

INSTRUCTIONS

Please review the information that follows, and sign and date this document to confirm your receipt and understanding of the listed HR/employment forms, policies, or related resources.

EMPLOYEE NOTICES

- At MRM Residential Management, LLC, d/b/a “Merion Residential,” employees (both new hires and re-hires) are provided with various informational Human Resources and Employment related policy information and other documents to review and sign in order to indicate your acceptance and understanding. **Signed policy acknowledgements are a mandatory requirement of all Merion Residential employees.**
- Access to this key HR/Employment information is provided to employees via several Company systems, including:
 - Jostle (Company Intranet): <https://login-prod.jostle.us/login.html>
 - HR/Payroll System: <https://www.paycom.com/>
 - Company Systems/Applications Hub: <https://my.merionresidential.com>
- **By signing this Universal Acknowledgement form, you are affirming that you have received or have access to review the HR/employment information that is outlined below. This acknowledgment confirms your understanding and acceptance of the following information, including any revisions.**
- You are attesting that you have read and understand the content, related requirements and performance expectations regarding the key HR/employment policy documents referenced in this communication.
- You agree to abide by the communicated workplace performance and conduct expectations as a condition of your employment, as well as your continued employment with Merion Residential.
- You understand that if you have questions at any time regarding any of the key HR/employment information referenced here, that you will consult with your immediate supervisor or Human Resources.
- Contact Human Resources to request a paper copy of any of the HR/employment forms, documents or other resources referenced in this document.
- Human Resources (Email and Phone Contact): BenefitsHelpdesk@merionresidential.com or 610-896-7500.

KEY HR/EMPLOYMENT DOCUMENTS, POLICIES AND FORMS

(This list is subject to change at any time, with or without notice, at the Company's discretion.)

MERION RESIDENTIAL EMPLOYEE HANDBOOK

The Employee Handbook is a compilation of the working conditions, policies, procedures, appeal processes, benefits and professional behavioral expectations that should guide your behavior and actions in the workplace. You are attesting that you have read and understood the contents of the Employee Handbook and will act in accordance with these policies and procedures as a condition of your employment with Merion Residential.

MERION RESIDENTIAL – EMPLOYEE HANDBOOK STATE ADDENDUMS

The Employee Handbook State Addendums are supplemental to the main Employee Handbook and are specifically tailored to address the unique employment laws and regulations of the states with Company operations. The State Addendums clarify and outline policies that are specific to each state, with the aim of ensuring compliance with all applicable state and local laws.

MEDIATION & ARBITRATION AGREEMENT

Explains the Company's expectation should a situation arise where mediation and arbitration are deemed necessary. You are confirming your receipt and understanding of this policy information.

MANDATORY TRAINING COURSES FOR ALL EMPLOYEES:

- **Workplace Harassment Prevention** (Merion Residential provides employees and managers with this training to clarify professional acceptable behaviors and to prevent harassment in the workplace. Training is provided upon hire and throughout the duration of the employment relationship.)
- **Fair Housing Laws** (Merion Residential complies with federal and local Fair Housing laws. Training is provided upon hire and throughout the duration of the employment relationship.)
- **Human Trafficking Awareness & Prevention** (Required new hire and annual training under Florida law; however, all employees in all locations must complete this training upon hire.)
- **Cybersecurity/Security Awareness Training** (This training focuses on helping employees understand and mitigate cyber risks. Cybersecurity awareness training teaches online safety practices to enhance an employee's awareness of current and emerging threats such as phishing emails and password security, as well as understanding the latest security best practices and guidance. Training is provided upon hire and throughout the duration of the employment relationship.)
- **New Jersey Fair Chance at Housing Act** (Under NJ law, housing providers are prohibited from asking about criminal history on housing applications in most instances. NJ FCHA training is provided upon hire and throughout the duration of the employment relationship in accordance with state law.)
- **Merion University** (Merion University is the training and professional development program and curriculum for the employees of Merion Residential. Merion University is designed to expand the knowledge, skills, and professional development experiences of all team members, and it is organized by status (i.e., new hire, existing staff) and role. As a new employee, you will be assigned courses to complete for compliance and professional development purposes.)

By signing this acknowledgement, you are confirming that you will complete all assigned training program(s) as well as your understanding of the content and related company policies. You agree that you will abide by the workplace policies and procedures of Merion Residential and that you understand that any related questions should be directed to your immediate supervisor or Human Resources at BenefitsHelpdesk@merionresidential.com.

JOB DESCRIPTION

A job description is provided with the offer letter and/or during the onboarding process. The job description outlines the specific requirements and expectations of your job or position with the Company. It also explains the responsibilities and employment conditions of your role. You are confirming your receipt and understanding of this policy information.

WORKERS' COMPENSATION

Should an on-the-job injury or illness occur, please reference the workers' compensation procedures and other materials posted on Jostle > Library > HR > Health & Safety. You are confirming your receipt and understanding of this policy information.

SECTION 306 OF THE PENNSYLVANIA WORKERS' COMPENSATION ACT

(For Pennsylvania Employees.) Generally, workers' compensation provides wage replacement and medical benefits to employees injured in the course of employment. In Pennsylvania, there is a specific Notice that employees are provided upon hire (this information is also displayed with the other employment law notices at your worksite.) You are confirming your receipt and understanding of this Notice. Locate a full copy of the Notice on the company intranet, Jostle > Library > HR. Jostle login: <https://login-prod.jostle.us/login.html>

APPLICATION POLICY

You confirm that you have read and understand the Application Policy of Merion Residential. Please note that Merion Residential complies with all Fair Housing laws. The Company’s expectation is that you will provide equal professional service without regard to the race, color, religion, gender (sex), disability (handicap), familial status, national origin, sexual orientation or gender identity of any prospective resident, resident, or other business associate.

COMPANY PROPERTY, EQUIPMENT, NETWORK COMMUNICATIONS ACKNOWLEDGEMENT

Explains the Company’s expectations in terms of the use and care of all Company-issued tools, materials and electronic resources. You are confirming your receipt and understanding of this policy information.

REQUIRED MAINTENANCE TOOLS

Explains the required tools that all maintenance personnel are expected to provide in order to complete their assigned duties. (The acquisition, use and care of the tools is the responsibility of the employee, not the Company.) You are confirming your receipt and understanding of this policy information.

WORKPLACE HEALTH & SAFETY ACKNOWLEDGEMENT

Merion Residential communicates its workplace health and safety standards via multiple methods, including the Employee Handbook and other policy notices. Company workplace health and safety policies explain preventive action guidelines, risk assessment procedures, potential workplace hazards, and other measures designed to avoid workplace-related injuries or illnesses. You are confirming your receipt and understanding of the Company’s health and safety policy information and guidelines, including as presented in the Employee Handbook, Health & Safety section.

Please contact Human Resources with questions. To request a copy of any of the policy documents/forms referenced in this communication, contact Human Resources at BenefitsHelpdesk@merionresidential.com or call 610-896-7500.

Merion Residential is the d/b/a for MRM Residential Management, LLC.

EMPLOYEE ACKNOWLEDGEMENT

Employee’s Name:

Signature:

Name of Worksite: Date:

Return completed form to Human Resources within 5-days of hire/rehire date. HR: BenefitsHelpdesk@merionresidential.com or fax to (610) 537-5094.

 PRINT FORM

 SAVE FORM