

Merion Realty Partners

Employee Handbook Addendums

Revised September 2026

Table of Contents

Section	Page Number	Topic
1	1	Cell Phone Allowance Policy
2	2	Generative Artificial Intelligence Usage Policy
3	4	State/Commonwealth Addendums ○ New Jersey (Page 5) ○ Pennsylvania (Page 20)

Notice from Merion Human Resources: Signing the “Acknowledgement of Receipt and Agreement to Abide by Handbook” also confirms your receipt and understanding of the Employee Handbook Addendums policy information.

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.

Employee Handbook Addendum:

Cell Phone Allowance Policy – Addendum

Merion Realty Partners (MRP) provides employees with cell phone allowances to subsidize the cost of using their personal cell phone for business purposes.

The allowance is paid via payroll once a month as an expense reimbursement line item.

The allowance represents a reasonable estimate of MRP's portion of the employee's personal device cost and data plan/service bill. The allowance is not intended to cover 100% of the cost of a device or data plan that is used for both business and personal purposes.

Cell phone allowances may be modified or canceled at any time, and employees may be required to provide documentation supporting their use of a personal cell phone for required business purposes.

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times.

MRP will not be liable for damage or for the loss of personal cellphones utilized in the workplace or that occurs while conducting Company business.

Nothing in this policy is intended to, nor should it be construed to limit or interfere with employee rights as set forth under all applicable provisions of the National Labor Relations Act.

Employee Acknowledgement

The undersigned employee acknowledges that they have read the Cell Phone Allowance policy and agree to comply with all terms of the policy.

Employee Signature

Date

Employee Handbook Addendum:

Generative Artificial Intelligence (AI) Usage Policy

Purpose

With the increasing popularity of generative AI tools such as OpenAI's ChatGPT and Google's Gemini, it has become necessary to outline the proper use of such tools while working at Merion Realty Partners. While we remain committed to adopting new technologies to aid our mission when possible, we also understand the risks and limitations of generative AI and want to ensure responsible use. Our goal is to protect employees, clients, suppliers, customers and the company from harm.

There are, however, risks in using this technology, including uncertainty about who owns the AI-created content and security/privacy concerns with inputting proprietary company information or sensitive information about an employee, client, customer, etc., into an AI tool. Additionally, the accuracy of the content created by these technologies must be verified, as the information may be outdated, misleading or — in some cases — fabricated.

Eligibility

This policy applies to all employees of MRP and to all work associated with MRP that those employees perform, whether on or off company premises.

Policy

Limited use of generative AI tools will be allowed while performing work for MRP with the approval of a Partner. Company email addresses, credentials or phone numbers can be used to create an account with these technologies. No company data of any kind may be submitted (copied, typed, etc.) into these platforms.

Employees wishing to use generative AI must inform ownership and/or executive leadership in writing about how the tool will be used. Ownership and/or executive leadership must approve or deny requests within 3 business days.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the tool, that information cannot be used for work purposes.

Acceptable uses include:

- For general knowledge questions meant to enhance your understanding on a work-related topic.
- To brainstorm ideas related to projects you are working on.

- To create formulas for Excel spreadsheets or similar programs.
- To draft an email or letter.
- To summarize online research or to create outlines for content projects to assist in full coverage of a topic. **Note:** Only content written by employees may be included in a final product.

Unacceptable uses include:

- Using any text created by an AI tool in final work products of any kind.
- Copying and pasting, typing, or in any way submitting company content or data of any kind into the AI tool.
- Failing to properly cite an AI tool when used as a resource.

Any violation of this policy will result in disciplinary action, up to and including termination.

Training

Employees will be provided with guidance about the proper use of generative AI tools in the workplace.

All questions related to this training should be addressed with Merion IT or Human Resources.

Ethical Use

Employees must use generative AI tools in accordance with all MRP's conduct and anti-discrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory or otherwise harmful to others or the company. Such use will result in disciplinary action, up to and including termination.

Monitoring

MRP's Computer Use Policy and relevant monitoring policies still apply when using generative AI tools with company equipment.

If you have any questions regarding this policy, please contact Human Resources at ContactHRP@merionresidential.com.

State/Commonwealth Addendums

Merion Realty Partners is committed to providing a safe, quality-oriented and productive work environment consistent with the company's operational standards. Although marijuana is still illegal at the federal level, the majority of states have now passed comprehensive medical marijuana laws, and a number of states, as well as the District of Columbia, have also legalized recreational use of the drug for adults ages 21 and older. Merion's policy is that marijuana should not be brought to any company worksite, and employees may not be impaired while at work. Merion employees, Residents, vendors, and other business associates may not use marijuana (or alcohol or other drugs that are not lawfully prescribed under federal and state law, as explained in the company's Health & Safety policy) while at any Merion worksite, including apartment homes and other related business facilities, or while conducting business on behalf of Merion.

These state addenda are intended to provide information to employees regarding applicable state laws. Employees should contact Human Resources with any questions regarding applicable state laws.

New Jersey Employee Handbook Addendum

Equal Employment Opportunity Policy – Addendum

Merion Realty Partners is an Equal Opportunity Employer that does not discriminate 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, domestic partnership or civil union status, military service or veteran status, physical or mental disability, atypical hereditary cellular or blood trait, genetic information, or any other characteristic protected by applicable federal, state or local laws. MRP's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

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's business operations. Any applicant or employee who needs an accommodation in order to perform the essential functions of the job should contact the CEO and/or the Head of Human Resources to request such an accommodation. The individual 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. MRP then will review and analyze the request, including engaging in an interactive process with the individual, to identify if such an accommodation can be made. MRP will evaluate requested accommodations, and as appropriate identify other possible accommodations, if any. The individual will be notified of MRP's decision regarding the request within a reasonable period. MRP treats all medical information submitted as part of the accommodation process in a confidential manner.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the CEO and/or the Head of Human Resources. MRP will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the CEO and/or the Head of Human Resources. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

Pregnancy Accommodations – Addendum

Pursuant to New Jersey law, MRP prohibits unlawful discrimination on the basis of pregnancy or breastfeeding. MRP will endeavor to reasonably accommodate the needs of employees' pregnancy, childbirth, breastfeeding, or expressing milk for breastfeeding, or related medical condition, including recovery from childbirth, provided that the pregnancy, childbirth, or related medical condition is known or should have been known by MRP, and the proposed accommodation does not impose an undue hardship on the business operations of MRP.

Reasonable accommodations may include, but are not limited to:

1. Bathroom breaks;
2. Breaks for increased water intake;
3. Periodic rest;
4. Assistance with manual labor;
5. Job restructuring or modified work schedules;
6. Temporary transfers to less strenuous or hazardous work; or
7. Reasonable break time each day to express breast milk.

For purposes of expressing breast milk, MRP will provide a suitable room or other location with privacy, other than a toilet stall, in close proximity to the work area.

Any employee who needs to request an accommodation due to pregnancy, childbirth, or a related medical condition or who has questions regarding the policy should contact the Head of Human Resources.

Anti-Retaliation Policy Addendum

Unlawful retaliation is any form of discipline, reprisal, intimidation, or other form of retaliation against an employee for participating in any activity protected by law. Merion Realty Partners strictly prohibits and will not tolerate unlawful retaliation against any employee, by any employee. Any violation of this Anti-Retaliation Policy should be reported to your supervisor or another member of the management team at your first opportunity.

Examples of activities protected by law include:

Submitting a good faith complaint (written or oral) in accordance with Company procedures respecting unlawful discrimination or harassment;

Filing a good faith complaint of unlawful discrimination or harassment with the Equal Employment Opportunity Commission, the New Jersey Division on Civil Rights, or in court;

Participating in Merion's internal investigation into allegations of unlawful discrimination or harassment; Supporting another employee's good faith complaint of unlawful discrimination or harassment;

Requesting in good faith a disability or religious belief/practices accommodation under the Americans with Disabilities Act or under the New Jersey Law Against Discrimination;

Requesting or taking leave under any federal, state, or local leave law; and Filing a worker's compensation claim; and Engaging in any activities protected by Section 7 of the National Labor Relations Act.

The examples above are illustrative only, and not exhaustive.

Conscientious Employee Protection Act (CEPA)

New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:

Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;

Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care;

Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.

Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.

Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:

is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;

is fraudulent or criminal; or

is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment.

The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is an emergency in nature.

Fair Chance in Housing Act

The Fair Chance in Housing Act (FCHA) bars housing providers from asking about criminal history on housing applications in most instances. The FCHA is intended to ensure people with past criminal histories have a fair shot at accessing safe and affordable housing. Merion Realty Partners complies with the FCHA, including related training requirements for new employees. Link to FCHA information provided by the State of New Jersey:

<https://www.njoag.gov/>

Marijuana Use in New Jersey – Addendum

Although federal law currently prohibits the use of marijuana, New Jersey authorizes recreational and medical use under two statutes, the N.J. Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act and the Jake Honig Compassionate Use Medical Cannabis Act.

In the State of New Jersey, no employer shall refuse to hire or employ any person or shall discharge from employment or take any adverse action against any employee with respect to compensation, terms, conditions, or other privileges of employment because that person does or does not smoke, vape, aerosolize or otherwise use cannabis items, and an employee shall not be subject to any adverse action by an employer solely due to the presence of cannabinoid metabolites in the employee's bodily fluid. An employer may require an employee to undergo a drug test and use the results of the drug test when determining the appropriate employment action concerning the employee, including, but not limited to dismissal, suspension, demotion, or other disciplinary action.

Employers in the State of New Jersey can maintain a drug and alcohol-free workplace. Nothing in the statutes require an employer to amend or repeal, or affect, restrict or preempt the rights and obligations of employers to maintain a drug- and alcohol-free workplace or require an employer to permit or accommodate the use, consumption, being under the influence, possession, transfer, display, transportation, sale, or growth of cannabis or cannabis items in the workplace, or to affect the ability of employers to have policies prohibiting use of cannabis items or intoxication by employees during work hours.

Paycheck Deductions – Addendum

MRP is required by law to make certain deductions from your paycheck each pay period, including:

- Federal, state and local/municipal income taxes;
- Medicare tax;
- New Jersey Unemployment Insurance;
- New Jersey State Disability Insurance [Unless private plan];
- Social Security (FICA) taxes;
- Deductions as may be required by wage garnishment or child support orders.

MRP may also deduct your portion of [health/dental/life/[TYPE OF INSURANCE]] insurance premiums and voluntary contributions to a [401(k)/retirement plan/pension plan].

Unless you are otherwise advised, no other deductions will be made, except as required by law.

Report in Pay – Addendum

Merion will pay an employee for at least one hour at the applicable wage rate for each workday the employee reports for duty at the company's request.

Pre-Tax Transportation Fringe Benefit – Addendum

Beginning March 1, 2020, all Employees are eligible to receive a pre-tax transportation fringe benefit. This benefit allows commuter highway vehicle and transit benefits to be deducted from employees' gross income. The transportation benefits must be consistent with IRS provisions and limits at the maximum benefit levels allowable under federal law.

Employees should contact Human Resources for further information about the program or to sign up for benefits.

New Jersey Family Leave Insurance Benefits

If employees need to take time off work for the reasons listed below, they may be eligible to receive New Jersey Family Leave Insurance (“NJFLI”) benefits through the State of New Jersey. This benefit is administered by the Division of Temporary Disability Insurance, the New Jersey Department of Labor and Workforce Development. Reasons are as follows:

- *care for a family member with a serious health condition;*
- *bond with a child during the first 12 months after birth or placement of the child for adoption or as a foster child;*
- *engage in activities for which unpaid leave may be taken pursuant to the New Jersey Security and Financial Empowerment Act (NJ SAFE Act), on the employee’s own behalf, if a victim of an incident of domestic violence or a sexually violent offense, or to assist a family member of the individual who has been a victim of an incident of domestic violence or a sexually violent offense (except for any time for which the employee receives disability benefits for a disability caused by the violence or offense);*
- *in the event of a state of emergency declared by the Governor, or when indicated to be needed by the Commissioner of Health or other public health authority, an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, provide in-home care or treatment of the family member of the employee required due to:*
 - *the issuance by a healthcare provider or the commissioner or other public health authority of a determination that the presence in the community of the family member may jeopardize the health of others; and*
 - *the recommendation, direction, or order of the provider or authority that the family member be isolated or quarantined as a result of suspected exposure to a communicable disease,*

For purposes of this policy, family member includes the employee’s child, parent, spouse, domestic partner, civil union partner, parent-in-law, sibling, grandparent, grandchild or any other individual related by blood to the employee, and any other individual with whom the employee has a close association equivalent to a family relationship.

These benefits are financed solely through employee contributions to the state. The state is responsible for determining if employees are eligible for such benefits.

Employees should advise their immediate supervisor or Human Resources if they need to take time for these purposes. Employees will be given information about the state's family leave benefits program and how to apply for benefits. Employees also may contact the Division of Temporary Disability Insurance for further information.

Employees should maintain regular contact with their immediate supervisor during the time off work so MRP may monitor their return-to-work status. In addition, employees should contact their immediate supervisor or Human Resources when they are ready to return to work so MRP may determine what positions, if any, are open.

Job Reinstatement Not Guaranteed

Please note: employees taking time off for these purposes are not guaranteed job reinstatement unless they qualify for such reinstatement under federal and/or state leave laws. Any time off for family leave purposes will run concurrently with other leaves of absence, such as Family and Medical Leave Act and the New Jersey Family Leave Act and/or the NJ SAFE Act, if applicable. Please see the "Family and Medical Leave" and/or the NJ SAFE Act policies for eligibility requirements.

Retaliation

Employees will not be discharged, harassed, threatened or otherwise discriminated or retaliated against because they have requested or taken any family leave benefits pursuant to this policy.

New Jersey Family Leave

Eligibility Requirements

Effective July 16, 2026, employees are eligible for leave under the NJFLA if they:

- Have been employed by Merion Residential/MRP/MLIP for at least 3 months; and
- Have worked at least 250 “base hours” during the 12-month period preceding the leave.

“Base Hours” are the hours of work for which the employee receives compensation including overtime hours and hours for which the employee receives worker’s compensation benefits.

NJFLA Leave Entitlement

The NJFLA provides eligible employees up to 12 workweeks of unpaid, job-protected leave for certain family reasons during a 24-month period. The 24-month period is determined on a “rolling” 24-month period dating back from the time the employee uses any NJFLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee’s child after birth including via a surrogate or gestational carrier or placement for adoption or foster care;
- To care for the employee’s spouse, domestic partner or partner in a civil union, child or parent, parent-in-law, sibling, grandparent, grandchild, or any individual related by blood, or any other individual with a close association equivalent to a family relationship who has a serious health condition; and/or
- In the event of a state of emergency declared by the New Jersey Governor or when indicated to be needed by the Commissioner of Health or other public health authority, an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease, which:
 1. Requires in-home care or treatment of a child due to the closure of the school or place of care of the child of the employee, by order of a public official due to the epidemic or other public health emergency;
 2. Prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by the employee would jeopardize the health of others; or
 3. Results in the recommendation of a health care provider or public health authority that a family member (child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner or one partner in a civil union couple, or any other individual related by blood to the employee, and any other individual with whom the employee has a close association

equivalent to a family relationship) in need of care by the employee voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care would jeopardize the health of others.

A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that prevents the covered family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Restoration of Employment and Benefits

At the end of NJFLA leave, subject to some exceptions, employees generally have the right to return to the same or equivalent position with equivalent pay, benefits, and other terms. “Key employees” under NJFLA may be denied NJFLA leave if: 1) the employee is a salaried employee among the highest paid five (5) percent of employees or one (1) of the seven (7) highest paid employees, and 2) denial of the leave is necessary to prevent substantial and grievous economic injury to Merion Residential/MRP/MLIP’s operations. Merion Residential/MRP/MLIP will notify employees if they qualify as “key employees” under the NJFLA and that leave is being denied. Nonetheless, Merion Residential/MRP/MLIP may not deny reinstatement when, in the event of a state of emergency declared by the Governor or when indicated to be needed by the Commissioner of Health or other public health authority, the family leave is for an epidemic of a communicable disease, a known or suspected exposure to a communicable disease, or efforts to prevent spread of a communicable disease. If the denial of the NJFLA leave occurs while the employee’s leave already has begun, the employee must return to work within two (2) weeks.

Use of Leave

NJFLA leave usually will be taken for a period of consecutive days, weeks, or months. However, employees also may take leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the covered family member, to bond with a child after birth, placement for adoption or foster care, or in the case of leave taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, if:

1. The employee provides Merion Residential/MRP/MLIP with prior notice of the leave as soon as practicable; and
2. The employee makes a reasonable effort to schedule the leave so as not to unduly disrupt the operations of Merion Residential/MRP/MLIP and, if possible,

provide Merion Residential/MRP/MLIP prior to the commencement of the intermittent leave, with a regular schedule of the hours, days, days of the week, or weeks on which the intermittent leave will be taken.

Substitution of Paid Leave for Unpaid Leave

Employees must use accrued paid time off (PTO) while on unpaid NJFLA leave, except employees will not be required to use any PTO during any leave also covered under the New Jersey Security and Financial Empowerment Act. The substitution of PTO for unpaid NJFLA leave time does not extend the length of NJFLA leaves and the paid time will run concurrently with the employee's NJFLA entitlement.

Upon written request, Merion Residential/MRP/MLIP will allow employees to use accrued PTO (all available forms of PTO) to supplement any applicable paid family leave or other monetary benefits, except that, effective July 16, 2026, employees may not use accrued PTO to supplement statutory temporary disability benefits or family leave benefits. Receipt of family leave or other monetary benefits does not extend the maximum amount of leave time to which the employee is eligible under the NJFLA.

Employee Responsibilities

Employees requesting intermittent leave under the NJFLA (whether to care for a family member with a serious health condition or to bond with a newborn child or placement for adoption/foster care) must provide Merion Residential/MRP/MLIP's Human Resources department with 15 days' advance notice from the first day of the intermittent leave unless an emergency or other unforeseen circumstance precludes prior notice.

For all other reasons, employees must provide 30 days' advance notice of the need to NJFLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide Merion Residential/MRP/MLIP notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to comply with the NJFLA notice obligations, may have leave delayed or denied, to the extent permitted by applicable law.

Employees must provide sufficient information for Merion Residential/MRP/MLIP to determine if the leave may qualify for NJFLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the covered family member is under the continuing care of a health care provider or a condition renders the family member unable to perform daily activities.

Employees also must inform Merion Residential/MRP/MLIP if the requested leave is for a reason for which NJFLA leave was previously taken or certified. Employees also may be

required to provide medical certification and periodic recertification supporting the need for leave.

Questions about NJFLA Leave

If employees have questions regarding this NJFLA policy, they should contact Merion Residential/MRP/MLIP's Human Resources department at ContactHRP@merionresidential.com or (610) 896-0082.

This policy information pertains to the following company groups:

- *MRM Residential Management, d/b/a Merion Residential*
- *Merion Realty Advisers, a.k.a. Merion Realty Partners*
- *MainLine Investment Partners*

Emergency Responder Leave – Addendum

Volunteer emergency responders eligible for this leave include active members in good standing of a Volunteer emergency responders eligible for this leave include active members in good standing of a volunteer fire company, volunteer members of a duly incorporated first aid, rescue or ambulance squad and members of any county or municipal volunteer Office of Emergency Management, if the member's official duties include responding to a fire or emergency call. Volunteer emergency responders are eligible for job-protected leave to serve as volunteer emergency responders during a state of emergency declared by the US President or the New Jersey Governor, or to actively engage in responding to an emergency alarm.

There is no limit on the amount of emergency responder leave an employee can take, but the statute requires daily notice from the incident commander if the leave extends beyond one workday.

Employees must give at least one hour advance notice to Merion Realty Partners prior to taking leave to render emergency services in response to a declared state of emergency or emergency alarm. On returning to work, employees must give the Human Resources Department a copy of the incident report and a certification by the incident commander, or other officer or official in charge, that both affirms that the volunteer emergency responder was actively engaged in, and necessary for, rendering emergency services and which states the date and time that the employee was relieved from emergency duty.

New Jersey Temporary Disability Benefits – Addendum

New Jersey employees with qualifying disabilities may be eligible to receive temporary disability benefits under New Jersey's Temporary Disability Benefits Law. Please contact Human Resources for more information and/or go to the New Jersey Department of Labor and Workforce Development's website at www.nj.gov/labor and click the link for "Temporary Disability."

Discretionary Personal Leave of Absence – Addendum

There may be instances in which you need a leave of absence that is not otherwise covered under any other 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 discretionary personal leave of absence is granted, the Company will provide you with further information regarding the terms of the leave.

Safe Act Leave (NJ) – Addendum

Under the New Jersey SAFE Act, employees who are victims of domestic violence or a sexually violent offense may be eligible to receive an unpaid leave of absence, for a period not to exceed

20 days in a 12-month period. Leave may also be taken by employees whose family member is a victim of domestic violence or a sexually violent offense.

Leave may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually violent offense:

1. seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family member;
2. obtaining services from a victim services organization for the employee or the employee's family member;
3. obtaining psychological or other counseling for the employee or the employee's family member;
4. participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security of the employee or the employee's family member;
5. seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or
6. attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's family member was a victim.

For purposes of this policy, family member includes the employee's child, parent, spouse, domestic partner, civil union partner, parent-in-law, sibling, grandparent, grandchild or any other individual related by blood to the employee, and any other individual with whom the employee has a close association equivalent to a family relationship.

Leave under the New Jersey SAFE Act must be used in the 12-month period immediately following an instance of domestic violence or a sexually violent offense. The unpaid leave may be taken intermittently in intervals of no less than one (1) day. The unpaid leave shall run concurrently with any paid vacation, personal, or medical or sick time or leave or family leave benefits available through the state of New Jersey the employee elects to use during any part of the 20-day period of unpaid leave. (For more information on family leave benefits, please see the New Jersey Family Leave Insurance Benefits policy.) If the employee requests leave for a reason covered by both the New Jersey SAFE Act and the New Jersey Family Leave Act, or the federal FMLA, the leave shall count simultaneously against the employee's entitlement under each respective law.

Employees eligible to take leave under the New Jersey SAFE Act must, if the necessity for the leave is foreseeable, provide MRP with written notice of the need for the leave, unless an emergency or other unforeseen circumstances precludes prior notice. In all instances, notice should be provided as far in advance as reasonable and practicable under the circumstances. MRP may require the employee to provide documentation of the domestic violence or sexually violent offense that is the basis for the leave. MRP will retain any documentation provided to it in this manner in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is authorized by a federal or New Jersey law, rule or regulation.

The New Jersey SAFE Act also prohibits an employer from discharging, harassing or otherwise discriminating or retaliating or threatening to discharge, harass or otherwise discriminate against the employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave that the employee was entitled to under the New Jersey SAFE Act, or on the basis that the employee refused to authorize the release of information deemed confidential under the New Jersey SAFE Act.

To obtain relief for a violation of the New Jersey SAFE Act, an aggrieved person must file a private cause of action in the Superior Court within one (1) year of the date of the alleged violation.

Jury Duty Leave – Addendum

If you are summoned for jury duty, you must immediately notify your supervisor. The Company will provide jury duty leave for the length of the absence. The leave will be unpaid unless otherwise required by law.

You must show the jury duty summons to your supervisor as soon as possible so arrangements can be made to accommodate your absence. You are expected to report for work whenever the court schedule permits and during those times when you are excused from jury duty or when jury duty does not conflict with your work schedule. The Company may require that you request a continuance whenever necessary for business reasons.

Military Service Leave – Addendum

MRP recognizes that employees may need to be absent from work to serve in the US military. MRP 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 New Jersey'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;
- 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;
- New Jersey National Guard (including participating in military assemblies or annual training);
- 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;
- Attending service schools conducted by the US armed forces for up to a total of three months (but no more than three months over any four-year period).

1. Notice of Need to Take Military Service Leave

If you need to take military service leave, you or an authorized military 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.

2. 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.

3. 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 leaves of absence.

4. 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.

Under New Jersey law, an eligible employee who has taken leave to participate in military assemblies or annual training or to attend service schools conducted by the US armed forces must apply for reemployment within ten days after completing leave.

5. 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.

In addition, under New Jersey law, employees who are reemployed after military service are protected from discharge without cause for one year after reemployment.

Pennsylvania Employee Handbook Addendum

Equal Employment Opportunity Policies and Procedures Addendum

Merion Residential is an equal opportunity employer. In order to provide equal employment and advancement opportunities to all individuals, Merion Residential makes all of its employment decisions based upon merit, qualifications, abilities and an individual's conduct and performance. Merion Residential will not make any of its decisions, and will not discriminate against any employee, applicant, or any other covered person because of race, color, religion, creed, national origin or ancestry, ethnicity, sex

(including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), age

(40 and over), citizenship, past, current or prospective service in the uniformed services, genetic information, having a diploma based on passing a general educational development test as compared to a high school diploma, physical or mental disability, non-job related handicap or disability, known relationship or association with a person who has a handicap or disability, use of a guide or support animal because of blindness, deafness or physical handicap, or any other legally protected characteristic recognized under applicable county or local, or any other characteristic protected under federal, state or local law ("Protected Characteristic").

This Policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, job assignment, promotion, compensation, benefits, discipline, and termination.

Any person who has experienced or observed unlawful discrimination must immediately report the discriminatory conduct in accordance with the Complaint Procedure set forth in this Handbook.

Anti-Retaliation Policy – Addendum

Unlawful retaliation is any form of discipline, reprisal, intimidation, or other form of retaliation against an employee for participating in any activity protected by law. Merion Residential strictly prohibits and will not tolerate unlawful retaliation against any employee, by any employee. Any violation of this Anti-retaliation Policy should be reported to your supervisor or another member of the management team at your first opportunity.

Examples of activities protected by law include:

- *Submitting a good faith complaint (written or oral) in accordance with Company procedures respecting unlawful discrimination or harassment;*

- *Filing a good faith complaint of unlawful discrimination or harassment with the Equal Employment Opportunity Commission, the Pennsylvania Human Relations Commission or in court;*
- *Participating in Merion Residential's internal investigation into allegations of unlawful discrimination or harassment;*
- *Supporting another employee's good faith complaint of unlawful discrimination or harassment;*
- *Requesting in good faith a disability or religious belief/practices accommodation under the Americans with Disabilities Act or under the Pennsylvania Human Relations Act;*
- *Requesting or taking leave under any federal, state or local leave law;*
- *Filing a worker's compensation claim; and*
- *Engaging in any activities protected by Section 7 of the National Labor Relations Act.*

The examples above are illustrative only, and not exhaustive.

Employees' Rights and Duties Under Section 306 (F.1) of the Pennsylvania Workers' Compensation Act – Addendum

The Employees' Rights and Duties Form notifies employees of their rights and duties relating to workers' compensation and the use of a list of designated health care providers. Access to this important and mandatory workplace health and safety policy information, along with the company's workers' compensation procedures, is provided to all employees via the Company intranet, Jostle. Jostle login: <https://login-prod.jostle.us/login.html>

Witness Duty or Crime Victim Leave – Addendum

You may be eligible for unpaid leave from work due to your attendance or appearance in court by reason of being a victim of or a witness to a crime or a member of a victim's family. You must provide as much notice as possible to your supervisor before taking leave under this Policy and confirm the reason for your absence after you return.

For purposes of this Policy, “family” includes your relatives within the third degree of consanguinity or affinity, common-law relationships and persons residing in your household. If you have any questions about your eligibility for leave, ask your supervisor or another member of the management team.

State of Emergency Leave Policy – Addendum

If you are unable to report to work due to road closures in Montgomery County or other Pennsylvania county in which you work or reside, and the road closures are due to a state of emergency declared by the Governor of the Commonwealth of Pennsylvania, your inability to report to work will be excused and will not be treated as paid vacation or sick leave. Leave under

this policy is paid. Leave under this policy extends only for the duration of the state of emergency. You must report to your supervisor the day after any such absence to confirm that this policy applies to that absence.

Emergency Responder Leave – Addendum

You may be eligible for leave if you are a volunteer fireman, a volunteer fire police officer or a volunteer member of an ambulance service or rescue squad who responded to a call before your start time. The leave is only allowed where the call was taken before you were required to report for work. Contact Human Resources for further assistance.

Discretionary Personal Leave of Absence – Addendum

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 discretionary personal leave of absence is granted, the Company will provide you with further information regarding the terms of the leave.

Paycheck Deductions – Addendum

Merion Realty Partners is required by law to make certain deductions from your pay each pay period, including:

- Federal, state and local/municipal income taxes;
- Medicare tax;
- Pennsylvania Unemployment Insurance;
- Social Security (FICA) taxes;
- Deductions as may be required by wage garnishment or child support orders.

MRP may also deduct your portion of health, dental, life, etc. insurance premiums and voluntary contributions to a 401(k)/retirement plan.

Unless you are otherwise advised, no other deductions will be made, except as required by law.