

hometown *realty*

EMPLOYEE HANDBOOK



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INTRODUCTION

WELCOME TO HOMETOWN REALTY!

We're very excited to welcome you to our company. Thank you for joining us! We want you to feel that your association with the company will be a mutually beneficial and pleasant one. You have joined a company that has established an outstanding reputation for quality service. Credit for this goes to every one of our employees. We hope you too, will find satisfaction and take pride in your work here.

PURPOSE OF THIS HANDBOOK

This Handbook is presented as a matter of information and has been created to inform you about Hometown Realty's company philosophy, employment practices, policies, and benefits to you as an employee, as well as the conduct expected from you. While the guidelines in this handbook are not intended to be a book of rules and regulations, it does include some important guidelines about which you should be aware.

No one other than authorized management may alter or modify any of this Handbook. No statement or promise by a supervisor or manager is to be interpreted as a change in company policy, nor will it constitute an agreement with an employee. Except for the at-will employment provisions, the Handbook can be amended at any time. Should any addition in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only the subject provision.

We ask that you read and understand this Handbook carefully, become familiar with our Company and our policies, and refer to it should any questions arise. This Employee Handbook will not answer every question you have, nor would we want to restrict any communication between us.

EMPLOYMENT


EQUAL EMPLOYMENT

It is the policy of Hometown Realty to provide equal employment opportunities to all qualified persons and to administer all aspects and conditions of employment without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical or mental disability, medical condition, marital status, ethnicity, alienage, military or veteran status, genetic information, or any other protected classification, in accordance with applicable federal, state, and local laws. Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence, and termination. Hometown Realty takes allegations of discrimination, harassment and retaliation very seriously and will promptly investigate when warranted.

AT-WILL EMPLOYMENT

This Handbook, the policies, plans, and procedures written herein and the language used, are not intended to create, or is it to be construed to create, a contract between the Company and any or all of its employees. Similarly, neither is this Employee Handbook, the plans, policies and procedures written herein, nor the language used, intended to be or is, a guarantee or promise of employment or continued employment.

You are not hired for any definite or specified period of time even though your wages are paid on a regular basis. You are an at-will employee of Hometown Realty, and your employment can be



terminated at any time, with or without cause and with or without prior notice to you. Company policy requires all employees to be hired on an at-will basis and this policy cannot be changed except by a written document signed by you and an Officer of the Company. There are no implied or verbal agreements or promises to you that you will be discharged only under certain circumstances or after certain processes are followed. There is no implied employment contract created by this Employee Handbook or any other Company document or written or verbal statement of policy.

IMMIGRATION LAW COMPLIANCE

Everyone hired by the Company will be required to establish and certify their identity and right to work within the United States of America. Each person employed by Hometown Realty will be required to produce, within three (3) days, proof of his/her identity and eligibility to work in the United States of America. Each individual hired by the Company will be required to certify on the appropriate Form I-9 his/her identity and right to work in the United States of America.

INTRODUCTORY PERIOD

Your first 60 days of employment at Hometown Realty will be considered an introductory period. This period will be a time for getting to know your fellow employees, your manager and the tasks involved in your job position. This time also allows you to become familiar with our clients, vendors, owners, and tenants. Your manager will work closely with you to help you understand the needs and processes of your job.

This introductory period is a trial time for both you, as an employee, and the Company, as an employer. During this period, the Company will evaluate your suitability for employment, and you can evaluate the Company as well. At any time during this period, you may resign. If, during this period, your work habits, attitude, attendance, performance, or any other relevant factors do not measure up to our standards, we may terminate employment.

Please understand that completion of the introductory period does not guarantee continued employment for any period of time, nor does it require that an employee be discharged only for cause. Please also understand that completion of the introductory period does not constitute a contract of employment with the Company, other than at-will. Completion of the introductory period does not alter the at-will employment relationship.

EMPLOYMENT CLASSIFICATIONS

Hometown Realty has established the following employment classifications for compensation and applicable benefit purposes only. Management will inform you of your classification, status, and responsibilities at your time of hire, re-hire, promotion, or at any time a change in employment occurs. These classifications do not change your at-will employment status.

- **Regular Full-Time Employee:** An Employee who is scheduled to work no less than 100% of the scheduled work hours in a work week on a regular work schedule (not fewer than 40 hours per week).
- **Regular Part-Time Employee:** An employee who is regularly scheduled to work fewer than 40 hours in a work week.
- **Exempt:** An employee whose position meets specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay or compensatory time off requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet his/her work responsibilities.
- **Non-exempt:** Employees whose positions do not meet FLSA and state exemption tests who are paid a multiple of their regular rate and pay for overtime hours worked.



PERSONNEL RECORDS

Hometown Realty will maintain various employment files while you remain an employee of the Company. Examples of these files are your personnel file and your I-9 file. If you should have any changes with respect to personal information, such as a change in your home address and telephone number, you are required to notify your supervisor so the appropriate changes can be made.

Your files have restricted access. You and Management, or its designated agents, may have access. You may review your personnel file by making a request to Management. In the event you wish to review your personnel file, you must do so in the presence of Management or designee.

EMPLOYMENT REFERENCES

The company makes strict provisions regarding information provided to entities outside of the Company for current and former employees. This information is restricted to the employment dates, position held, and general work status in the Company. This is done to protect the Company and its employees. This information will only be released by authorized Management or its designees.

CONDUCT AND BEHAVIOR

GENERAL GUIDELINES

Efficient and orderly operation of the Company requires that employees maintain proper standards of conduct and observe certain guidelines. These are provided for informational purposes only and are not intended to be all-inclusive. Nothing herein is intended or shall be construed to change or replace, in any manner, the “at-will” employment relationship between you and Hometown Realty. The Company views the following as inappropriate behavior:

1. Negligence, carelessness, or inconsiderate treatment of Company clients, owners, tenants, vendors, employees, and/or their matters.
2. Theft, misappropriation, or unauthorized possession or use of property, documents, records or funds belonging to the Company, or any client, owner, tenant, vendor, or employee; removal of same from Company premises without authorization.
3. Divulging confidential information, of any kind, to any unauthorized person(s) or without an official need to know.
4. Obtaining unauthorized confidential information pertaining to clients, owners, tenants, vendors, or employees.
5. Changing or falsifying client, owner, tenant or vendor records, personnel or pay records, including timesheets without authorization.
6. Willfully or carelessly damaging, defacing, or mishandling property of a client, owner, tenant, vendor, or other employees.
7. Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to Management.
8. Entering Company premises without authorization.
9. Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
10. Unauthorized use of a personal vehicle for Company business.
11. Rude, discourteous, or un-businesslike behavior; creating a disturbance on Company premises or creating discord with clients, owners, tenants, vendors, or fellow employees.
12. Use of abusive language.
13. Insubordination or refusing to follow instructions of the immediate supervisor or

Management; refusal or unwillingness to accept a job assignment or to perform job requirements.

14. Failure to observe scheduled work hours; failure to contact your direct supervisor in the event of illness or any absence before the scheduled start of work; failure to report to work when scheduled; unauthorized or excessive use of any leave of absence; on Company premises during regular work hours or reporting to work under the influence of intoxicants or drugs.
15. Leaving the work site during schedule work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
16. Sleeping or loitering during regular work hours.
17. Recording time for another employee or having time recorded to or by another employee.
18. Use or possession of intoxicating beverages or illegal use or possession of narcotics or drugs, on Company premises during regular work hours or reporting to work under the influence of intoxicants or drugs.
19. Unauthorized possession of a weapon on Company premises.
20. Gambling on Company premises.
21. Falsification of one's employment, application, medial or employment history.
22. Unlawful or un-business-like conduct, on or off Company premises, which adversely affects the Company services, property, reputation, or goodwill in the community, or interferes with work.


ANTI-HARASSMENT

The Company is committed to providing a work environment free of harassment and intimidation. Abuse of the dignity of anyone through racist, ethnic, or sexist slurs or through other derogatory or objectionable conduct is offensive employee behavior. If you harass another employee of the Company or applicant to the Company because of race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, or any other protected classification, in accordance with applicable federal, state, and local laws, you will be subject to disciplinary action, including termination. Likewise, if you feel you have been the object of intimidation or harassment, based upon the aforementioned, you are advised to contact your direct supervisor, follow the normal open-door policy or, in the event of sexual harassment, institute the procedure indicated below:

Sexual harassment is a form of sex discrimination, which includes gender-based harassment of a person of the same sex as the harasser. It is the express policy of Hometown Realty that sexual harassment of employees or applicants, by you or agents of the Company, is unacceptable and will not be tolerated. Unwelcome or unwanted sexual advances, requests for favors or other visual, verbal or physical conduct will be deemed sexual harassment when:

1. Submission to such conduct is explicitly or implicitly a condition of employment;
2. Submission to or rejection of such condition is used as the basis of employment decisions; and
3. Such behavior has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Whether a particular incident or action is a purely a personal, social relationship without a discriminatory employment effect requires factual determination. Hometown Realty further recognizes that allegations of this type of discrimination may have serious effect on innocent women and men. Therefore, the Company has devised two procedures to process a sexual harassment complaint. First, the normal complaint procedure as set forth herein may be utilized. Second, if the employee desires confidentiality, the following procedure may be requested:

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1. Any employee who believes he or she has been the subject of sexual harassment should report the alleged act(s) promptly within two (2) working days to the Office Manager or designee, giving details as related to the complaint.
 2. The Office Manager or designee, upon receipt of the complaint, shall take immediate and appropriate steps to investigate the complaint. Confidentiality is mandatory to the maximum extent possible.
 3. Following the investigation of the complaint, the Office Manager or designee shall weigh the facts and determine the validity of the charge. If the complaint is determined to be valid, the offender(s) shall face immediate and appropriate disciplinary action based upon the severity of the charge. This may include written warning and/or suspension, and/or discharge. If the offender is a supervisor, he/she may be demoted. If the complaint is found invalid, the complaining party may request Step 2 of the normal complaint procedure.

COMPLAINT PROCEDURE

Hometown Realty subscribes to an open-door policy. You may bring a particular concern to your direct supervisor for resolution. When matters cannot be handled on an informal basis, the Company has established a formal procedure for a fair review of any work-related controversy, dispute, or misunderstanding. A complaint may be brought by one or more employees concerning any work-related problem where the complaint has not been satisfactorily resolved in an informal manner.

Step 1: The complaint must be submitted in writing to the Office Manager within three (3) working days of the incident. A written request for a meeting must be submitted simultaneously. Generally, a meeting will be held within three (3) working days of the employee's request depending upon scheduling availability. Witnesses will be allowed as necessary. If the problem is not resolved during this meeting, the Office Manager will give the employee a written resolution within three (3) working days. If the employee is not satisfied, the employee may proceed to Step 2.

Step 2: If the employee is not satisfied after Step 1, the employee may submit a written request for review of the complaint and Step 2 solution to the CEO. Such a request must be made within three (3) working days following the receipt of the Step 1 resolution. The CEO will review the complaint and proposed solution and may call a further meeting to explore the problem. The CEO will render the final decision within ten (10) working days after receiving the Step 2 request, assuming scheduling availability. The decision will be given to the employee in writing.

CORRECTIVE ACTION

A high level of job performance is required of you. In the event that your job performance does not meet the established standards for your position, you should seek assistance from your direct supervisor to attain an acceptable level of performance. If you violate established Company procedures, guidelines, or exhibit impropriety, the Company may elect to administer disciplinary action. If you fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is our policy to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool the Company may select to enhance job performance. The Company is not required to take any corrective action before making an adverse employment decision, up to and including termination. Corrective action may be in the form of a verbal warning and written warning. The Company reserves its prerogative to discipline, and the manner and form of discipline, at its sole discretion.

COMPENSATION

PAY PERIODS

The standard work week for the Company will begin at 12:01 Saturday and end at midnight the following Friday.

The designated pay period is bi-weekly and paychecks are distributed on a bi-weekly basis. Except as otherwise provided, if any date of paycheck distribution falls on a holiday, you shall be paid on the preceding business day.

PAY ADJUSTMENTS

All increases in pay are based upon merit and market factors. Pay is also subject to decreases. Salary decreases may take place when there is:

- Job restructuring
- Job duty changes
- Job transfers
- Adverse business economic conditions

There may not be an automatic annual cost of living or salary adjustment to reflect current economic conditions.

If you are concerned that an improper deduction has been made, you should immediately report this information to your direct supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

OVERTIME

The company complies with all federal and state laws with regard to payment of overtime work. Employees are required to work overtime when assigned. Any overtime you work must be authorized by a supervisor in advance. Working unauthorized overtime or refusal to work overtime is subject to discipline including but not limited to termination.

Non-exempt employees will be paid time and a half the regular rate of pay for hours worked over forty (40) hours in one work week. Any state laws that require payment of daily overtime or overtime on weekends or days of rest will apply.

PERFORMANCE EVALUATION

Performance reviews are done as follows: as specified by immediate supervisor. This evaluation may be written or oral.

If in this evaluation you are given a performance sheet or any other document, you will be required to sign it. Your signature does not indicate that you fully agree with all comments, but merely that you have had the chance to examine the evaluation and fully discuss the contents with your employer.

In addition to annual reviews, informal counseling sessions may be conducted from time to time.

JOB ASSIGNMENTS

In addition to regular duties that may company your job responsibilities, each job may include “other assigned duties”. From time to time, you may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant.

BENEFITS

HOLIDAYS

Employees who are eligible are entitled to the following holidays, as observed by the Company:


- January 1st - New Year’s Day
- Last Monday in May – Memorial Day
- July 4th – Independence Day
- First Monday in September – Labor Day
- Fourth Thursday in November – Thanksgiving
- December 25th – Christmas Day

Other days or parts of days may be designated as holidays with pay at the discretion of Management. No holiday pay will be paid to employees with an unpaid status, on leave or absent to due worker’s compensation. If a holiday falls on a Sunday, the observance will be on the following Monday. If the holiday falls on a Saturday, the observance will be on the preceding Friday.

VACATION LEAVE AND SICK TIME

Employees who are eligible may accrue paid vacation time and sick leave. These benefits begin upon completion of the 60-day tintroductory period. All vacation/sick time is based on a calendar year. Time not used within the current calendar year does not carry over to the next calendar year.

TIME EMPLOYED	TIME EARNED
First Year	2 hours each pay period worked
Completed Year 1	96 hours
Completed Year 2	96 hours
Completed Year 3	96 hours
Completed Year 4	96 hours
Completed Year 5	120 hours
Completed Year Beyond 5	140 hours



Employees are not paid wages in lieu of unused benefit time. All time accrued and not taken at the time an employee leaves from Hometown Realty is forfeited.

Vacation time needs to be scheduled at least 30 days in advance with Management. For more information on paid vacation eligibility, or the vacation accrual schedule, please contact your direct supervisor.

Sick time may be used for dental appointments, doctor appointments, or doctor visits. To be eligible for sick time, you must provide notice of absence (as discussed under the Attendance/Tardiness policy) to your direct supervisor for each day you are absent. You may also be required to submit, in writing, the reason or reasons for any continued sick leave, the estimated date of return to work, and whether any supplemental income payments are being received or an application for one is pending. The Company may also require a written verification from your physician.

If an absence goes beyond your current earned sick leave, you may request an unpaid leave of absence from Management. Before returning to work, a written statement from your physician may be required to return to regular duties.

BEREAVEMENT LEAVE

Full-time employees may request a leave of absence with pay for a maximum of four (4) days following the death of an immediate family member. Immediate family is defined as:

- Spouse
- Children
- Grandchildren
- Siblings
- Grandparents
- Parents

FAMILY, MEDCAL AND PREGNANCY LEAVE

Hometown Realty complies with all state and federal regulations pertaining to leave related to serious health conditions of family members, serious health conditions of employees, and pregnancy related disabilities.



TEMPORARY DISABILITY LEAVE

The company acknowledges that a temporary disability may interfere with your attendance at work. In such cases, the Company does not have a predefined amount of time in which unpaid leave can be granted. Rather, it is up to the Company to make the best effort to reasonably accommodate your needs as well as the needs of the Company. If leave is approved, any extensions will be subject to the same considerations.

A request for temporary disability leave must be submitted in writing. This request needs to be accompanied by a physician's statement identifying the temporary disability, the last expected date of work, and estimated date of return. At any time during this temporary leave, Hometown Realty may request a written statement detailing your health. Prior to returning to employment with the Company, you may be required to submit a written medical certification of your ability to perform your job duties, including any restrictions. Upon returning to work, you may be reinstated to your former position or one that is substantially the same, depending upon availability of positions.

Hometown Realty observes and is in compliance with all federal and state medical leave regulations including the pregnancy disability leave regulations that pertain to employees. This includes the federal Family Medical Leave Act (FMLA) and any state family medical leave provisions that might apply.

JURY SERVICE LEAVE

If you are summoned for jury duty, you will be allowed a leave of absence if a copy of the original summons for jury duty is submitted to your supervisor. You are to report to work on any day, or portion of any day that is not spent in the performance of jury service. For each week of jury duty, a certificate of jury service shall be certified by the Court and filed with the Company no later than Friday of the following week.

During your jury service, you will be paid at your regular rate for up to three (3) days. Any compensation provided to you during jury duty or fees received for jury duty, including travel fees, will be in accordance with federal and state regulations.

WITNESS LEAVE

If you have to serve as a witness, you can be granted a witness leave for such time as necessary to comply with the request. You are to report to work on any day, or portion of any day, that is not actually spent in the performance of serving as a witness. For each week of witness leave, a certificate of service will be certified by the Court and filed with the Company no later than Friday of the following week.

Any compensation provided during witness leave or fees received, including travel fees, will be in accordance with federal and state regulations.

VOTING LEAVE

Voting time is encouraged outside of normal business hours. If you are unable to vote on personal time, we allow up to two (2) hours to vote in any state or federal election. Any compensation or time off provided for voting will be in accordance with federal and state regulations.



HEALTH, SAFETY, AND SECURITY

SMOKING

Smoking is not allowed while inside company premises. Employees who wish to smoke should do so during break times in the designated areas, and in accordance with local ordinances.

DRUGS AND ALCOHOL

Hometown Realty is dedicated to providing employees with a drug and alcohol-free work place. We have a vital interest in maintaining safe and efficient working conditions for our employees and discourages drug and alcohol abuse. Employees who are under the influence of any drug or alcohol on the job compromise our interests, endanger other employees, and can cause a number of other work-related problems. Any identified possession or usage of drugs or alcohol, or being under the influence of same, during working hours may be subject to testing and/or grounds for discipline up to and including termination. Any suspected illegal drug confiscated will be turned over to the appropriate law enforcement agency.

To the extent any federal, state or local law, rule or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary and only for that geographical area, this policy is deemed to be amended to be in compliance.

REASONABLE ACCOMODATIONS

It is the policy of the Company to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities. The Company will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges, or conditions of employment, including but not limited to hiring, advancement, discharge, compensation, and training.

Employees who become disabled should notify Management if the conditions of the disability impair their ability to perform the essential functions of their position. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the Company undue hardship.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until a decision by Management has been made in regard to the employee's immediate employment situation.

SAFETY

In the event you become injured or witness an injury during your work hours, you are to report it immediately to the nearest available management personnel. You are to render any assistance requested by Management. Any questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials. You should report all nonfunctioning hazardous office equipment to your immediate supervisor.



WORKER'S COMPENSATION

The Company provides insurance for all work-related injuries or illness. The name of the Company's workers' compensation insurance carrier and other pertinent information is available upon request. Our carrier governs all insurance benefits provided by the Company. These contracts shall not be limited, expanded or modified by any statements of Company personnel or Company documents. Any discrepancies shall be determined by reference to the insuring contracts.

SECURITY

It is the intent of the Company to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for clients and others with whom we do business. The Company has zero tolerance policy for acts of violence or threats of violence.

The Company expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional or veiled threat of harm to any employee or Company property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits or threatens to commit a violent act against any person will be subject to immediate termination.

Our employees share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor or Management. Management will carefully investigate all reports, and employee confidentiality will be maintained to the fullest extent possible.

HOURS OF WORK

You will be provided your work schedule upon hire. You will be expected to be ready to work at your assigned area at the start of your work schedule. If your normal schedule changes or Company hours change, you will be given advance notice to change personal planning.

MEAL AND REST PERIODS


The Company complies with all federal and state laws in regard to meal and rest breaks.

Hometown Realty provides a supportive environment to reasonably accommodate breastfeeding employees during work hours. We may require medical certification to support the intent of this policy. Any harassment or discrimination of breastfeeding mothers is not acceptable and will not be tolerated.

WORK ATTENDANCE

Attendance is a major concern of the Company. Any unsatisfactory attendance, including tardiness, leaving work early, is unacceptable. All absences are to be arranged as far in advance as possible including vacations and time off for other reasons. If a dentist or doctor appointment must be scheduled on a work day, it should be scheduled as early or late in the day as possible.

You need to be at your work station, prepared to work at the start of your scheduled work time



or resumption of duties. If you are not, you will be considered tardy. Excessive tardiness constitutes unacceptable job performance. If you are tardy, wages may be reduced by the amount that you are tardy.

If you have an unexpected illness or emergency that prevents you from attending work, you must notify your supervisor no later than thirty (30) minutes before the start of your scheduled work day. If your supervisor is not available, you should contact another member of management. If you are not physically able to contact the company, you should direct another person to make the contact on your behalf.

If you become ill at work, notify your supervisor immediately. If the illness makes you unable to perform your job, you will be either sent to a doctor or your home. You will be paid for only time that was worked and any applicable benefits.

If you must be absent, you are to notify your supervisor with an expected date of return. We reserve the right to require proof of such illness, injury, or accident; including a physician statement or notice for any temporary disability.

Repeated absences, excessive absences, or a pattern of absences are unacceptable job performance. If you are absent for three (3) consecutive days and have not provided proper notice, the Company will assume you have abandoned your position and will be considered a voluntary termination.

APPEARANCE AND DRESS CODE

We are based on the trust and goodwill from our clients, owners, and tenants. In addition to providing excellent service, they will also only do business with us if they are treated with courtesy, patience, and appropriate deference. You are to treat everyone with the utmost courtesy.

Clients tend to think in terms of individual employees with whom they come in contact with, the way you perform and treat them will determine the satisfaction, in part, with the company. A good employee will approach their job responsibilities with a positive attitude and respect. A neat appearance and good hygiene reflect respect for yourself and the workplace.

Hometown Realty has a casual dress code for office staff with the exception of days for which owners or clients are scheduled to visit the office; at which time business casual attire is expected. i.e. Button up shirts/blouses and slacks/dress jeans, etc.

CONFIDENTIALITY

The rule of thumb to remember is that all information gathered by, retained or generated by the Company is confidential. There shall be no disclosure of any confidential information to anyone outside the Company without the appropriate authorization.

It is your duty and responsibility to safeguard all confidential information. This includes the dissemination of information by any available means, including but not limited to telephone, AppFolio and e-mail. When any inquiry is made regarding the confidentiality of any employee or customer, the inquiry must be forwarded to your supervisor or Management without comment on your part.

Confidential information shall be disclosed and/or discussed only on a “need to know” basis. Conversation of a confidential nature must never be held within earshot of the public, owners,



clients, tenants, vendors, or former employees.

CONFLICT OF INTEREST

The Company is judged by the collective and individual performance of its employees. The Company has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, the Company holds itself and its employees to the highest standards of lawful and ethical conduct.

Therefore, you must be very careful that your relationships or other activities do not subject you or the Company to question or undue criticism. You must refrain from engaging in any activity that could be in conflict with your status as a Company employee. This includes the use of your position with the Company for personal profit or advantage or entering into transactions or relationships where it may appear you have a conflict of interest, are improperly benefiting from your affiliation with the Company, or are violating laws governing fiduciary relationships. Good judgment and common sense are to supplement these provisions to avoid even the appearance of impropriety. To the extent there is a conflict or ambiguity between permissive conduct and that which is not permitted, the latter shall have precedence.

If you question the propriety of a transaction or activity, you should seek guidance from your direct supervisor or Management. If necessary, you should seek written approval.

OUTSIDE ACTIVITIES

You may engage in outside employment or personal educational activities during non-working hours, provided that such activities do not interfere with your job performance or constitute a conflict of interest. Prior to accepting outside employment, you are to notify Management in writing. The notice must contain the name of the potential employer, the title and nature of the position, the number of working hours per week, and the time of scheduled work hours. If the position constitutes a conflict of interest or interferes with your Company job, at any time, you may be required to curtail or terminate such activity.

REPORTING IRREGULARITIES

It is the responsibility of each employee of the Company to report, immediately, any and all irregularities indicating actual or suspected existence of a loss, fraud, embezzlement or similar impairment of Company funds or property, or suspicious persons or activity. If you have actual or constructive knowledge of any irregularity and do not report it to your direct supervisor, you have engaged in unacceptable job performance subject to disciplinary action including but not limited to termination.

INSPECTIONS / SEARCHES

Any items or parcels taken out of or off Company premises or property (or property controlled by the Company) are subject to inspection/search. Your desk, workstation, work area, computer, memory, files, voicemails, emails, etc. are subject to inspection/search at any time. The Company may monitor any telephone conversation you have on Company owned or controlled equipment, premises or property. While on Company owned or controlled premises or property, your vehicle, meal containers, purse, etc., as well as yourself, are subject to inspection/search. Any inspection/search conducted by the Company or its designee may occur at any time, with or without notice.

Any password or restrictor placed on a document, computer or computer software must be revealed to and maintained by a second authorized source. Removing, changing, deleting or



erasing any Company information, without the appropriate authorization, is strictly prohibited.

ELECTRONIC ASSETS

The Company recognizes that use of the Internet has many benefits for the Company and its employees. The Internet and e-mail make communication more efficient and effective. Therefore, employees are encouraged to use the Internet including social media and any future technology appropriately. Unacceptable usage of the Internet can place the Company and others at risk.

The following guidelines have been established for using the Internet and e-mail in an appropriate, ethical and professional manner:

- The Company Internet and e-mail access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Harassment of any kind is prohibited.
- Disparaging, abusive, profane, or offensive language; materials that would adversely or negatively reflect upon the Company or be contrary to the Company best interests; and any illegal activities – including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail – are forbidden.
- Copyrighted materials belonging to entities other than the Company may not be transmitted by employees on the company's network. All employees obtaining access to other companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only. If you find something on the Internet that may be interesting to others, do not copy it to a network drive. Instead, give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on his / her own.
- Do not use the system in a way that disrupts its use by others. This includes excessive sending or receiving of many large files and "spamming" (sending e-mail messages to thousands of users.)
- The Internet is full of useful programs that can be downloaded, but some of them may contain computer viruses that can extensively damage our computers. Be sure to virus-check downloaded files immediately. Also, many browser plug-ins are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.
- Each employee is responsible for the content of all text, audio or images that he/she places or sends over the company's Internet and e-mail system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that the Company's name is attached to all messages so use discretion in formulating messages.
- E-mail is not guaranteed to be private or confidential. All electronic communications are Company property. Therefore, the Company reserves the right to examine, monitor and regulate e-mail messages, directories and files, as well as Internet usage. Also, the Internet is not secure so don't assume that others cannot read or possibly alter your messages.
- Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the Company.

All company-supplied technology, including computer systems and company-related work records, belong to the Company and not the employee. The Company routinely monitors usage patterns for its e-mail and Internet communications. Although encouraged to explore



the resources available on the Internet, employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the e-mail and Internet connection, are company-owned, all company policies are in effect at all times. Any employee who abuses the privilege of company-facilitated access to e-mail or the Internet, may be denied access to the Internet and, if appropriate, be subject to disciplinary action up to and including termination.

SOCIAL MEDIA

The Company recognizes that employees may have personal accounts on Facebook, Linked-In, Instagram, Twitter, Web-based email accounts such as Gmail, Yahoo, etc., and understands that employees may elect to review those accounts during work hours and utilizing the company's electronic assets of technology, computers and internet access in the limited manner described in this policy.

The Company therefore notifies its employees that should employees elect to log onto or access social media from the company's electronic assets of technology, computers or internet access that such employees shall have no expectation of privacy as to any information that they input or review while in contact with social media, including passwords, codes or other information that is reviewed or that enables access to the social media. Moreover, by utilizing social media via the company's electronic assets of technology, computers or internet access, employees understand that they are providing the company with access to their social media and therefore agree that an employee's actions to access social media from the company's electronic assets of technology, computers or internet access constitutes the employee's understanding that the employee has no expectation in privacy in the social media and consents that the company may access the employee's social media at the company's discretion and the company may review materials that may be resident on the social media, including passwords, text messages, tweets, email communications, pdfs, and pictures that are sent to employees or reviewed by employees on the social media.

To the extent employees are posting comments to social media outside the scope of their employment responsibilities, including online forums, such as a blogs, employees may not include any client or company trade secret or confidential information and may not make any statements that would give the impression that the views they have expressed are the opinions of the company. Employees should refrain from posting derogatory information about the company on any such sites and proceed with any grievances or complaints through the normal channels. Employees may not post to any online forums using any official company e-mail address or providing any company telephone number or extension. Employees may not utilize any of the company's logos, drawings, trademarks, copyrights or other images or photographs of the company or typically associated with the company in conjunction with such activities.

PHONE USAGE

Company telephones and similar communication tools are to be restricted to company business calls. All employees are required to be professional and conscientious at all times when using company phones and to refrain from usage of personal cell phones, including texting and downloading of web content, unless subject to emergency situations and/or as authorized by your direct supervisor.



PERSONAL PROPERTY

The Company is not liable for lost, misplaced or stolen property. You should take all precautions necessary to safeguard your personal possessions. You should refrain from having your personal mail sent to the Company because mail may be automatically opened.

Your work area and any other Company property are subject to inspection/search at any time, with or without notice. Desks and work areas are to be kept as neat and organized as possible.

EMPLOYMENT SEPARATION

RESIGNATION

Employees are requested to provide a minimum of two (2) weeks written notice of their intent to resign. Your notice of resignation to voluntarily terminate employment with the Company should be submitted to your direct supervisor or a member of Management.

TERMINATION

All employment with the Company is “at-will” employment. This means that you have not been hired for a specified duration, but that you can terminate your employment or Hometown Realty can terminate your employment at any time, with or without cause, and with or without prior notice. Your at-will employment status can only be changed by a written agreement between you and the Company, signed by both you and an Officer of the Company.

RETURN OF COMPANY PROPERTY

Any company property issued to employees, such as computer equipment, keys, tools, or company credit cards, must be returned to the Company at the time of termination. Employees will be responsible for any lost or damaged items.



ACKNOWLEDGEMENT

The undersigned acknowledges receipt of Hometown Realty’s Employee Handbook.

The contents of the Employee Handbook are presented as a matter of information. Except for the at-will provisions, the Handbook can be amended at any time. I agree to read the Handbook and to follow the guidelines and policies set forth in the Handbook and any amendments to the Handbook along with the other policies and procedures of the Company.

It is specifically understood and agreed that the Handbook is for informational purposes only and is not intended to create a contract, nor is it a contract, of employment or continuing employment between myself and the Company. It is further understood that neither the Handbook nor any policy of the Company is a guarantee or promise of employment or continuing employment.

I understand that I am not being hired for any definite period of time even though my wages are paid regularly. I further understand that I am an at-will employee and my employment can be terminated at any time, with or without cause and with or without prior notice either by the Company or myself. No promises or representations have been made to me that I can be disciplined or discharged from my employment with the Company only under certain circumstances or after certain events.

Company policy requires all employees to be hired at-will and this policy cannot be changed except by a written document signed by me and an appropriate officer of the Company, specifically changing my at-will employment status. I have neither been requested nor have I signed any such document.

My at-will employment status with the Company has been fully explained and I have been given an opportunity to ask any questions regarding Company policies and my at-will employment status. No representative of the Company has made any promise or other statements implying employment will be other than what has been stated above.

Employee Printed Name

Employee Signature

Date



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