accommodation requests can be made in writing using a form which can be obtained from Human Resources. If the employee who has requested an accommodation has not received an initial response within five (5) business days, they should contact Human Resources.

Unless otherwise required by law, MRP may request that the employee provide supporting documentation. Cooperating with MRP by returning requested information in a timely fashion is required.

After receiving a request for an accommodation or learning indirectly that the employee may require such an accommodation, MRP will engage in an interactive dialogue with the employee.

Even if employee has not formally requested an accommodation, MRP may initiate an interactive dialogue under certain circumstances, such as when MRP has knowledge that employee's performance at

work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event MRP initiates an interactive dialogue, it should not be construed as MRP belief the employee requires an accommodation, but will serve as an invitation for the employee to share with MRP any information the employee desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, MRP will communicate openly and in good faith with the employee in a timely manner in order to determine whether and how MRP may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, MRP will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the employee. MRP is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitations.

MRP will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding the employee's underlying reason for needing an accommodation.

MRP will not allow any form of retaliation against employees who have requested an accommodation, for whom MRP has notice may require such an accommodation, or who otherwise engage in the interactive dialogue process.

Employees with questions regarding this policy should contact Human Resources.

Code of Ethics and Conflicts of Interest Policy including Anti-Retaliation

MRP is committed to the highest standards of professionalism, ethical conduct and legal compliance in its operations and activities and expects all employees to act accordingly.

Conflicts of Interest

Employees should not engage in conduct that creates an actual or perceived conflict of interest with MRP such as having a financial interest in a supplier or competitor of MRP among other things. Employees should not permit outside financial interests to interfere with their job performance and should avoid conduct that could result in fraud or in waste of MRP assets. MRP prohibits all employees from using their position with MRP or MRP relationship with its business associates for private gain or to obtain benefits for themselves or members of their family.

If you have a question about whether a situation is a potential conflict of interest, please contact your supervisor or another member of the management team.

Favors and Gifts

You are prohibited from seeking or accepting any gifts, favors, entertainment, payment or loans for yourself or your family members from any person or entity with whom the Company conducts business, except for gifts of less than \$500.00, meals and travel expenses incurred in conjunction with business-related meetings or events, tickets to an event if prior approval is obtained from your supervisor or another member of the management team, or loans from lending institutions at market rates. Cash should never be accepted.

Violations of this Policy may result in discipline, up to and including termination.

Reporting Suspected Illegal or Unethical Behavior

We expect all of our employees and business partners to conduct themselves lawfully and ethically when representing the company or doing any work on behalf of the Company. This includes, but is not limited to, complying with all environmental, SEC and FINRA statutes, rules and regulations. The company will neither engage in nor tolerate unlawful or unethical behavior with regard to any of its policies, practices or operations.

If you believe that any employee of the Company, or any other individual or entity performing work for the company, has engaged in illegal or unethical conduct of any kind, contact the General Counsel or Human Resources immediately. Please speak with the person with whom you feel most comfortable.

The Company will:

- Conduct a prompt and fair investigation;
- Disclose allegations only to the extent necessary to conduct the investigation/take corrective action;

- Take corrective action with respect to any employee or non- employee who has engaged in illegal, unethical and/or inappropriate behavior, including discipline up to and including termination of the employment or other relationship; and
- Not tolerate any unlawful retaliation against anyone who, in good faith, makes a complaint, serves as a witness, or otherwise participates in the investigation.

If you are not entirely satisfied with how your report has been handled, please contact Rich Aljian in writing so that he can look into your concerns immediately. Your appeal should be in writing to help ensure that Mr. Aljian is clear that you wish to appeal. While we encourage you to be detailed, it is sufficient to say "I wish to appeal my complaint of suspected illegal/unethical behavior." Again, the Company will ensure that there is no retaliation and will take corrective action as appropriate.

Employees who report a conflict of interest or who assist in the investigation of a conflict of interest will not be subject to retaliation, intimidation or reprisals of any kind. Any violation of this non-retaliation Policy should be reported in accordance with the Company's Anti-Retaliation Policy.

Section 2

Payroll, Compensation, & Benefits

Pay Day

You will be paid biweekly on Friday for the pay period that ends on the previous Saturday. If a particular payday falls on a weekend or holiday, you normally will be paid on the last business day before that weekend or holiday. If you are enrolled in direct deposit, your paycheck will be deposited directly into your account on pay day.

You should always review your pay checks for errors. If you find an error, immediately report it to your supervisor or to Human Resources.

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, MRP classifies its employees as shown below. MRP may review or change employee classifications at any time.

Exempt. Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, full time. Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, part time. Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, full time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, part time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Workweek and Hours of Work

The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 40 work hours. Typical office hours are 8:30am to 5:00pm, with a 30-minute lunch break. Individual work schedules may vary depending on the needs of the firm.

Meal and Rest Breaks

Employees are entitled to a 30-minute unpaid meal break each day. Any nonexempt employee who is required to work through a meal break will be paid for the 30-minute period. Employees are also entitled to two 15-minute rest periods each day. Where required, meal and rest breaks will be scheduled by the department manager.

Lactation Breaks

Eligible employees may take a reasonable amount of break time to accommodate the employee's need to express breast milk for the employee's nursing child. Eligible employees should notify their direct manager of the frequency, timing, and duration of lactation breaks they need to take.

Please contact Human Resources for information about the designated location for lactation breaks in the workplace.

Compensation During Lactation Breaks

Lactation breaks under this policy are paid. However, employees who use other break time to express breast milk should let their manager know and will be compensated in accordance with MRP's policy on breaks.

Employees who are required to record time under MRP's timekeeping policy such as hourly staff must accurately record the start and end of lactation breaks on their time sheets/clock in and out for their lactation breaks in accordance with MRP's timekeeping policy. Uninterrupted lactation breaks do not count as hours worked.

Exempt employees may be provided break time with pay when necessary to comply with state and federal wage and hour laws.

Time Records

All nonexempt employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each week, employees and/or their supervisors must sign the time sheet attesting to its correctness before forwarding it to Human Resources.

Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

Overtime

When required due to the needs of the business, employees may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, vacation, sick, or personal time off bereavement time, and jury duty, does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

Deductions from Pay/Safe Harbor Exempt Employees

MRP does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for 1 or more full days for personal reasons other than sickness or disability;
- Absence from work for 1 or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees or for military pay;
- Unpaid disciplinary suspensions of 1 or more full days imposed in good faith for workplace conduct rule infractions; *and*
- Any full workweek in which the employee does not perform any work.

During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the company's personal leave policy.

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to Human Resources. The report will be promptly investigated, and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

Privacy—Social Security Numbers

This policy and procedure explains **MRP** general standards and practices for how Social Security numbers are gathered, stored, disclosed, and ultimately disposed of.

It is **MRP** policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information.

Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law and this policy.

Documents or other records containing employee Social Security numbers generally will be requested, obtained, or created only for legitimate business reasons consistent with this policy. For example, Social Security numbers may be requested from employees for tax-reporting purposes (i.e., Internal Revenue Service (IRS) Form W-4), for new hire reporting, or for purposes of enrollment in the company's employee benefit plans.

Retention and access to Social Security numbers. All records containing Social Security numbers (whether partial or complete) will be maintained in secure, confidential files with limited access.

Unauthorized use/disclosure of Social Security numbers. Any employee who obtains, uses, or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy and procedure may be disciplined, up to and including discharge. The company will cooperate with government investigations of any person alleged to have obtained, used, or disclosed Social Security numbers for unlawful purposes.

Employee Benefits

MRP recognizes the value of benefits to employees and their families. The company supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the company Summary Plan Descriptions (SPDs), which are found on the company intranet, or contact Human Resources. To the extent the information provided here conflicts with the SPD or full plan document, the full plan document will control.

Medical, Dental, and Vision Insurance

Full-time employees working 30 hours or more per week are eligible for insurance on the first of the month following date of hire. To keep coverage in force, every insured employee must work a minimum of 30 hours per week.

Group Life Insurance

MRP provides life insurance for full-time employees who work a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following date of hire.. The life benefit is equal to an employee's annualized base rate. The cost of this coverage is paid for in full by the company.

Short-Term Disability

Short-term disability is offered to full-time employees working a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following date of hire. Short-term disability is meant to bridge the 90-day period until long-term disability can cover an employee. If an employee becomes disabled and cannot work for a short period of time, this coverage pays 60 percent of the employee's salary up to the policy limits. This is a voluntary benefit and is funded solely by the employee. In addition, employees will not be paid vacation or sick leave for approved absences covered by the company's program, except to supplement the short-term disability benefits.

Short-term disability benefits may run concurrently with a personal leave and/or any other leave when permitted by state and federal law.

Some states have a mandatory disability program whereby you may be charged a premium in the form of a payroll tax. You may elect to purchase the company disability benefits as a supplement to the state program.

Long-Term Disability

Long-term disability benefits are offered to full-time employees working a minimum of 30 hours per week. If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays 60 percent of the employee's salary up to the policy limits. This is a voluntary benefit and is funded solely by the employee.

Long-term disability benefits will run concurrently with a personal leave and/or any other leave when permitted by state and federal law.

401(k) Plan

MRP recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan.

Eligible employees are automatically enrolled in the company's 401(k) plan at a 3% employee deferral rate (pre-tax) after 3 months of employment, on the first day of the following month coinciding with or next following their eligibility date (on the next available payroll date). The company will match 100% of the first 1% of employee compensation deferred, and then 50% of the next 5% deferred, up to a total of 3.5% of the employee's yearly compensation (subject to the current Internal Revenue Service limitations and in accordance with the plan's eligibility guidelines). The plan contains provisions permitting in-service withdrawals, loans, and 24-hour online access to information in your accounts.

Vesting and other important matters relating to the retirement plan are explained in the company's Summary Plan Description that can be obtained from Human Resources.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

MRP pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The company abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and HR immediately. The supervisor will complete an injury report with input from the employee and return the form to Human Resources. HR will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, when permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the company's workers' compensation program, except to supplement the workers' compensation benefits, such as when the plan only covers a portion of the employees' salary as allowed by state law.

Employee Assistance Program

The employee assistance program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. MRP wants employees to be able to maintain a healthy balance of work and family that

allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive counseling service offers employees multiple visits per issue each year and a 24-hour hotline answered by professional, degreed counselors.

The company encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the company, and the company is not given any information on who chooses to use the services. For questions or additional information about this program, employees may contact Human Resources.

Section 3

Time Off Policies

Time Off

Holidays

Holiday benefits (paid time away from work) are available to regular full-time employees and to regular part-time employees who are regularly scheduled to work at least thirty (30) hours each workweek. Typically, MRP observes the following holidays:

New Year's Day	Rosh Hashanah (first day)
Good Friday	Yom Kippur
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving
Labor Day	Christmas Day

At the beginning of each calendar year, MRP issues a list of the specific dates on which the Company's offices will be closed in observance of these holidays. In alignment with our work-family initiatives goals for flexibility, as well as for religious reasons, and subject to supervisor written approval, employees may work on certain MRP holidays in exchange for other days off.

For non-exempt employees, MRP calculates holiday benefits according to the eligible employee's daily basic earnings. In addition, eligible regular part-time employees receive holiday benefits for only those holidays that are observed on a day on which the employee is regularly scheduled to work.

If you are a non-exempt employee and you are required to work on a holiday, you will receive pay for all hours worked on the holiday at the rate of one and one-half (1-1/2) times your regular hourly rate of pay and will be provided an alternate holiday with pay. If you are an exempt employee and work on the holiday, you may take another day off with pay provided you arrange to take this alternate holiday within the same calendar year in which the holiday was observed.

If you are on approved vacation over a holiday, you will receive holiday benefits for the holiday and will not be charged vacation benefits for that day. However, if a holiday occurs while you are away on a Leave of Absence, you will receive no pay for the holiday (except as provided in the Policy on Leaves of Absence, which is discussed in the following section of this Handbook).

Personal Days

Each January 1, MRP advances to all regular full-time and regular part-time employees who are regularly scheduled to work at least thirty (30) hours each work week two (2) paid personal days. Newly hired employees are not eligible for personal days until the January 1 following their hire date. You may use your personal days for any purpose (for example, religious observances, personal business or additional time off for bereavement beyond that which is provided through the Company's Policy on Bereavement Leave).

Non-exempt employees may request to take their personal day benefits in increments as short as two (2) hours. Exempt employees must take their personal days in half-day increments. Except in extraordinary situations, you must provide your immediate Supervisor advance notice of at least one (1) working day of your intent to take personal day benefits so that your Supervisor can make the necessary staffing arrangement to ensure adequate coverage.

MRP does not permit unused personal days to be carried over from one calendar year to the next. As a result, personal day benefits, which remain unused at the end of a calendar year, are canceled/forfeited without payment. When employment with MRP ends, regardless of the reason, the Company will pay the separating employee for all unused personal day benefits, which remain as of the last day of active employment, except as explained below.

Employees whose employment terminates (voluntarily or involuntarily) before the end of their introductory period will not be paid for any accrued but unused personal days. In addition, employees who fail to provide proper notice of their resignation or who do not work as required during their notice period will have their payment for accrued but unused personal days reduced accordingly. See the Company's Policy on Resignation of Employment for additional information.

Vacation

MRP is concerned with the overall well being of its employees. For this reason, the Company has established a Vacation benefit to allow eligible employees to take paid time away from work to rest, relax and enjoy a change of pace. This benefit is available to all regular full-time employees. Regular part-time employees who regularly are scheduled to work at least thirty (30) hours each workweek receive a prorated Vacation benefit based on the number of hours for which the regular part-time employee regularly is scheduled to work as compared to a regular full-time employee's schedule.

For the calendar year in which eligible employment begins, MRP advances to regular full-time employees one (1) Vacation day for each full calendar month remaining in the year to a maximum of ten (10) days. For example, an employee whose hire date is June 15 will receive on his or her first day of employment with the Company six (6) Vacation days.

At the beginning of the next calendar year, and on each January 1st thereafter, MRP advances to regular full-time employees an annual Vacation benefit based on the following schedule:

For the First and Second Full Calendar Years of Eligible Employment	-Two (2) Weeks
For the Third through Sixth Full Calendar Years of Eligible Employment	-Three (3) Weeks
For the Seventh and Subsequent Full Calendar Years of Eligible Employment	-Four (4) Weeks

The amount of Vacation MRP advances annually to an eligible regular part-time employee is prorated based on the number of hours for which the regular part-time employee regularly is scheduled to work as compared to a regular full-time employee's schedule.

Non-exempt and exempt employees may take their Vacation benefits in full- or half-day increments (three and one-half [3½] hour increments for non- exempt employees and four [4] hour increments for exempt employees). All eligible employees must take their Vacation benefits within the same calendar year for which these benefits have been advanced.

You must make your request for Vacation benefits **in writing** and present your request to your manager at least **one (1) month in advance of the date(s) selected**, and all Vacation requests are subject to the **written approval** of your manager. If your request can not be honored, your manager will notify you promptly.

You should work with your Supervisor to schedule all Vacation time before December 31. In the event that we ask you to cancel Vacation plans and the Vacation cannot be rescheduled before the end of the calendar year, you will be permitted to schedule the Vacation at a later time, but no later than March 31 of the next year. In addition to any canceled vacation days, a maximum of three (3) days, if approved by your Supervisor, can be carried over to the next calendar year. No other Vacation benefits may be carried over from one calendar year to the next.

If a paid holiday falls during an employee's Vacation, the holiday will not be counted as a Vacation day but rather will be treated and paid as a holiday, if the employee is otherwise eligible for holiday pay for the holiday.

You earn your Vacation benefits as you continue eligible employment during the calendar year for which these benefits have been advanced. When you separate from the employ of MRP, you will receive a cash payment for unused, accrued Vacation in accordance with the following formula:

$$\begin{array}{rcccl} \text{One-Twelfth (1/12)} & & \text{The Number of} & & \text{Vacation Benefits} \\ \text{Your Annual} & & \text{Full Months of} & & \text{Taken During} \\ \text{Vacation} & \text{times} & \text{Service Completed} & \text{less} & \text{The Current} \\ \text{Benefit} & & \text{From January 1 Through} & & \text{Year} \\ & & \text{The Month in Which} & & \\ & & \text{Calendar Year} & & \\ & & \text{Separation Occurs} & & \end{array}$$

For example, if a full-time employee was advanced three (3) weeks of Vacation on January 1, took one (1) week of Vacation in February and separated from employment with MRP on September 15 of the same year, the employee would be eligible to receive one (1) week of Vacation upon termination $(1/12 \times 15 \text{ Vacation days (i.e., 3 weeks)} \times 8 \text{ full months worked during the year} - 5 \text{ days of Vacation taken (i.e., 1 week)} = 5 \text{ days (i.e., 1 week)})$.

Similarly, the value of any paid Vacation benefits taken before you leave the employ of MRP which exceeds the amount of Vacation earned as of the date on which you cease to be actively employed when computed according to this same formula will be deducted from your final pay in accordance with applicable law and the authorization form you will be required to sign if you take Vacation pay before it has been earned. To the extent the amount of Vacation pay you owe exceeds what the Company can deduct from your final pay, you must pay the difference within 30 days of the last day of your employment. You may be required to repay in accordance with a Vacation Agreement which you will be required to sign.

Employees whose employment terminates (voluntarily or involuntarily) before the end of their introductory period will not be paid for any accrued but unused Vacation benefits. In addition, employees who fail to provide proper notice of their resignation or who do not work as required during their notice period will have their payment for accrued but unused Vacation benefits reduced accordingly. See the Company's Policy on Resignation of Employment for additional information.

Sick Days

All regular full-time and regular part-time employees regularly scheduled to work at least thirty (30) hours each work week are eligible for paid Sick day benefits. Sick Days are intended to provide an eligible employee protection against loss of income when the employee is unable to work due to his or her:

- Own incidental episode of short-term illness or injury;
- Need to care for an ill or injured spouse, child, parent or an individual who, although not related to you by blood or marriage, shares with you a significant emotional relationship and resides as your domestic partner at your home address;
- Need to take infants (under one year old) for well-baby checkups.

For the calendar year in which eligible employment begins, MRP advances to regular full-time employees one (1) sick day for every two (2) full calendar months remaining in the year. At the beginning of the next calendar year, and on each January 1 thereafter, MRP advances to regular full-time employees eight (8) Sick Days. MRP advances to regular part-time employees who regularly are scheduled to work at least thirty (30) hours each workweek a prorated sick benefit based on the number of hours for which the regular part-time employee regularly is scheduled to work as compared to a regular full-time employee's schedule.

Non-exempt and exempt employees may take their sick days in half-day (three and one-half [3½] hours for non-exempt employees and four [4] hours for exempt employees) or full-day increments.

To qualify for paid sick day benefits to cover an absence from work due to the reasons described in this Policy, you or a member of your family must notify your Supervisor before 9:00 a.m. of your inability to report for work. If you fail to do so, you are ineligible to use paid sick day benefits for that day. You may also be subject to discipline.

If you expect your absence to extend beyond one (1) day, you must continue to report in daily as described above unless you provide your Supervisor with a written statement from your health care provider indicating how long you are to be absent from work. You will be expected to return to work on the stated return date, unless you give your Supervisor a written change of return-to-work date prepared by your health care provider which describes the reason for this change.

If you are prevented for a period of seven (7) calendar days or longer from reporting for work due to your own or your spouse's, child's or parent's serious

health condition, you must request a Leave of Absence. The Leave may be designated as Family and Medical Leave Act leave where appropriate. The procedure for doing so is discussed in the following section (Leaves of Absence) of this Handbook.

MRP may require written certification from either your or your family member's health care provider or a health care provider designated by the Company as proof of your inability to work due to your own illness or injury or that suffered by a member of your immediate family:

- For all absences of three (3) consecutive work days or longer;
- For all absences which fall on a Friday or a Monday or on the day before or after any scheduled Paid Leave time (such as Holiday, Vacation or Personal Day); and
- When there is reasonable suspicion of past abuse of this benefit (in such event, this will apply only with respect to future absences).

Your failure to furnish a health care provider's certification within fifteen (15) calendar days following the date on which the Company has requested such certification will result in your ineligibility for paid sick day benefits. In addition, MRP reserves the right to require any employee who is returning to work from any absence in excess of three (3) consecutive work days due to personal illness or injury to be examined by a physician designated by the Company to certify that the employee is able to return to regularly-assigned duties.

Unused sick days remaining at the end of a calendar year cannot be rolled forward into the next calendar year, nor will they be paid out. Further, if you lose your eligibility for sick day benefits due to a change in your employment classification, you will not be permitted in your new employment classification to use any accrued sick days that you had at the time of your classification change, nor will you be paid out for these sick days.

You may not take paid sick day benefits after you have given notice of your intent to resign from the Company's employ. When your employment with MRP ends, regardless of the reason, you will not be paid for any accrued but unused sick days.

Bereavement Leave

MRP understands the hardships associated with the loss of a family member. Consequently, the Company has established a Bereavement Leave benefit to provide eligible employees with the ability to handle their obligations without suffering a loss of pay.

As a regular full-time or regular part-time employee routinely scheduled to work at least thirty (30) hours each work week, you may be eligible for up to three (3) consecutive regularly scheduled workdays away from work at your regular base rate

of pay to handle the arrangements for and to attend the funeral services of a member of your *immediate family*. For the purposes of this Policy, the term *immediate family* includes your spouse, child, parent, sibling, grandparent, the child, parent or sibling of your spouse, and an individual who, although not related to you by blood or marriage, shares with you a significant emotional relationship and resides as your domestic partner at your home address.

If a death in your immediate family occurs while you are away on a holiday, personal day or vacation, MRP will pro-rate your Bereavement benefits. Further, you may use available vacation or personal days if you wish to extend your time away on Bereavement Leave or to attend the funeral or memorial services for a close friend or a family relation not included in the definition of *immediate family*. However, if you are away from work on an approved Leave of Absence at the time a death in your immediate family occurs, you are ineligible for paid Bereavement Leave.

MRP reserves the right, in its sole discretion, to require proof of death and the decedent's relationship to the employee.

Jury Duty and Service as a Witness

MRP encourages its employees to respond positively to their civic responsibilities when called upon to serve as jurors or witnesses. Consequently, MRP compensates regular full-time employees who have completed twelve (12) full calendar months of service and who have been summoned to serve in these capacities for up to ten (10) work days within a rolling thirty-six (36) month period. In order to receive payment pursuant to this Policy, employees must turn over to the Company any compensation they receive for serving as jurors or witnesses. Further, and in accordance with applicable law, exempt employees receive their full week's salary for any work week in which they serve as jurors or witnesses *and* perform any work for MRP, minus jury/witness fees received.

To qualify for income continuation payments from MRP during a period of court service, you must:

- Notify your Supervisor within seventy-two (72) hours of your receipt of notice to report for service as a Juror or subpoena to appear as a Witness;
- Provide your Supervisor a copy of the official summons issued by the clerk of the court;
- Report for work whenever the service schedule allows you to do so, unless such requirement has been waived in advance by your Supervisor;
- Return to work on the next scheduled working day following the conclusion of jury duty; and

- Submit to your Supervisor a copy of all documentation from the court verifying the days on and the times during which you served.

You may request available vacation or personal day benefits to supplement the benefits available under this Policy. However, if you are called to serve as a juror or witness while away from work on approved Leave of Absence, you will be ineligible for income continuation payments under this Policy.

MRP may request the court to excuse you from reporting for service as a juror or be assigned at another time if your presence at work is considered to be essential to the Company at the time you are called for service.

Leave of Absence Policies

Leave of Absence Overview

There may be instances in which you need a leave of absence that is not otherwise covered under any other Policy (such as the Disability Accommodation Policy). If you would like to request a personal leave of absence, contact Human Resources. The Company, unless otherwise required by law, will determine at its sole discretion whether to grant a request. If a leave of absence is granted, the Company will provide you with further information regarding the terms of the leave.

Military Service Leave

MRP recognizes that employees may need to be absent from work to serve in the US military. The Company provides military service leaves of absence for eligible military service to all full-time, part-time and probationary employees in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Pennsylvania's Military Leave of Absence law. If you have any questions about this Policy, contact your supervisor or another member of the management team.

For purposes of this policy, eligible military service means certain types of service (listed below) in the following branches of the US military:

- Armed Forces (Army, Navy, Air Force, Marine Corps and Coast Guard), including the Reserves;
- National Guard, including the Army National Guard and Air National Guard, when the employee is engaged under federal authority in active duty for training, inactive duty training, or full-time National Guard duty;
- Commissioned Corps of the Public Health Service;
- Any other category of persons designated by the President in time of war or national emergency.

Eligible employees may take leave under this policy for the following types of military service:

- Active duty;
- Active duty for training;
- Initial active duty for training;
- Inactive duty training;
- Pennsylvania National Guard; when the employee is engaged under federal authority in active duty for training, inactive duty training or full-time National Guard duty, or when employee is ordered to active State duty or special State duty by the Governor during an emergency or as otherwise authorized by law;
- Other National Guard duty when the employee is engaged under federal authority in active duty for training, inactive duty training or full-time National Guard duty;
- Funeral honors duty performed by National Guard or Reserve members;
- Submitting to an examination to determine your fitness for any of these services;
- Service as an intermittent disaster response appointee of the National Disaster Medical System when you are activated under federal authority or attending authorized training in support of a federal mission.

Notice of Need to Take Military Service Leave

If you need to take military service leave, you or an authorized military service officer should provide at least 30 days' advance notice to your supervisor. If 30 days' advance notice is not possible because of military necessity or for other reasons, you should give as much advance notice as possible. Written notice is preferred, but not required. Where possible, submit a copy of your military orders, training notice or order to active duty to your supervisor.

Compensation During Military Service Leave

Military service leave is unpaid. However, employees may use any or all of their accrued but unused paid time off during their military service leave.

Benefits During Military Service Leave

Except where the terms of applicable employee benefit plan documents state otherwise in accordance with applicable law, an employee on military service leave will receive the same rights and benefits as an employee on an unpaid leave of absence.

Depending on whether you are a member of the Pennsylvania National Guard, and depending on the nature of leave for other services members, you may also be entitled to additional benefits. For additional information, consult your supervisor or another member of the management team.

Re-Employment

You may be eligible for reemployment after your military service leave. If you would like to return to work, you must report to work or submit an application for reemployment to the Company, including your military discharge documentation, if available, as follows:

- If your military service was for less than 31 days, you must report to work on the first regularly scheduled workday that is at least eight hours after you return home from military service;
- If your military service was for 31 to 180 days, you must apply for reemployment within 14 days following completion of military service;
- If your military service was for more than 180 days, you must apply for reemployment within 90 days following completion of military service;

If you are unable to comply with this schedule through no fault of your own or if you are injured or recovering from an injury, please speak with your supervisor or another member of the management team as soon as possible to determine if you are eligible for a reasonable accommodation or additional time to apply for reemployment. Employees who do not report to work or apply for reemployment within the applicable timeframe will be subject to the Company's policies and procedures pertaining to unexcused absences. Nothing in this policy requires MRP to reemploy individuals who are not eligible for reemployment rights under applicable law.

Discrimination and Retaliation Prohibited

Employees who take military service leave will not be subject to retaliation, intimidation or reprisals of any kind. No one will be denied employment, reemployment, promotion or any other benefit of employment or be subjected to any adverse employment action based on that person's membership in or service for any branch of the US military. Any violation of this non-retaliation Policy should be reported in accordance with the Company's Anti-Retaliation Policy.

Voting Leave

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, supervisors should be notified at least two (2) days prior to the voting day.

Other Leaves (Personal Leave of Absence)

Please note that as of the latest publication date of this handbook, MRP does not offer Family and Medical Leave Act (FMLA) program benefits because MRP employees do not meet the requirements to be eligible for FMLA.

Merion may allow employees to take an unpaid leave of absence for up to twelve (12) weeks under certain circumstances. If you wish to take an unpaid leave of absence, you must submit a written request as far in advance as possible to your supervisor. The request must explain and document the reason for the requested leave, and it must state the starting and ending dates of the requested leave.

Merion reserves the right to approve or deny all requests for a leave of absence, and may consider, for example, its operational needs, the reason for leave, your job performance, your length of employment, the requested length of leave, and the documentation provided in support of the leave request. The Company may also require that you first use up any available paid time off. The reasons for granting a personal leave of absence include:

- When an employee suffers from a serious health condition which makes the employee unable to perform the functions of their job;
- When an employee will care for a family member with a serious medical condition; or,
- When an employee will be absent in connection with the birth of a child, or the placement of a child for adoption, foster care, or other related purpose; or,
- When an employee will be absent in connection with the deployment of a family member to active duty in the U.S. military; and,
- When an employee will be absent to care for a family member who is an active member or veteran of the U.S. military with a serious illness or injury.

In some instances a personal leave of absence may be granted for other reasons at the Company's discretion. Such allowances will be made on a case-by-case basis.

You will not accrue any benefits during a leave of absence. You will not accrue paid time off during a leave of absence.

Employees on a leave of absence may not, without prior written approval, engage in any gainful employment, including self-employment. Violation of this requirement will be deemed a voluntary resignation.

Your Return to Work

You will remain an employee at-will during your leave. However, Merion will make reasonable efforts, as it thinks best in its discretion, to hold your job open while you are on an unpaid leave of absence, but does not guarantee that it will do so. The company may, instead, offer you another position for which you are qualified when you return from leave, if such a position is available. If your leave was for medical reasons, or if the Company requests, before you return from your leave you must provide a doctor's certification in a form acceptable to the company verifying that you are able to perform the essential functions of your job, and identifying and restrictions on your ability to perform any of your job duties.

If, without prior written notice and approval, you fail to return to work on the date agreed, you will be deemed to have voluntarily resigned, except as may be otherwise required by law.

Contributions to Medical Insurance While on Leave

Merion will continue to pay the Company's share of your medical insurance premium for a period of up to twelve (12) weeks while you are on an approved unpaid leave. You must pay your share of the medical insurance premiums, if any, in order to maintain your health insurance in force. After the twelve (12) week period, you will be provided with the option to continue your health insurance coverage at your expense, under COBRA guidelines.

Separation From Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and PTO will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, HR will conduct an exit meeting on or before the last day of employment to collect all company property and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

The company will follow state law where additional requirements regarding final pay timing parameters, termination notices, and benefits continuation are required.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company.

Section 4

General Expectations & General Employment Including Workplace Safety

General Expectations

General Standards of Conduct

MRP endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense, and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in MRP's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. *Obtaining employment based on false or misleading information.*
2. *Stealing, removing, or defacing MRP property or a co-worker's property, and/or disclosure of confidential information.*
3. *Completing another employee's time records.*
4. *Violation of safety rules and policies.*
5. *Violation of MRP Drug and Alcohol-Free Workplace Policy.*
6. *Fighting, threatening, or disrupting the work of others or other violations of MRP Workplace Violence Policy.*
7. *Failure to follow lawful instructions of a supervisor.*
8. *Failure to perform assigned job duties.*
9. *Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness, or unexcused absences.*
10. *Gambling on MRP property.*
11. *Willful or careless destruction or damage to MRP assets or to the equipment or possessions of another employee.*
12. *Wasting work materials.*
13. *Performing work of a personal nature during working time.*
14. *Violation of the Solicitation and Distribution Policy.*
15. *Violation of MRP Harassment or Equal Employment Opportunity Policies.*
16. *Violation of the Communication and Computer Systems Policy.*

17. *Unsatisfactory job performance.*

18. *Any other violation of MRP policy.*

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and MRP reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. MRP will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, MRP will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

Corrective Counseling & Resolving Conflicts

Although your employment with the Company is "at-will" (that is, either party can terminate the employment relationship at any time, for any or no reason, with or without prior notice), your failure to meet the Company's expectations may result in Corrective Counseling.

Corrective Counseling will **NOT** be followed:

- When management is of the opinion that remedial efforts are unlikely to be successful (for example, seriously problematic workplace behavior/attitude);
- During the Introductory Period; or
- When you have engaged in misconduct which falls so far below the expectations of the Company that the Company concludes that your employment cannot be continued.

While it is neither practical nor desirable to list every conceivable cause for immediate discharge, set forth below is a list of some of the causes for immediate discharge:

- Violation of any of the following policies:
 - Equal Employment Opportunity Policy
 - Substance Abuse Policy
 - Personal Client Information

- Confidentiality
- Conflicts of Interest
- Workplace Violence
- Theft including misappropriation of Company property or property belonging to any of the Company's employees or any person with whom we do business (regardless of when or where the prohibited behavior occurs).
- Dishonesty, including:
 - Falsification of any pay, time, business, expense or employment record (including your Application for Employment);
 - Recording the time worked by another employee or permitting another employee to record time worked by you;
 - Providing false information or testimony in the course of an investigation being conducted by the Company; or
 - Claiming benefits under false pretense.
- Insubordination, which is defined as refusal to obey a supervisor's instructions or willful disobedience when directed to perform work.
- Unethical or illegal conduct in the course of your employment.
- Reckless disregard for or willful violation of any safety or security rules.
- Sleeping on the job.
- Gross neglect of duties or job responsibilities.
- Absence from work for three (3) consecutive days without notice.
- Obtaining other employment during a Leave of Absence other than a Military Leave (absent prior written

permission from the Chief Financial Officer).

- Other serious misconduct as determined by the Company.

Resolving Conflicts

We want to maintain and preserve the good working environment we have developed. Of course, there will be occasions when problems and complaints arise. The important thing is that these problems and complaints be discussed so that they can be resolved. All management personnel are willing and anxious to meet with you concerning any questions, problems, or suggestions you may have. Most problems can be solved informally, but if they are not discussed, they usually become more serious. It is particularly important that problems be dealt with at the earliest possible moment. If you have a problem, do not hesitate to speak with your Supervisor. Our doors are open to you, because without satisfied and loyal employees, MRP will not be a success.

For those problems that cannot be handled on an informal basis, we have established the following procedure to enable a quick, fair and reasonable resolution of all employee problems or disputes:

- Step 1. If you have a problem or complaint you should take the matter up with your Supervisor within three (3) working days of the event's occurrence. Your Supervisor will try to respond to the problem or complaint within three (3) working days.
- Step 2. If no satisfactory settlement of the problem or complaint is reached in Step 1 or your Supervisor does not get back to you within the specified time period, you should communicate your problem or complaint in writing to Human Resources within five (5) working days. A conference between you, your Supervisor and Human Resources will ordinarily be held within five (5) scheduled workdays to resolve the problem.
- Step 3. If no satisfactory settlement of the problem or complaint is reached in Step 2 or if the conference is not held within the specified time period, the problem or complaint should be communicated to a company Partner in writing within five (5) working days where possible. A conference between you, the Partner, and Human Resources will ordinarily be held to resolve the problem. The conference also may include your Supervisor. The decision of the Partner and Human Resources will be final and binding.

If your complaint involves discrimination, harassment or retaliation, please use the Complaint Procedure in section 1 of this Employee Handbook.

Health and Safety

The health and safety of employees and others on MRP property are of critical concern to the company. MRP intends to comply with all health and safety laws applicable to our business. To this end, MRP must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on MRP premises, or in a product, facility, piece of equipment, process, or business practice for which MRP is responsible should be brought to the attention of management immediately.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

Drug-Free & Alcohol-Free Workplace

Use of drugs or alcohol on the job adversely affects your work performance, efficiency, safety and health and therefore impairs your value to the Company. Use of drugs or alcohol on the job also poses a potential danger to the welfare and safety of other employees, and exposes the Company to the risks of property loss or damage and injury to other persons. Accordingly, the Company is committed to maintaining a drug and alcohol-free workplace to help ensure a safe, healthy and productive work environment.

For the purposes of this Policy, the term “drug” includes both illegal substances and legal prescription medication which is either not legally obtained, or legally obtained but not used in the manner prescribed.

Nothing in this Policy is meant to prohibit the use of legally prescribed medication in the manner prescribed, but only to the extent that it does not impair your job performance or safety or the safety of others. If you take legally prescribed medication to treat a disability and you believe the medication will impair your job performance, safety or the safety of others, or if you believe you may need a reasonable accommodation before reporting to work while taking the medication, you should inform your supervisor or another member of the management team as soon as possible. But unless directed to do so, do **not** identify the name of the medication, or the medical condition for which it is prescribed or taken. Please also refer to the Handbook section on Disability Accommodation.

In order to provide you with some guidance regarding this Policy, here are some examples of conduct that is prohibited:

- Possession or use of drugs and alcohol on Company premises;

- Working under the influence of drugs or alcohol, which includes being under the influence of legally prescribed medication when not used in the manner prescribed;
- Distribution, sale, dispensing, manufacture or purchase of drugs or alcohol on Company premises, which includes any transfer of prescription medication that is not prescribed to the employee receiving the medication;
- Driving a vehicle or operating equipment on Company premises or during the conduct of Company business or operating a Company vehicle while under the influence of drugs, alcohol or legally prescribed medication not used in the manner prescribed.

To enforce this Policy, the Company reserves the right to test employees and others who perform services for the Company, to the full extent permitted by law, including drug and alcohol testing based on reasonable suspicion, after a workplace accident with a suspected connection to drug or alcohol use, or other criterion as determined by the Company. Failure to cooperate and comply with the Company's drug and alcohol testing procedures will be grounds for discipline, up to and including termination.

To enforce this Policy, the Company reserves the right to search all persons and property on Company premises, to the full extent permitted by law, and to implement other measures necessary to prevent and deter violations of this Policy.

Workplace Violence

MRP is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to MRP and personal property.

MRP does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, MRP specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, MRP does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in MRP policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any MRP employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto MRP premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede MRP ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If MRP determines, after an appropriate good faith investigation, that someone has violated this policy, MRP will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for MRP to be aware of any potential danger in its offices. Indeed, MRP wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

Fire Safety

In the event of a fire, activate the nearest fire alarm and/or call 911, then leave the building. Do not use the elevator in emergency situations, use the stairwell instead.

For fire prevention purposes, smoking is not permitted inside the office building. No halogen lamps or electric heaters are permitted in the workplace aside from small electric desk heaters. Open fires are prohibited in all office buildings.

Smoke-Free Workplace

MRP Prohibits Smoking in the Workplace.

Smoking is prohibited on Company premises, both indoor and outdoor, except in designated areas, and is prohibited in Company vehicles. This Policy applies to all employees and all other persons on Company premises or using Company vehicles.

For purposes of this Policy, smoking includes lighting, smoking or carrying a lighted cigarette, cigar or pipe and the use of any electronic smoking device.

General Employment

Introductory Period Policy

On the first day you report to work, you will begin an Introductory [Probationary] Period to last 90 calendar days. This Introductory [Probationary] Period will be a time for learning about your fellow employees, your manager and the tasks involved in your job position. We expect you will also become familiar with other relevant information about MRP and our rules or regulations.

Your manager will work closely with you on all aspects of your training, understanding and responsibilities during this Introductory Period. The Introductory Period is 90 calendar days for all new employees. By completing this Introductory Period, an employee is not guaranteed continued employment for any term as your employment with the company, is always “at-will.” Nothing in this policy or any other policy of MRP shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of MRP employees. Either you or MRP can terminate your employment at any time, either with or without cause and with or without notice.

Hybrid Work Arrangements

Policy Note: All hybrid work arrangements require the approval of senior executive management prior to their enactment.

Merion Realty Partners supports flexible work arrangements for its employees. As part of this flexibility, MRP has adopted a hybrid work environment as the standard work arrangement for most employees, provided certain requirements are met and with the approval of senior executive management.

This policy applies to all MRP employees, subject to certain limited exceptions (see Eligibility below).

For disability accommodation requests, see the company’s policy on Reasonable Accommodation.

The following definitions apply to the MRP Hybrid Work Policy:

- “Hybrid working” refers to MRP’s standard work arrangement where employees split their workweek between office work and remote work.
- A “hybrid employee” refers to any employee splitting their workweek between the Wynnewood office and remote work under MRP’s standard hybrid working arrangement.

Hybrid working is the standard working arrangement for all MRP employees, subject to the exceptions listed below. Unless an exception applies, employees are automatically designated as hybrid employees and do not need to make a formal request.

Hybrid employees must live within 30 miles of the Wynnewood, PA office where the employee reports to the office.

This hybrid work policy does not apply to:

- Employees who fall into a unique employment classification based on the employee's role or residence or other unique circumstances as designated and approved by the employee's manager and/or Human Resources.

Hybrid Work Schedule

Hybrid employees work remotely by default but are expected to report to the Wynnewood office in-person on a regular basis, typically consisting of 3 days per week as requested by the employee's manager. Exceptions must be approved by senior executive management.

MRP may require hybrid employees to report to the office on different or additional days than the standard hybrid working schedule as needed based on MRP business or other needs, such as certain meetings, projects, deadlines, or urgent matters requiring in-person work.

Hybrid employees generally should not split a single workday between remote and office work unless special circumstances apply, which employees should discuss with their manager.

Hybrid working schedules for part-time employees will depend on the part-time employee's regular hours and schedule.

Hybrid employees should consult with their manager regarding:

- Expectations about which days to report to the office and work hours.
- Work activities appropriate for office-based work and remote work.
- Any questions regarding an employee's particular hybrid work plan.

Hybrid employees should have open communication and transparency with their manager and colleagues regarding schedules, locations, availability, and contact information.

Access to Personnel Files

Employees or an agent designated by the employee can inspect parts of the employee's own personnel files once per calendar year, in the presence of a company official. Parts subject to inspection include the employee's job application, wage or salary information, notices of commendations, warnings or other discipline, authorization for a deduction or withholding of pay, fringe benefit information, leave records and employment history with the company. Generally, these records may be inspected no more than once a year and at reasonable times during regular business hours and in the office where the records are kept. Employees or their designated agent may take notes regarding the contents of the file. Employees or their designated agent may place a statement in the file if they find an error in the file.

Once per calendar year, employees may provide a signed authorization designating a specific individual who is authorized to inspect their personnel file. The signed authorization shall be for a specific date and shall indicate either the purpose for which the inspection is authorized or the particular parts of the employee's personnel file that the designated agent is authorized to inspect.

For more information, contact a human resources representative.

Confidential Information Policy

As part of your employment with MRP you may have access to and learn about MRP confidential business information, including trade secrets (referred to as “Confidential Information,” which is more fully defined below).

Protecting Confidential Information is vital to MRP interests and success, and you share a responsibility to ensure MRP Confidential Information is not improperly used and/or disclosed, during and after your employment with the Company.

What is Confidential Information?

Confidential Information is defined as any information not generally known to the public, in spoken, printed, electronic or any other form or medium, whether or not maintained in confidence or treated as a trade secret, which could be used by persons outside of MRP for commercial advantage. Confidential Information includes, for example, information relating directly or indirectly to:

- Processes, methods and techniques;
- Revenue, costs, profits, pricing, debt, investors and other Company financial metrics;
- Clients/business associates and prospective clients/business associates, including client/business associate lists;
- Marketing activities and plans;
- Contractors, consultants, suppliers and vendors;
- Information that provides MRP with a competitive advantage, such as client data, pricing models, business strategies and business plans;
- Trade secret or proprietary information that is marked as such or that would otherwise appear to a reasonable person to be trade secret or proprietary in the context and circumstances in which the information is known or used; and
- Any information MRP is or may be legally obligated to keep in confidence, such as social security numbers, tax identification numbers, protected health information, and financial account numbers.

This list is illustrative only, and not exhaustive. If you have any questions regarding whether particular information constitutes Confidential Information, you should ask your supervisor or another member of the management team.

Use and Disclosure of Confidential Information

Improper use or disclosure of Confidential Information might cause MRP to incur financial costs, lose business advantage, and can even create liability under confidentiality agreements with third parties. Accordingly, as a condition of your employment with MRP during and after your employment, you agree: (i) to treat all Confidential Information as strictly confidential; (ii) not to directly or indirectly disclose, publish, communicate or make available Confidential Information, or allow it to be disclosed, published, communicated or made available, in whole or part, to any person not authorized by MRP to receive such Confidential Information; and (iii) not to access, use, copy or remove from MRP premises any Confidential Information or extracts of Confidential Information in any form except to the extent required for the performance of your employment duties, as authorized in writing by MRP or unless permitted or authorized by law.

Again, if you have any questions regarding whether particular information constitutes Confidential Information, or whether you and/or other employee(s) are authorized to access and use such information, ask your supervisor or another member of the management team.

Consequences of Improper Use or Disclosure/Post-employment Obligations

Employees who fail to abide by MRP Confidential Information Policy will be subject to discipline, up to and including termination. Depending on the circumstances, MRP may also institute appropriate legal action for the purpose of recovering damages or seeking injunctive or other relief.

If you believe you are or may be required to disclose Confidential Information pursuant to law (for example, pursuant to a subpoena or other legal process), you must immediately notify the Company so that the Company can intervene or otherwise seek to protect its interests. However, this Policy is not intended to restrict employee communications or actions protected or required by state or federal law.

Remember that your obligations under this Policy remain in effect even after the termination of your employment for any reason, voluntary or involuntary.

Outside Employment

MRP recognizes that some employees may seek additional outside employment, including second jobs, consulting engagements or self-employment and related activities. Employees must comply with the following rules and guidelines relating to outside employment:

- Before beginning outside employment, employees must obtain advance written approval for the outside employment from Human Resources.
- Outside employment must not interfere with the employee's work performance or work schedule.
- Employees may not use MRP property, facilities, equipment, supplies, IT systems (such as computers, networks, e-mail, telephones or voicemail), time, trademarks, brand or reputation in connection with any outside employment.
- Employees engaging in outside employment must comply with MRP policies on conflicts of interest and protection of Confidential Information.

- Employees may not engage in any outside employment for an employer that competes with MRP.

If you are considering outside employment, but are not sure if it complies with the rules and guidelines set out in this Policy, you should speak with Human Resources.

Transparency in Pay Policy

The company will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the company's legal duty to furnish information.

Performance Reviews

Depending on the employee's position and classification, MRP endeavors to review performance on a recurring basis. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, MRP encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

Attendance, Lateness & Early Departure

MRP normal working hours are 8:30am to 5:00pm, Monday through Friday. Some employees may have different working hours, depending on their particular jobs. If you have different working hours, you will be notified by your supervisor. You are expected to be at your work station or authorized location during working hours.

Attendance

Your attendance is critical to our success. Poor attendance, excessive tardiness and excessive early departures will not be tolerated. Employees who, in the Company's judgment, violate this Policy may be subject to discipline, up to and including termination.

If you are going to be absent, you must notify your supervisor, in person or by telephone or, if your supervisor is not available, another member of the management team, and provide as much advance notice as possible (but no less than two hours advance notice except in the event of an emergency). Notification by email, text or other means is not acceptable.

If you cannot avoid being late to work, or are unable to work as scheduled, or must leave early, you must immediately notify your supervisor either in person or by telephone or, if your supervisor is not available, another member of the management team, and obtain permission for your late arrival, change in schedule or early departure, except in the event of an emergency. Notification by email, text or other means is not acceptable.

Employees should, whenever possible, schedule personal appointments outside of their scheduled work hours.

The Company has the right to require that you provide supporting documents (including medical documentation) which clearly provide all pertinent facts explaining the reason and necessity for any absence, late arrival, early departure or change in schedule. Failure to promptly provide such documentation may result in discipline, up to and including termination.

Your failure to notify your supervisor (or, if your supervisor is not available, another member of the management team) regarding an absence that lasts three (3) or more days will be considered voluntary job abandonment (meaning the Company will assume that you have resigned), at the Company's option.

The Workweek & Business Hours

The MRP workweek for purposes of calculating overtime is the seven-day period from Sunday at midnight through Saturday at 11:59pm.

You will receive your specific work schedule from your supervisor or another member of the management team. However, from time-to-time, depending on various factors such as workload, staffing needs, special projects and other business needs, you may be required to come in early, work late, or work overtime.

Employee Dress & Personal Appearance

Employees are expected to report to work well-groomed, clean, and dressed according to the requirements of a professional work environment. Employees should contact Human Resources for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well-groomed and wearing the proper attire.

Generally, employees are expected to follow a business casual dress code, except on occasions where more formal attire is required. Business casual is a blend of formal business attire with more relaxed, everyday clothing, resulting in a professional but not overly formal look. It typically involves apparel such as slacks or khakis with a button-down shirt, or skirts or blouses with dress pants. The goal is to present a polished and respectable image without the full formality of a suit.

In addition to the dress and personal appearance guidelines above, to promote good health and to maintain a positive image, courteous personal hygiene is expected from all employees.

Employees should present themselves in a professional and clean manner, including good grooming (such as daily bathing, clean hands, trimmed nails, subtle scents).

Security Inspections & Your Privacy

MRP provides facilities in which employees may store personal belongings, such as desks, and other company facilities. These facilities are the Company's property. For safety and security purposes, the Company reserves the right, in its discretion, to open and inspect any of these facilities, and anything found inside of these facilities. Accordingly, you should not have any expectation of privacy in respect to your use of any of these facilities.

You are not permitted to use a lock that may prevent the Company from accessing these facilities. In certain instances, the Company may provide employees with locks for which the Company will retain a key or the combination.

The Company may also inspect employees and other persons entering and/or leaving its premises, and while they are on the premises. This may include, for example, an inspection of clothing, packages, lunch boxes, briefcases, purses, computers, computer media, and other items in which any Company property or items not permitted on Company premises may be stored or concealed.

Under no circumstances will the Company be responsible for any personal property that is lost, damaged or stolen.

Visitors

To maintain safety and security, only authorized visitors are allowed on Company property. All visitors are required to conform with the Company's policies regarding visitor registration and identification, and with all other Company rules and policies.

If you observe an individual who may not be an authorized visitor on Company premises, immediately notify your supervisor or another member of the management team.

Solicitation & Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing their work tasks for MRP. Solicitation of any kind by non-employees on MRP premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of MRP is prohibited at all times. Distribution of literature by non-employees on MRP premises is prohibited at all times.

Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, MRP may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of MRP. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. MRP generally will attempt to identify other available positions, but if no alternate position is available, MRP retains the right to decide which employee will remain with the company.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Inclement Weather & Other Emergency Closures

If the Company is closed due to inclement weather conditions, emergencies or other conditions, we will notify you via email, text message, and/or a phone call.

Non-exempt employees will not be paid for time missed if the Company is closed, or for time missed if the employee is not able to report to work because of the weather, road conditions, or for any other reason. Non-exempt employees may not work at home or outside the workplace without the prior approval and permission of their supervisor. When a non-exempt employee receives approval from management to work from home due to inclement weather, the employee will be paid for the hours worked. Typically, the employee should plan to work their normal 8 hours per day schedule (full time staff).

If the Company is closed for less than one week, exempt employees will be paid for the period during which the Company is closed, but the Company may require that exempt employees use any accrued unused paid time off. The Company may also advance future paid time off, and require that to be used as well.

If the Company is open on a particular day, but an exempt employee chooses not to report for work on that day because of the weather, road conditions, or for any other reason, the Company may make deductions from any accrued or available paid time off, and to the extent paid time off is not available, the Company may reduce the exempt employee's salary as permitted under state law for each full day on which the exempt employee has not reported for work.

Absences due to the weather, road conditions, or for any other reason will be treated in accordance with MRP Policy regarding Attendance, Lateness and Early Departure. However, if the roads are closed because the governor has declared a state of emergency, you will not be disciplined for failing to report to work in those circumstances.

Section 5

Information Technology, Digital Communication, & Company Property

Use of Company Email, Equipment, and Other Property

Company Email:

MRP may provide you with access to its email system, to assist you in performing your job duties. This email system is the Company's property. You must at all times comply with the policies in this Handbook, and the Company's other directives and restrictions, when using the Company's email system.

Unless otherwise instructed by the Company, you may occasionally use Company email for personal use provided you do so during non-working time, such as breaks and lunch periods, and do so in compliance with the Policies in this Handbook and such other restrictions as the Company may impose from time-to-time. You must make certain that your personal use of these systems and equipment does not appear to others to be communications, postings or other conduct made on behalf of or with the approval of the Company. Use of the Company's email system for personal use is at your own risk and MRP will not be responsible for any losses, damages or liability arising out of such use.

Consult your supervisor or Human Resources if you have any questions about this Policy.

Company Equipment and Other Property

MRP may provide you with access to its voicemail system, telephone system, copy machines, computers, networks, printers, scanners, and other systems and equipment, to assist you in performing your job duties. These systems and this equipment are the Company's property. You must at all times comply with the Policies in this Handbook, and the Company's other directives and restrictions, when using the Company's systems and equipment.

Unless otherwise instructed by the Company, you may occasionally use these systems and this equipment for personal use (such as personal texts, personal conversations, social media and accessing websites) provided you do so during non-working time, such as breaks and lunch periods, in compliance with the Policies in this Handbook and such other restrictions as the Company may impose from time-to-time. You must make certain that your personal use of these systems and equipment does not appear to others to be communications, postings or other conduct made on behalf of or with the approval of the Company. Use of these systems and equipment for personal use is at your own risk and MRP will not be responsible for any losses, damages or liability arising out of such use.

Consult your supervisor or another member of Human Resources if you have any questions about this Policy.

Privacy Limitations

All of the Company's systems and equipment, and all data stored on the systems and equipment (including, for example, emails, text messages, attachments, voice mail messages and other data or material of any kind), are and shall remain MRP property during and after your employment.

MRP reserves the right to monitor your use of its systems and equipment, and to view, listen to, copy, use and disclose the data stored on same, at any time, as permitted by law, including, for example, all emails, all attachments to emails, all text messages, all voicemails, all telephone conversations, all blog and social media posts, and all other usage of the Company's systems and equipment. You should not expect that your use of the Company's systems and equipment will be private or confidential.

All passwords for accessing Company systems and equipment must be disclosed to the Company. Any efforts to prevent the Company's access to its systems and equipment or the data stored thereon or to prevent the Company's use thereof are prohibited.

Examples of Unacceptable Use of Company Systems and Property

The following includes some examples of unacceptable use of the Company's systems and equipment:

- Using the Company's systems and equipment in a manner that may violate the Company's prohibitions against unlawful discrimination and harassment;
- Using the Company's systems or equipment in a way that may violate the law or Company policy;
- Using the Company's systems or equipment to store any personal data or information;
- Using the Company's systems and equipment to store, access or transmit any offensive materials, such as materials including sexual content or materials that may be offensive to any person on the basis of his or her age, disability, gender, race, religion, national origin, physical attributes, or any other characteristic or activity protected by applicable law; or
- Using the Company's systems and equipment for any purpose in violation of civil or criminal law, including but not limited to for the purpose of recording any conversation(s) except as expressly authorized by all parties to the conversation.

This list is illustrative only, and not exhaustive – there are other ways in which you might improperly use the Company's systems and equipment. If you have a question about what constitutes improper use of the Company's systems and equipment, ask your supervisor or another member of the management team.

Downloads, Uploads, Deletions

In addition, you may not download any software, data, files, images or other information from the Internet or any other source onto any of the Company's systems or equipment without the Company's written authorization. Otherwise, for example, you may violate certain licenses or copyrights, and you may expose the Company to computer viruses.

Uploading any of the Company's software, data, files, images or other information to the Internet without the Company's written authorization is also prohibited. However, this Policy is not intended to restrict employee communications or actions protected or required by state or federal law.

The emails and other information maintained on the Company's systems and equipment are the Company's property. Do not delete, transfer or copy these emails or this information except in accordance with Company Policy and directions, unless permitted or authorized by law.

Use of Social Media

MRP respects the right of any employee to maintain a blog or web page or to participate in a social networking on or through websites or services such as X (formerly Twitter), Facebook, Threads, LinkedIn, YouTube, Instagram, TikTok, SnapChat, or similar sites/services (collectively "social media"). However, to protect MRP interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not use social media during work time or at any time with MRP equipment or property.

All rules regarding confidential and proprietary business information apply in full to social media. Any information that cannot be disclosed through a conversation, a note, or an e-mail also cannot be disclosed through social media.

When using social media, if the employee mentions MRP and also expresses either a political opinion or an opinion regarding MRP actions that could pose an actual or potential conflict of interest with MRP and it is either implicit or explicit that the poster is affiliated with MRP the poster must include a disclaimer. The poster should specifically state that the opinion expressed is a personal opinion and not MRP position. This is necessary to preserve MRP goodwill in the marketplace.

Employees may not use MRP logos or trademarks for commercial purposes or to endorse any product or service.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through social media. For example, posted material that is discriminatory, obscene, defamatory, libelous, or violent is forbidden. MRP policies apply equally to employee social media usage.

Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

Artificial Intelligence

Refer to the *Generative Artificial Intelligence (AI) Usage Policy Addendum*.

Personal & Company-Provided Portable Communication Devices

Generally, MRP employees are authorized to use their own portable communication devices (PCD) for business purposes. Employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through MRP networks, and the PCD must be provided for inspection and review upon request.

All conversations, text messages, and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a MRP-provided or personal device, employees must comply with applicable MRP guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use, and operation of vehicles.

If employees who use a personal PCD for business resign or are discharged, they may be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, MRP information and personal data (such as contacts, e-mails, and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a portable drive) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Please note that when employees use their personal PCD, MRP electronic communications policies, including but not limited to, proper use of communications and computer systems, are in effect.

Portable Communication Device Use While Driving

Employees who drive on MRP business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving,

and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving are prohibited in all circumstances.

Use & Return of Company Property & Equipment

You may be provided with, and you may be permitted to use, various types of Company property and equipment during your employment with the Company, such as, for example, telephones, copy machines, computers, printers, scanners, postage machines, other office equipment, supplies, tools, furniture, keys, credit cards, software, vehicles, and business information (including Confidential Information as defined in this Handbook). You are to use all Company property and equipment solely for the purpose of performing your job (unless the Company authorizes you, in writing, to use the property and equipment for other purposes). You are responsible to use reasonable care to protect the property and equipment from misuse, damage, loss and theft.

When you leave the Company's employment, you are required to account for and return all Company property and equipment that may be in your possession, and to acknowledge in writing, as the Company may request, that you have done so. This includes the obligation to delete all Confidential Information which you may have copied, or which you have stored on any personal devices. The failure to do so may result in legal consequences.

Section 6

Handbook Acknowledgement

Acknowledgement of Receipt and Agreement to Abide by Handbook

I acknowledge that I received a copy of Merion Realty Partners' **Employee Handbook**. I agree to carefully read and abide by the policies, procedures and other provisions in the Handbook.

I understand that the Company reserves the right to revise, supplement, rescind or interpret the provisions of this Handbook in its discretion, and that changes to the Handbook, whether oral or written, are only effective if issued in writing and signed by the Company ownership/executive leadership, or if included in the Company's subsequent written revisions of this Handbook.

I acknowledge that I received a copy of Merion Realty Partners' **Employee Handbook Addendums**. The Handbook Acknowledgement and Receipt also cover the Cell Phone Allowance Policy, Generative AI Usage Policy, and State/Commonwealth Addendums.

I also understand that this Handbook is not a contract of employment, and that I will remain an employee at will, subject to termination at any time and for any reason, unless the Company and I enter into a signed employment agreement stating otherwise.

Employee's Printed Name

Employee's Signature

Date