



Employee Handbook

2020

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INTRODUCTION

Welcome to MainVue Homes, LLC. We hope your employment here will be a source of great personal and professional satisfaction.

This Handbook contains information about working at MainVue Homes. It is designed to be a guide for all personnel and applies to all employees, regardless of when you joined the Company and supersedes all previous memos, Handbooks, and understandings. It is not a contract of employment. MainVue Homes may, from time to time, revise this Handbook or its policies, practices or procedures, at the sole discretion of the Company. Employees are expected to honor and abide by the guidelines outlined in this Handbook.

MainVue Homes strives to offer a work environment that is professional, free from harassment and allows employees to develop both personally and professionally. As a part of the MainVue Homes team, you will have the opportunity to work with others and direct your individual accomplishments toward organizational objectives. While we operate as a team, we recognize that much of our strength comes from individual contributions. So that we can respond flexibly to individual circumstances, the information in this Handbook represents guidelines, not a guarantee of specific treatment in every case.

With the sole exception of the Company policy of employment “at-will”, these guidelines may be changed at any time. We will do our best to keep you informed of any significant changes. The official record will be retained at our home office. MainVue Homes is not responsible for misuse or misinterpretation of the information in this Handbook.

The information contained within this document is considered copyrighted material and may not be copied, distributed or provided to parties other than employees and officers of MainVue Homes at any time.

In cases where the Handbook does not provide clear guidance, your supervisor or Human Resources will be happy to provide clarification or other assistance.

Should any provision in this Handbook be found to be unenforceable and/or invalid, such finding does not invalidate the entire Handbook, but only the subject provision.

Henley, Sumitomo & MainVue Homes

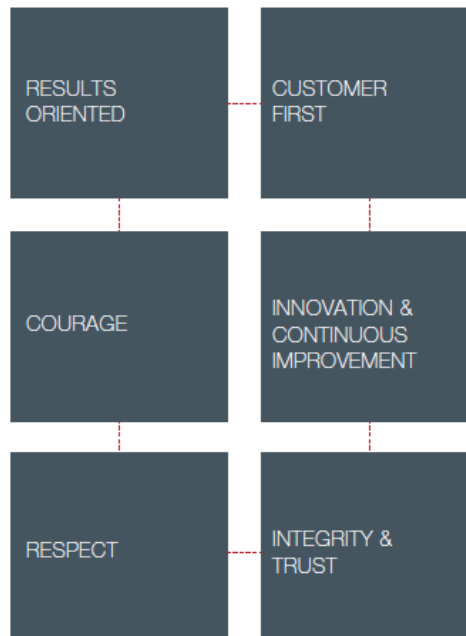
MainVue Homes is a part of Henley Properties Group in Australia and Sumitomo Forestry Group in Japan.

Henley Properties Group was established in 1989 and has become one of the largest and most distinguished leaders in the Australian home building industry. Since 2012, they have consistently won the prestigious Housing Industry Association Regional Awards.

The Sumitomo Forestry Group, a 320-year-old Japanese Company, engages at a global level in a variety of wood-related businesses including “upstream” plantation and forestry businesses, “midstream” distribution and manufacturing businesses, and “downstream” housing related businesses in and outside Japan. In particular, Sumitomo Forestry Group is expanding overseas housing related businesses in the U.S., Australia and Asia. The Sumitomo Forestry Group has pledged to respect the cultures and lifestyles of each country while contributing to the development of local communities. Sumitomo expects to achieve synergies through their investment in several home builder companies in the U.S. through the expansion of its corporate network. The annual sales target for these U.S. businesses, of which MainVue Homes is a member, is 5,000 units. Sumitomo is working toward a target of 8,000 units in the U.S. and Australia collectively.

MainVue Homes/MainVue Culture

As an employee of MainVue Homes, you become an extension of the brand. In this, it is important to understand and practice the core expectations that MainVue Homes values as part of our culture.



ANTI-HARASSMENT AND DISCRIMINATION

Equal Employment Opportunity Policy

MainVue Homes is an equal opportunity employer. We believe every employee has the right to work in an environment that is free from all forms of unlawful discrimination. Consistent with applicable laws, MainVue Homes makes all decisions involving any aspect of the employment relationship without regard to race (including traits historically associated or perceived to be associated with race, such as hair texture and protective hairstyles (e.g., afros, braids, locks and twists), color, sex, pregnancy, creed, religion, age, marital or nursing mother status, national origin, ancestry, citizenship, the presence of any sensory, mental, or physical disability, medical or genetic information, military or veteran status, sexual orientation, gender identity, gender expression, genetic information, HIV/AIDS or hepatitis C status, status as an actual or perceived victim of domestic violence, sexual assault or stalking or any other status or characteristic protected by local, state, or federal law. Discrimination and/or harassment based on any of those factors are inconsistent with our philosophy of doing business and will not be tolerated. This policy of non-discrimination applies to all aspects of recruiting and employment, including compensation, benefits, advancement, transfers, and reductions in force.

Disability and Accommodation

The Company is committed to ensuring equal employment opportunity for qualified persons with disabilities in accordance with the Americans with Disabilities Act and other applicable federal, state, and local laws. As provided by those laws, the Company will make reasonable accommodations if you have a disability that substantially limits your ability to perform the essential functions of your job or if working without accommodation would aggravate a disability such that it would create a substantially limiting effect in the future unless doing so would create an undue hardship for the Company. What constitutes a reasonable accommodation is decided on a case-by-case basis. For example, we may be able to adjust your work schedule, transfer you to a vacant position for which you are qualified, modify your workspace or the equipment you use, or make other modifications or accommodations that allow you to properly perform the essential functions of your job and continue working.

If you have a disability and need a reasonable accommodation, you should make that fact known to your supervisor. We will treat such information as confidential except to the extent other employees need to know to evaluate your request for an accommodation or to accommodate your disability. You are not required to disclose a disability unless you are seeking an accommodation.

To evaluate options for accommodation, the Company may request medical opinions to verify the nature of your disability, identify potential reasonable accommodations, or determine whether your continued work would pose a direct threat to the health or safety of others that cannot be eliminated by reasonable accommodation.

Unlawful Discrimination and Harassment

We operate based on mutual respect. The Company is committed to providing a work environment that is free of unlawful discrimination and unlawful harassment. Unwelcome actions, words, jokes, or comments based on an individual's sex, race, ethnicity, national origin, age, disability, religion, citizenship, veteran status, sexual orientation, gender identity, gender expression, or any other legally protected characteristic will not be tolerated. Harassment of your co-workers, on the job or off, outside vendors, customers and trade contractors including derogatory comments about race, sex, disability or any other protected status is strictly prohibited. Harassment of our employees by outside vendors, customers and trade contractors will not be tolerated. The Company is committed to vigorously enforcing this policy against harassment, including but not limited to sexual harassment, at all levels within the Company. Individuals who experience or observe possible unlawful harassment or discrimination are strongly encouraged to report their concerns without fear of reprisal. We take these matters very seriously and will make every effort to ensure that complaints of harassment or discrimination are resolved promptly, effectively, and as confidentially as possible.

Employees who are found to have engaged in harassment or discrimination in violation of our policy are subject to discipline, up to and possibly including termination. So that each employee has a better understanding of the type of behavior that is prohibited, sexual and other prohibited harassment are briefly discussed below.

Sexual Harassment

Sexual harassment is a form of unlawful harassment by members of the same or opposite sex. In general, it involves unwelcome conduct that is of a sexual nature or based on gender.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different genders. Depending on the circumstances, behaviors that constitute sexual harassment may include, but are not limited to, the following: unwanted sexual advances or requests for sexual favors; sexual jokes or innuendo; verbal abuse of a sexual nature; comments about an

individual's body, sexual prowess, sexual experience, practice or desires, or sexual deficiencies; leers, whistles, or touches; insults or obscene comments or gestures; display of sexually suggestive objects or pictures; and other physical or verbal conduct or visual material of a sexual nature. MainVue Homes does not tolerate sexual harassment of its employees on the job, regardless of whether the unwelcome behavior is by co-workers, supervisors, vendors, or clients. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as business trips, business meetings, and business-related social events.

State and federal anti-discrimination laws prohibit harassment when:

- Submission to or rejection of such conduct is used as the basis of a tangible employment action affecting the individual, such as decisions relating to hiring, firing, promotions, assignments, or pay; or,
- The conduct creates an intimidating, hostile, or offensive work environment that affects the terms and conditions of a person's job.

Other Prohibited Harassment

Like sexual harassment, we strictly prohibit harassment based on any other legally protected characteristic, such as race, ethnicity, national origin, age, disability, religion, citizenship, veteran status, sexual orientation, or political ideology.

Prohibited harassing conduct may include inappropriate jokes or innuendo; epithets, slurs, or negative stereotyping; display in the workplace of offensive materials; and other physical or verbal conduct or visual material.

Supervisory Oversight

We expect all supervisors to take affirmative steps to protect employees from unlawful harassment. This includes demonstrating and communicating appropriate standards of workplace conduct, monitoring such conduct, and promptly reporting any alleged incidents or concerns to the next level of management, to an HR Manager at Asure Consulting (425-576-1900 ext. 3), or to the Company President.

Reporting Procedures and Guidelines

MainVue Homes encourages all employees to report any perceived incident of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Anyone who believes that he or she is a victim of such conduct by any supervisor, employee, vendor, or client of the Company should do the following:

- If it is comfortable and practical for you to do so, identify the offensive behavior to the offender and request that it stop.

- If it is not comfortable or practical for you to confront the offender directly, or if you have done so and the behavior is continuing, promptly notify any member of management or executive management, the Company President, or an HR Manager at Asure Consulting (425-576-1900 ext. 3).

Any complaints that Company policies have been violated will be followed by a fair, timely, and thorough investigation that provides all parties with due process and reaches reasonable conclusions based on the evidence collected. We prohibit retaliation for reporting such concerns or for cooperating with any investigation, and we take reasonable steps to ensure that the complaining party does not suffer reprisals or retaliation.

The investigation will be conducted as discretely as possible, consistent with the need to investigate. Employees are required to participate and comply with investigation procedures when requested.

Discipline

If an investigation shows that any supervisor or employee has engaged in harassment or discrimination in violation of our policy, MainVue Homes will take appropriate disciplinary action or corrective measures, including, but not limited to, mandatory counseling, training, additional supervision, transfer, change of job duties, removal of supervisory responsibilities, demotion, suspension, or termination of employment. This list is illustrative only. The Company at its sole discretion will determine the level of disciplinary action or corrective measure that is appropriate in any specific situation. This policy does not create a mandatory step or progressive disciplinary policy and does not in any way alter the Company's status as an "at-will" employer or create a contract between an employee and the Company with respect to the level of disciplinary action appropriate in any situation.

Pregnancy and Lactation Accommodation

Employees may request a reasonable accommodation for their pregnancy and pregnancy-related health conditions, including the need to express breast milk. The Company will provide reasonable accommodations to requesting employees unless doing so would impose an undue hardship on the Company's business, consistent with applicable local, state, or federal law.

Under this policy, reasonable accommodations include: providing more frequent, longer or flexible restroom breaks; modifying a no-food or -drink policy; job restructuring, part-time or modified work schedules, or reassignment to a vacant position; acquiring or modifying equipment, assistive devices or any changes to your work station; providing seating or allowing you to sit more frequently if your job requires you to stand; providing for a temporary transfer to a less-strenuous or less-hazardous position; providing assistance with manual labor and limits on lifting; scheduling flexibility for prenatal visits; and any further pregnancy accommodation you may request, to which the Company will give reasonable consideration in

consultation with information provided on pregnancy accommodation by the Department of Labor and Industries or the your attending health care provider, as applicable.

Reasonable accommodations also include reasonable break time for you to express breast milk for up to two years after the child's birth. The Company will provide a private location, other than a bathroom, and reasonable break time each time you have a need to express milk.

Unless the Company does so or would do so for other classes of employees who need accommodation, accommodation under this policy does not include creating additional employment that the Company would not otherwise have created, terminating any employee, transferring any employee with more seniority or promoting any employee who is not qualified to perform the job.

The Company may request that an employee seeking an accommodation under this policy provide written certification from her treating health care professional regarding the need for accommodation, except that the Company will not request written certification for the following accommodations: (1) providing more frequent, longer or flexible restroom breaks; (2) modifying a no-food or -drink policy; (3) providing seating or allowing the employee to sit more frequently if your job requires you to stand; or (4) limits on lifting over 17 pounds.

The Company will not discriminate or retaliate against employees who request, decline or use an accommodation under this policy. In addition, the Company will not require you to take leave if another reasonable accommodation can be provided for your pregnancy.

Employees who have questions about this policy or who wish to request reasonable accommodation under this policy should contact their supervisor or Asure Consulting (425-576-1900 ext. 3).

Victims of Domestic Violence, Sexual Assault, or Stalking Accommodation

The Company will provide reasonable safety accommodations for employees who are the actual or threatened victim of domestic violence, sexual assault or stalking and request that the Company accommodate their safety while at work, unless providing the accommodation would impose an undue hardship on the Company's business operations.

Reasonable accommodations may include, but are not limited to the following adjustments to job structure, the workplace, or a work requirement in response to actual or threatened domestic or sexual assault or stalking:

- Transfer;
- Reassignment;

- Modified work schedule;
- Change in work telephone number;
- Change in work email address;
- Change in work station;
- Installed locks;
- Implemented safety procedures; or
- Other adjustments to job structure, workplace facilities or work requirements.

Employees may also be entitled to a leave of absence under the Company's Domestic Violence, Sexual Assault or Stalking Victim Leave policy and should consult that policy and/or Human Resources for additional information.

The Company may require verification that the employee or family member is a victim of domestic violence, sexual assault or stalking and that the requested accommodation is for the purpose of protecting the employee from domestic violence, sexual assault or stalking. Verification may be provided by the employee's written statement confirming these facts or by other appropriate documentation, such as a police report or court order, and must be provided in a timely manner. Employees will not be required to provide additional information beyond this required verification, or information that would compromise their safety or the safety of their family members.

The Company will maintain the confidentiality of all information employees provide regarding their request for a safety accommodation, including the fact that the employee or a family member is a victim and any written or oral statements, documentation or evidence provided by the employee in support of the accommodation request. The Company will not disclose such information unless the employee requests or consents to the disclosure, a court or administrative agency orders such disclosure or otherwise required by applicable federal or state law.

The Company will not terminate, threaten to terminate, demote, or otherwise discriminate or retaliate against an employee because the employee:

- Requests or uses an accommodation in accordance with this policy;
- Files or communicates to the Company an intent to file a complaint alleging a violation of Washington's law on reasonable safety accommodations for domestic violence victims; or
- Participates or assists in another employee's attempt to exercise rights under the law.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their supervisor or Asure Consulting (425-576-1900 ext. 3).

EMPLOYEE BASICS

Classifications of Employment

Your wages, benefits and job duties are affected, in part, by your classification and your job title. The following are a few of our classifications:

Regular hourly, non-exempt employees are regularly scheduled to work 20 or more hours per week, are paid for actual hours worked, and *are eligible for overtime compensation for hours worked over 40 in each work week*. Employees in this classification are eligible for all group and paid time-off benefits.

Regular salaried, non-exempt employees are regularly scheduled to work 40 or more hours each work week, are paid a fixed salary each pay period and *are eligible for overtime compensation for hours worked over 40 in each work week*. Employees in this classification are eligible for all group and paid time-off benefits.

Regular salaried, exempt employees are regularly scheduled to work 40 hours each work week during normal business hours, but work whatever amount of time is necessary to complete the job and are paid a fixed salary each pay period, regardless of the actual number of hours worked. Exempt employees are not eligible for paid overtime. Exempt employees' duties are typically of an executive, professional, or administrative nature as defined by the law. In some instances, computer professionals are also exempt.

Part-time, non-exempt employees are regularly scheduled to work less than 20 hours each week, are paid for actual hours worked, and *are eligible for overtime compensation for hours worked over 40 in each work week*. Part-time employees are not eligible for all group and paid time-off benefits, except when required by law.

Temporary/seasonal, non-exempt employees are not regularly scheduled or on-call, are paid for actual hours worked, and *are eligible for overtime compensation for hours worked over 40 in each work week*. Temporary and seasonal employees are not eligible for all group and paid time-off benefits, except when required by law.

Rest Periods and Meal Periods

All non-exempt employees are entitled to ten minutes of paid break time for each four hours of work time. MainVue Homes does not schedule breaks. You are free to take your break time as needed to get coffee, use the restroom, etc. If you feel your work schedule does not allow you to have ten minutes of break time for each four hours of work, please talk with your supervisor.

If non-exempt employees work more than five hours in a day, they are required to take a meal break two to five hours into their shift. The normal meal break is a 60-minute, unpaid period. If you work three or more hours of overtime beyond your scheduled shift, you will have an additional meal period before or during your overtime period.

Performance Evaluations

New employees may be reviewed after ninety days of employment. The purpose of this review is to ensure that the employee and the Company have the same view and understanding of the employee's position, duties, and responsibilities. Additionally, it will be a time to review the employee's performance in the position, his or her ability to perform the position with or without additional training, and provide a time to set goals and standards for continuing in the position. If in the judgment of management, an employee's performance is marginal or unsatisfactory, the Company may end the employment relationship in accordance with the at-will provision.

Regular Performance Evaluations provide you and your supervisor with the opportunity to discuss how well you are meeting the Company's expectations, to clarify your job responsibilities, and to explore possibilities for your advancement within the Company. Your Performance Evaluation is part of your Personnel Record. You are asked to sign your Performance Evaluation to indicate that it was reviewed with you; your signature does not necessarily imply agreement with the evaluation. If an employee declines to sign, it should be noted on the evaluation.

Performance Evaluations are generally conducted annually; however, they may also be conducted at any time for specific reasons such as promotion, poor work performance, or disciplinary problems. Although increases in your rate of pay are affected in part by your job performance, a positive Performance Evaluation does not guarantee a pay increase. Salary evaluations are deemed a separate process.

Employment of Relatives

The employment of relatives, spouses, or domestic partners of employees will be reviewed on a case-by-case basis and must be approved in writing by the Company President, prior to hiring the relative.

Sometimes, an employee's relative may be the best person to fill an open position. When a relative is the best person for the job, we will consider them for the position. However, to prevent conflicts of interest and ensure smooth and fair leadership for the entire Company, we will generally not allow an employee to directly or indirectly supervise his or her own relatives in a regularly scheduled full-time or part-time position. There may be exceptions for seasonal or temporary positions, or in other unique circumstances. When exceptions are made and work related problems occur as a result, in the sole opinion of the Company President, one of the relatives may be asked to leave the employment of the Company.

MainVue Homes does not allow relatives to work in situations where the Company believes, in its sole discretion, that such employment would create an actual or reasonably foreseeable conflict of interest, as determined in the sole discretion of management.

Personal Information and Personnel Records

We consider our Personnel Records to be strictly confidential. However, MainVue Homes is required to comply with valid court orders and government requests directing us to provide information from your Personnel Records. Usually, without specific written authorization from you, only your job title and verification of employment dates will be released to those seeking references for employment. All other verification must accompany written authorization, signed by you.

When you move, change your telephone number, or have other changes in your personal information, please keep Payroll informed of such changes so we can keep your Personnel Records accurate and updated. It is your responsibility to see that the Company has your current address and other information so we can communicate with you as needed.

MainVue Homes maintains a personnel file on each employee. Subject to limitations of applicable law, you may review your personnel file upon request and in the presence of authorized personnel. If you are interested in reviewing your file, contact Human Resources to make arrangements.

COMPENSATION

Work Period and Scheduling

For payroll and accounting purposes, each month has two Work Periods. The first Work Period begins at 12:00 AM the first day of the month and ends at 11:59 PM on the fifteenth day of the month. The second Work Period begins 12:00 AM on the sixteenth day of the month and ends at 11:59 PM on the last day of the month. Normal business hours are 8:00 AM to 5:00 PM Monday through Friday.

Each employee's supervisor will assign actual scheduled hours of work. You may be required to work extra hours as business conditions dictate. Non-exempt employees will be paid overtime as required by law.

Payroll Periods and Paydays

All employees are paid twice a month, on the 15th and the last day of each month. Salaried employees are paid through the end of the pay period. Hourly employees are paid for the hours reported on their timecard for the pay period.

Payroll Deductions

The following deductions from your paycheck are required by law:

- Federal Income Tax
- Social Security Tax
- Medicare Tax
- State Taxes (if applicable)

Overtime and Time Reporting

The regular workweek is 40 work hours, Monday through Sunday, but on certain occasions some overtime may be required. Generally, the required overtime will be communicated in advance, but some emergency situations may call for it with very short notice.

If your position is non-exempt (eligible for overtime compensation), you will receive one and one-half (1½) times your regular rate of pay for every hour worked in excess of 40 in the workweek, or as required by applicable state law. Holidays and PTO leave are not considered time actually worked when calculating hours worked for overtime purposes.

Overtime is never at the employee's discretion and must be approved in advance. To work overtime on Company premises or to take work home, non-exempt employees must obtain approval, in advance, from their supervisor.

Non-exempt employees must fill out a timecard for overtime worked and submit it to their supervisor.

EMPLOYEE RESPONSIBILITIES

Attendance and Tardiness

Regular attendance is essential to the smooth operation of our Company and shows respect for your co-workers who must do your job in your absence. It is necessary for you to report to work regularly and on time.

You must let your supervisor know, **before your scheduled starting time**, if you will be unable to report to work or will be late. If your supervisor is unavailable, leave a message with the receptionist in the corporate office, stating your reason for being late or for not being able to report to work and a telephone number where you can be reached. It is not acceptable to notify another employee. A failure to call in, or to follow these procedures for notifying your supervisor of your absence or tardiness, may result in discipline, up to and including termination.

If your absence or tardiness is due to an emergency, you must call in, or have someone call in for you, as soon as possible.

Unscheduled absences are disruptive to your department's workflow and are considered in assessing your overall job performance. Although the Company realizes that on occasion everyone misses work for valid reasons, even legitimate absences or tardiness may be cause for discipline or termination if, in the opinion of management, the absence or tardiness is excessive and adversely affects your ability to properly perform your job.

An employee may be terminated for job abandonment after two days of not reporting to work and not notifying his or her supervisor of the absence. The termination will be considered a voluntary quit.

Telecommuting

MainVue Homes considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. The Company President must approve all requests to telecommute for a defined period of time. In addition, if circumstances warrant it, some employees may be directed by the Company to telecommute. Your supervisor and/or department manager will discuss the need to telecommute with you.

Long term telecommuting arrangements at MainVue Home must be approved by the Company President in advance.

Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a Companywide benefit, and it in no way changes the terms and conditions of employment with MainVue Homes.

Eligibility

Individuals requesting formal telecommuting arrangements must be employed with MainVue Homes for a minimum of twelve months of continuous, regular employment and must have a satisfactory performance record.

Before entering into a telecommuting arrangement, the employee and supervisor, with the assistance of the CFO will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and supervisor will assess the needs and work habits of the employee.
- Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.

Arrangement Expectations

While employees and supervisors have the freedom to develop arrangements tailored to employee and departmental needs, the following basic requirements must be met:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working on MainVue Homes' premises or job sites and must be available to their supervisors and co-workers during their normal hours.
- Employees must be available to attend scheduled meetings as needed.

Formal Arrangements

Long term arrangements may be designed and approved based on Company business needs.

- All formal arrangements will undergo a trial period of three months and may be discontinued at will and at any time at the request of either the telecommuter or the organization. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.
- All formal arrangements must be in writing. If the employee and supervisor agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.
- An appropriate level of communication between the telecommuter and supervisor will be agreed upon as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Occasional Work from Home

There may be situations that an employee may request to work from home or the Company may direct the employee to work from home. Approval for temporary telecommuting for more than five (5) day(s) must be approved by the Company President. Supervisors may approve telecommuting for periods of less than five (5) days. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

While working from home, the employee is expected to adhere to the arrangement expectations outlined above and attend meetings via teleconference.

Occasions where ad hoc telecommuting may be approved or directed include:

- Inclement weather when travel to the office is unsafe
- Special projects or business travel
- Office closure due to unforeseen circumstances such as power outages
- When employee needs to be home for a household repair call
- Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the Company and with the consent of the employee's health care provider, if appropriate.

Equipment, Furnishings, and Office Supplies

MainVue Homes generally does not provide employees who telecommute with equipment or office furnishings for their home offices. Employees are responsible for equipping and maintaining their home offices so they can accomplish their work in an efficient and expeditious manner. Depending on the nature of their jobs, this may require having computers, printers, computer software, data and telecommunications equipment, and other equipment available for their use. Employees are responsible for providing office furnishings—such as desks, chairs, file cabinets, and lighting—at their own expense as needed. MainVue Homes accepts no responsibility for damage or repairs to employee-owned equipment and furnishings.

MainVue Homes does not provide common office supplies, such as paper, pencils, pens, and paper clips, for employees' use in their home offices.

Safety and Security

For employees who regularly work from a home office or who are authorized to work from home on a limited basis, workplace safety is extremely important. Employees who telecommute as a regular part of their assigned duties or on a limited basis must ensure their home work area is safe and conducive to completing work tasks.

During the employee's agreed upon work hours, the employee's at-home work space will be considered an extension of MainVue Homes' workplace. Employees who are authorized to telecommute are responsible for notifying MainVue Homes of injuries sustained while performing work for the Company as soon as possible in accordance with the Company's general safety procedures.

All employees must exercise good judgment and adhere to MainVue Homes' Unlawful Discrimination and Harassment policy, and all other Company policies, when using a personal computer for work.

Employees who are authorized to telecommute are responsible for ensuring that firewalls, virus software, and other computer-related security measures are in place to secure confidential Company information on your home computer or laptop.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using MainVue Homes' time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Other Requirements/Restrictions

MainVue Homes has the right to cancel or suspend employee telecommuting privileges at any time, for any reason or for no reason.

Severe Weather and Emergency Conditions

In the event of severe weather conditions or other emergencies on a work day, the Company will usually remain open for business. Employees are expected to use caution and good judgment in traveling to and from the workplace during such times. If you are unable or choose not to come to work due to inclement weather or other emergency conditions, and the Company offices are open, you will be charged PTO leave for the day if available, or the day will be an unpaid leave of absence.

On occasion, the Company may determine that its offices will be closed for all or part of a day due to severe weather or other emergency conditions. In such event, you will be notified as soon as possible by your supervisor.

If you are reluctant to drive in threatening weather or during a natural disaster, you are encouraged to carpool with others whose vehicles might be better equipped to handle the conditions, or to use public transportation. You are encouraged to make every effort to arrive at work, on time, whenever the facility is open.

If the office is open but you are unable to come to work, you must leave early due to inclement weather or a natural disaster, or the office closes due to inclement weather or a natural disaster, you may either use PTO or take the time off as unpaid.

Personal Appearance

While at work and/or representing MainVue Homes, employees are expected to dress and groom themselves in a professional manner. Attire, as well as jewelry, in general should be business casual.

All attire must be clean and pressed as appropriate and free from wear and tear. In some cases, health and safety standards may require special clothing, shoes, or hairstyles. Shoes are always required.

Everyone is counted upon to exercise good judgment. If you have any doubt about whether or not you are dressed appropriately, please talk with your supervisor. Clothing that may be offensive to others should not be worn at work. It is always better to dress up than dress down. Please note that appropriate business casual attire does not always reflect current fashion trends. Because some employees, clients, or visitors to the office may be allergic or have high sensitivity to scent, avoid

wearing perfume/cologne/fragrant lotions, or using any products that have strong scents while at work.

If an employee fails to dress according to the Company's standards, the employee will be sent home to change in to appropriate attire on his or her own time.

Smoking

In the interest of the health of all employees and in compliance with applicable state laws, smoking is not allowed on Company premises or in Company vehicles.

Company Motor Vehicles

MainVue Homes has a number of Company-owned motor vehicles that employees may be permitted or required to use from time to time.

The use of a Company vehicle is a revocable privilege. Please refer to the MainVue Homes Motor Vehicles Policy for further details and expectations regarding Company vehicles.

Substance Abuse

MainVue Homes regards the misuse of drugs or alcohol by employees as an undesirable practice that tends to result in poor health and unacceptable work performance. Accordingly, employees are strictly prohibited from possessing, selling, consuming, or being under the influence of any drug (except as authorized by a medical provider) or alcohol while on Company property, in Company vehicles, or engaged in Company work. If you are taking prescription drugs that impair your ability to work safely, you must inform your supervisor so that he or she is aware of the possible side effects and obtain permission before beginning work. Any violation of this Substance Abuse Policy (which is provided separately to employees) will result in discipline, up to and possibly including immediate termination.

Substance Testing: To promote workplace health and safety, the Company may require a drug screening prior to starting employment or at random throughout employment. Screening could be required if there is a workplace accident, reason to suspect impairment while in the workplace or as part of an overall safety program. Employees working in and around construction sites and driving a vehicle as part of their overall employment responsibility may also be randomly tested.

The Company encourages employees with drug or alcohol problems to come forward and seek help. Please see the provisions on the Company's Employee Assistance Program in Section 7.

Standards of Conduct and Discipline

MainVue Homes is involved in a highly competitive business in which many individuals and companies rely on the quality and reliability of our work; thus, all employees are expected to provide excellent and reliable performance. Any failure to meet these high standards is grounds for concern, discipline, or possible termination.

The following examples are illustrative of the type of behavior that will not be permitted. This list is illustrative only and is not meant to be all-inclusive or to otherwise alter the Company's employment at-will policy. Nothing in this policy should be construed to limit the Company's ability to discipline or terminate an employee at any time for any reason. The Company reserves the right to determine what conduct is inappropriate under any circumstance and to determine what level of discipline such conduct warrants. Any questions about this policy should be directed to your supervisor.

- Failure or refusal to carry out job assignments and management requests.
- Unauthorized release of Company information.
- Swearing or verbal abuse while on Company premises, or on job sites.
- Falsification of any work, personnel, or other Company records.
- Removal of Company property without permission.
- Unauthorized taking of Company funds, property or unauthorized charges against a Company account.
- Dishonesty.
- Discrimination against or harassment of co-workers.
- Possession, consumption, or being under the influence of alcohol or a controlled substance at work or on Company premises.
- Deliberate damage to Company property or property of your co-workers.
- Fighting, or threatening to fight, with another employee.
- Participation in a business directly competing with the Company.
- Conduct in violation of the conflict of interest provisions.
- Serious misconduct of any kind.
- Inefficient or substandard performance of an assigned duty or responsibility.
- Absenteeism or tardiness in reporting to work or returning from rest or meal periods.
- Failure to report an absence in accordance with the absenteeism policy.

- Failure to comply with safety or security rules and procedures.
- Bringing unauthorized animals to any worksite.
- Carelessness or negligence in the performance of an assigned duty or in the care and use of Company property.
- Sleeping on the job.
- Violation of Company policies.
- Performance or oversight which in the sole discretion of the Company does not meet the requirements of the position.

These examples are not all-inclusive; they are just examples of the kinds of actions that can result in disciplinary action up to and including termination.

Workplace Disturbances

We all share the responsibility to maintain an efficient and productive work environment. As a courtesy to your co-workers and to minimize disruptions to the work day, employees should use their best judgment to minimize activities that will disturb co-workers. This includes keeping conversations low around others and using headphones or reducing volume when listening to music.

Weapons

MainVue Homes believes it is important to establish a clear policy addressing weapons in the workplace. Specifically, the Company prohibits all persons who enter Company property from carrying a handgun, firearm, knife, or other weapons of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy will be uniformed police officers and security guards who enter the offices on official business.

Any employee disregarding this policy will be subject to immediate termination.

Conflict of Interest

There is a conflict of interest when an employee makes decisions or takes action for personal or business reasons that are not in the best interests of MainVue Homes. Examples include:

- Making personal purchases through Company credit accounts.
- Working for or soliciting work with current or past clients of MainVue Homes for personal reasons outside of the Company's contract with said client without prior written approval.
- Working after hours for a competing Company.

- Utilizing Company vendors for personal use and/or making charges to Company accounts without prior authorization.
- Using client possessions.
- Borrowing money from or lending money to Company clients.
- Entering into any transaction or acquiring any interest which is contrary to interests of MainVue Homes.

A conflict of interest may result in termination of the employee.

Gifts and Entertainment

Business gifts and entertainment can be used to build goodwill and strengthen working relationships among business associates. This policy is intended to help employees make the right decisions when providing or accepting gifts, entertainment, or meals while conducting business on behalf of MainVue.

In general, it is permissible for a supplier or vendor to give gifts, tickets for events & entertainment, or meals to an employee where they are freely offered, it is legal, it complies with the supplier's gift and entertainment policy, and a business related purpose exists. However, if offers of gifts, entertainment, or meals are frequent or of substantial value, they may create an actual or apparent conflict of interest or illicit payment.

Any offering of gifts, entertainment, or meals should be infrequent, and generally the value less than \$100. Any gifts in excess of that value should be approved in advance by your direct supervisor.

As a general rule, the following are never appropriate to either give or receive from any supplier, customer, or other business partner outside MainVue:

- Cash, or cash equivalent (such as gift cards or gift certificates);
- Gifts prohibited by local law;
- Bribes, payoffs, or kickbacks (e.g., in order to obtain or retain business, or to secure an improper advantage, such as securing favorable tax treatment);
- Non-cash benefits (e.g. the promise of employment); and
- Gifts to family members of a supplier, customer, or other business partner.

Employees should exercise good judgment in accepting or providing gifts, entertainment, or meals, and should talk to their supervisor when in doubt as to the appropriateness of a situation.

Employees should submit a request for any gifts or entertainment in excess of \$100 for approval by their supervisor using the "Request for Authorization – Gift &

Entertainment” form. Forms should be returned to the Accounting Department and kept in the employee’s file.

Whistleblower Policy

Ethical and legal conduct is an expectation of everyone who works at MainVue Homes. MainVue encourages employees to voice their concerns regarding any perceived legal or ethical violations and provides multiple avenues to report these activities including the Company whistleblower process.

A whistleblower as defined by this policy is an employee of MainVue Homes who reports an activity that they consider to be illegal or does not meet the spirit of the Company’s Code of Conduct.

Employee whistleblower reports will be taken seriously and will be promptly investigated. Employees will be kept apprised of the progress of the investigation as appropriate.

Employees are asked to make a whistleblower report via this Link:

<https://webapps.MainVuehomes.com/whistleblower>.

The first officials who will review the whistleblower report are the MainVue Company President and the Chief Financial Officer (CFO).

Examples of illegal or dishonest activities are (this list is not exhaustive):

- Violations of federal, state or local laws including laws protecting the environment, human rights, individual privacy, employee safety, and freedom from harassment;
- Billing for services not performed or for goods not delivered.
- Bribery.
- Soliciting gifts or favors (please see the MainVue Policy on Accepting Gifts & Entertainment)
- Insider trading.
- Conflicts of interest (please see the MainVue Employee Handbook Conflict of Interest section);
- Fraudulent financial reporting.

The whistleblower report should be made in good faith and with sincere belief that the activity being reported is illegal or in violation of the Company’s Code of Conduct. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained.

However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Company will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or undesirable work assignments. Any whistleblower who believes they are being retaliated against must contact the CFO immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees with any questions regarding this policy should contact the CFO.

Confidentiality

All Company information including, but not limited to, intellectual rights and property, vendor programs, customer lists, operational processes, employee records, offers and quotations, or any other financial transaction, is considered confidential. Revealing any such information (or revealing any other information that could be used to damage MainVue Homes, our employees or officers; or that could be used to benefit another Company, individual (s) or organization) is considered a violation of confidentiality. Violations of this policy may result in disciplinary action up to and including termination.

Company Intellectual Property

All ownership, copyright, patent, trade secrecy, and other rights in all works, plans, architectural designs and associated documents, permits, customer and vendor relationships, work methods, reports and workflow product, financial or contract information, land strategy, acquisition and development materials, specification addenda and other details, proprietary computer software, nonpublic price lists and profitability analysis, printed logo, branded materials, marketing materials, Employee Handbook, presentations, programs, ideas, technologies, inventions, improvements, discoveries, processes or other properties (separately and collectively the "Intellectual Properties") made or conceived by employees during the term of employment at MainVue Homes, within the scope of employment, or which relate to the Company's then current or anticipated business, or which result from any work performed by employees for the Company, or which make use of any of the Company's equipment, supplies, facilities or trade secrets, shall be the rights and property solely of the Company, whether developed independently by an employee or jointly with others, and whether or not developed or conceived during regular working hours or at the Company's facilities, and whether or not the Company uses, registers, or markets the same. No Intellectual Properties developed prior to or

outside the scope of employment with the Company shall be used in the course of such employment unless such work is owned solely by the employee and is specifically identified to the Company in writing in advance of any use and the Company agrees in writing to such use.

Company Property

Any MainVue Homes property issued to you, such as product samples, computer equipment, cellular phones, keys, parking passes, vehicles, intellectual property, or MainVue Homes credit cards must be returned to the Company at the time of your termination. You will be required to sign an Equipment Disbursement Checklist and Agreement acknowledging that you are responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your final paycheck.

Email and Communication Tools

Communication and Other Technological Equipment

Voicemail, telephone, email, Internet, copiers, scanners, faxes, printers, plotters and the Company's computer software, hardware and peripherals (collectively, "electronic communications systems") are all provided by MainVue Homes at its own expense and are the Company's private property. The Company furnishes computers, cellular telephones, and other equipment necessary for employees to do their jobs. As such, all telephone and computer equipment including desktop stations, laptops, fax machines, Internet connections, software, email, and any other computer tools are to be used for Company business purposes.

The MainVue Homes policy prohibiting harassment, in its entirety, applies to the use of electronic communications systems, including viewing, sending or receiving improper, inappropriate, or non-business related information on or through the Internet. No one may use electronic communications in a manner that may be construed by others as harassment or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Since the Company's electronic communications systems are for Company business uses only, these systems may not be used to solicit for religious or political causes, outside organizations, or other personal matters unrelated to the business of MainVue Homes. These systems may not be used to conduct a personal business or personally to support a nonprofit organization.

Email and Internet Monitoring

Employees may not communicate anything that might be construed as harassment or offensive behavior to others in accordance with the Company's Anti-Harassment and Discrimination policy. Employees will not use the Internet or email to solicit

business for non-work related ventures or for any personal cause, including political or religious issues. Refrain from using your work email address for correspondence of a personal nature.

Employees may not use any Company hardware or other device to view, print, display, forward, download or send any sexually explicit images, cartoons or jokes. If received from another person, the employee must immediately advise the sender that he or she is not permitted to receive such information and request that the sender does not send such information in the future.

All records and messages on the Company's computer systems, including email, are records and property of the Company in accordance with its current policy. The Company reserves the right to access, monitor, read, disclose, use, and otherwise deal with any records and messages on its systems in any manner that it chooses. Consequently, you should not use the systems for any information you want to keep personal or private.

If an employee is found to have created or sent abusive or inappropriate email or participated in inappropriate non-work related activities on the Internet, the employee may be disciplined up to and including termination.

Downloading Software; Intellectual Property

Employees are prohibited from downloading software, music, or other programs from the Internet without prior approval from a Company officer. Downloading games from the Internet is prohibited. Downloading for-sale materials without proper payment is prohibited. If authorized to download files or software, please be sure your virus protection program is working prior to use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into the Company's network. If employees find that any damage occurred as a result of downloading software or files, they must report the incident immediately, so appropriate action may be taken. You must comply with copyright and trademark laws when downloading material from the Internet.

Employees will be held responsible for damage caused by inappropriate use of the technology equipment and for any liability for unlawful or infringing use of the equipment, and will be subject to discipline up to and possibly including termination.

Cellular Phone, Telephone and Voicemail Use

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of Company phones. Personal calls and texting during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Personal telephone calls should only be made when necessary and should be as brief as possible. Unless it is an emergency, calls should only be made during scheduled breaks. Please ensure that friends and family members are aware of the Company's policy.

The Company will not be liable for the loss of personal cellular phones brought into the workplace. Employees who make excessive personal calls or engage in excessive personal texting on work time will be subject to discipline up to and including termination.

Personal Mail

Employees may not use the MainVue Homes name, address, or stationery for personal mail, personal business or personal support of a nonprofit business.

Complaint Resolution

It is our intent to try to do what is fair and reasonable in our day-to-day relations with our employees. Therefore, you are urged to bring any problems or concerns about any term or condition of employment to your immediate supervisor to provide us an opportunity to review and resolve the situation.

While we encourage you to discuss problems in the first instance with your immediate supervisor, we recognize that the problem could involve your supervisor and make you reluctant to discuss it with that person. If that is the case, or if you are not satisfied with your supervisor's response, feel free to talk to Human Resources or a member of the Executive Committee.

The feelings and problems of each employee at MainVue Homes are important to us. We believe our employees are our strength and we feel your needs and concerns must be addressed. We realize not all people will feel comfortable in presenting their grievances to management or Human Resources, but we urge you to do so. You will not be retaliated against in any way for bringing your complaints to management or Human Resources. If we all take the time to raise questions and work together to reach solutions, our workplace will continue to improve.

EMPLOYEE STATUS CHANGES

Employment At-Will

THIS HANDBOOK HAS BEEN PREPARED AS A GUIDE AND REFERENCE FOR ALL EMPLOYEES. THE PLANS, POLICIES, AND PROCEDURES DESCRIBED ARE NOT CONDITIONS OF EMPLOYMENT AND DO NOT CONSTITUTE A PROMISE OF SPECIFIC TREATMENT IN SPECIFIC SITUATIONS. WE HAVE THE RIGHT TO CHANGE ANY OR ALL PLANS, POLICIES, OR PROCEDURES, IN WHOLE OR IN PART, AT ANY TIME, WITH OR WITHOUT NOTICE. THE LANGUAGE USED IN THIS HANDBOOK IS NOT INTENDED TO CREATE, NOR DOES IT CONSTITUTE, A CONTRACT BETWEEN THE COMPANY AND ANY OF ITS EMPLOYEES. EMPLOYMENT WITH THIS COMPANY IS FOR NO SPECIFIED TIME AND MAY BE TERMINATED BY THE COMPANY OR BY THE EMPLOYEE, AT ANY TIME, FOR ANY REASON (WITH OR WITHOUT CAUSE). ONLY THE COMPANY PRESIDENT, AND THEN ONLY IN WRITING, CAN ALTER THIS EMPLOYMENT "AT-WILL" POLICY.

Transfers and Promotions

Notices of all open positions within the Company are generally posted on the Company website, or via email, with the exception of certain top management positions, positions filled by promotions within the department, or positions filled by employees who would otherwise be laid off.

Any employee who is qualified for an open position, and is satisfactorily performing his or her present job, may apply for a posted job opening by submitting a written request for transfer/promotion to the person indicated on the posting. Applying for another position within the Company will not jeopardize your current position or relationship with your supervisor. Transfers may also be initiated by the Company. This allows us to broaden the range of skills within the organization and enhance individual versatility.

Management reserves the right to determine relative qualifications for a posted position or to hire from outside the Company rather than promote from within.

Termination

Employees who have resigned their employment with proper notice, or were laid off, are eligible for rehire based on the same terms and conditions as other applicants.

On or before the employee's last day, all Company-owned items should be returned to his or her supervisor, including but not limited to: keys, cell phone, computer, printer, fax machine, camera, intellectual property and Company truck and keys, etc. Employees who do not return all Company property will not be eligible for payment of unused PTO.

Participation in benefit programs will cease; for some benefits, the employee may be entitled to elect continuation coverage.

Final Pay

For all Washington employees and Texas employees who voluntarily resign, the final paycheck will be issued on the next normally scheduled payday. For involuntarily terminated Texas employees, final paycheck will be issued within 6 days of separation.

All unused PTO hours will be included in the final paycheck to the maximum cap of 80 hours, provided any other policy provisions surrounding PTO payout have been satisfied.

Voluntary Resignation

If you voluntarily terminate your employment, please give at least two weeks' notice to your supervisor stating the reason for the resignation. Employees not giving proper notice are considered ineligible for rehire. Employees not giving proper notice will not receive payment for unused PTO.

Reduction in Force

There are certain times when it may become necessary to eliminate a position due to changing business conditions or needs. In those situations, MainVue Homes will try to give as much notice as possible. Employees whose positions are affected may apply for open positions for which they are qualified, but may not bump other employees out of a position on a seniority basis. They are eligible to be considered for reemployment per the procedures on rehiring former employees.

EMPLOYEE SERVICES

Communications

At MainVue Homes we strive to keep employees well informed concerning news and information about our Company, employees, clients, and industry. We utilize general distribution memos and emails for rapid dissemination of information to help with this.

We also have a bulletin board in the office to help keep you informed. It is used to communicate announcements required by law and official Company postings such as safety information and other employer notices. Please check this board frequently as you are required to be aware of the posted contents.

Employee Assistance

We understand employees can face problems inside and outside work that can affect your performance on the job. When that happens, we encourage you and/or your family members to use the Employee Assistance Program (EAP). The EAP is a confidential counseling service provided to assist employees and their dependents with issues that may affect work or overall well-being. The Employee Assistance Program number is published in your benefits package and is a confidential service. You may call and use this service at any time without a referral. The EAP counselors can help with many issues, such as marital and relationship problems, stress, parenting concerns, and alcohol and drug abuse. The Company is not informed when you contact the EAP provider. You do not jeopardize your job or future promotional opportunities by utilizing this benefit.

Travel and Expense Reimbursement

Occasionally you may incur expenses while on Company business. Such expenses include mileage (for business-use of your personal vehicle), meals, lodging, and other transportation costs.

The purpose of this policy is to establish a uniform procedure regarding travel and expense reimbursement while travelling or entertaining while conducting business for MainVue Homes. While it is impossible to foresee every situation, this policy establishes the basic guidelines which are to be followed.

This policy states guidelines which will allow employees to travel in a comfortable cost-conscious manner with MainVue covering basic daily living expense. The overriding principle for all Company travel expense: first, the travel must serve a useful business purpose, and second, arrangements must be made by the most cost-effective methods possible.

Travel Approval

The person who will travel should receive approval prior to booking travel.

Travel reservations should be made at least 14 days in advance to allow enough time for the most advantageous and cost-effective pricing. Reservations made less than 14 days in advance need prior approval; Supervisors will submit exceptions to the Company President for final approval.

Travel During the COVID-19 Pandemic

MainVue will be restricting all non-essential business travel to locations with ongoing COVID-19 outbreaks. If business travel is deemed to be essential, and travel will be to a location with ongoing COVID-19 outbreaks, employees will be required to quarantine for 14 days upon their return.

You may regularly check CDC travel warning levels at:

www.cdc.gov/coronavirus/2019-ncov/travelers for up to date safety and security alerts for each country. If you have any concerns about travel during the COVID-19 pandemic, please speak with your supervisor.

Trip Scheduling

All airlines, hotel, ground transportation and car rental reservations will be researched by each employee, so they may manage the travel budget allotted to them.

Trip Changes and Cancellations

If changes need to be made on the road, employee is responsible to coordinate and schedule best pricing. All changes must be in accordance with MainVue guidelines. It is the traveler's responsibility to ensure that your supervisor knows when plans are changed and to approve reservation changes.

Lodging

Lodging will be chosen by the employee within reasonable pricing, convenience of the traveler and within MainVue guidelines. Employees are strongly encouraged to

select hotels that are on MainVue's list of acceptable hotels. This list is available from the office administrator the accounting department. Depending on the destination, nightly rates can differ depending on a number of variables. MainVue will use the "Maximum Federal Per Diem" amount as a guideline for reasonable lodging expenses.

All hotel reservations will be guaranteed for late arrival. Approved billing is for room and tax only and other charges such as valet parking, laundry, dry cleaning, room service, personal phone calls, etc. will be the traveler's responsibility.

Air Travel

Air travel will be arranged based on the least expensive available rate closest to the request. 14 to 21 day advance purchase is desirable (7 day advance purchase minimum with approval of your supervisor). All air travel will be via coach/tourist/economy class. Employee will pay difference of cost to change seating class. The Company will pay for one piece of checked luggage. Employees are responsible for checked luggage fees for any additional bags.

Ground Transportation

Ground transportation includes such items as Uber, taxi service and car rentals. When available, hotel shuttle service should be used rather than a taxi.

- Taxi and Uber: Taxi or Uber service should be used in place of a rental car, unless the rental car is more practical or lower cost.
- Car Rental: Rental cars may be used when there is no other lower cost, practical alternative mode of transportation. Employees traveling together should share a rental car.
 - Travelers must rent mid-sized or smaller cars, unless four or more employees travel together. Employees may not rent luxury cars, sports cars, or other specialty rental cars. However, employees may choose to upgrade the car at their own expense.
 - Additional Insurance for Car Rentals should be Declined. MainVue's insurance policy covers all loss and damage for rental cars as long as the rental is in the MainVue Company name. Be sure to book the rental in MainVue's name.
- Other Transportation: Standard types of surface transportation such as taxis, buses, etc., will be reimbursed in full.
- All reimbursement for transportation requires a receipt

Use of Personal Vehicles

If you use your personal car for business-related travel, you will be reimbursed for business-related mileage (less your normal commute) at the standard IRS reimbursement rate. This reimbursement allowance will also apply to employees who use their personal car to travel to and from the airport when traveling to the airport for a business-related flight.

Business mileage should be submitted in Paycom no less than monthly.

Parking

Airport parking will be reimbursed. It will also be reimbursed for meetings or clients visit while on Company business. All reimbursement for parking requires a receipt. Please try to use the most reasonable parking available. When considering airport parking, it may be more economical to use the services of Uber or a taxi, in which case the lower cost option should be used.

Payment of Travel Time

Time spent traveling for business should be recorded as time worked for hourly employees. Normal commuting time associated with travel to and from home to the place for work does not count as time worked.

Per Diems and Travel Advances for Meal Allowances

Meals will be reimbursed based on receipts provided by the employee to their supervisor.

Expense for meals will be reimbursed up to the IRS maximum for each region. IRS Publication 1512, located online at www.gsa.gov/perdiem provides IRS guidelines. Employee is responsible to understand and follow basic rules of prudence. Daily allowances may not be carried over from one day to the next.

Business Entertainment Expense

Business entertainment expense will generally consist of a business meal, furnished for a third party, unaffiliated with MainVue, consumed while Company business.

To be reimbursed for entertainment expenses, you should first obtain approval from your supervisor. The date, estimated amount spent, if available, name of eating establishment, name of customer/person present, and the business reason must be submitted on your expense report to ensure MainVue will receive an IRS deduction for this business expense.

Miscellaneous Travel Guidelines

1. Vacation time or personal activities engaged in during business trips are not to be included as part of the business expense for reimbursement.
2. Frequent Flyer Programs will remain the property of the traveler. Airlines selected for business travel, however, will be based on lowest fare available.
3. Specific items that will not be reimbursed include, but are not limited to: haircuts, shoeshine, spa, personal entertainment (including hotel movie rentals), annual dues for credit cards, clothing purchases, toiletries, fines

or traffic violations, newspapers, books, baby-sitting fees, car washes, gifts, lost personal items, and hotel or airlines charges for no-shows.

Obtaining Reimbursement for Expenses; Expense Substantiation

Expense reports for each week, plus all receipts, hotel bills, and transportation stubs including used airline tickets, should be submitted via Works or Paycom within one week from return of the trip. Failure to submit proper receipts and documentation of travel could result in the expense being taxable to you by the IRS. Accounting will be responsible for a complete audit of expense reports and for reimbursement of authorized amounts.

All travel expenses will be charged to the traveler's home department and coded to the travel expense account. Travel expenses include Airfare, Parking, Taxi/Uber, and travel related meals.

The Expense Report needs to be approved by your supervisor and properly filled completed for reimbursement to be processed. You will receive your reimbursement check on the next pay period after receipt by the Accounting Department. If using a Company credit card, failure to provide proper documentation within the requested timeframe will result in loss of Company card privileges.

Any exceptions to this travel and reimbursement expense policy must be approved in writing by the Company President of MainVue.

Professional Behavior

While we always expect employees to exhibit professional behavior, we want to remind all employees that this expectation extends to business trips. Conduct that interferes with the operations, brings discredit to the Company, or is offensive to customers or fellow employees will not be tolerated whether it occurs on or off Company property.

Please use sound judgment when traveling for business purposes and/or entertaining clients. Our business may require attendance at social functions where alcohol may be present (e.g., entertaining clients). Of course, employees are not required to consume alcohol. If employees choose to consume alcohol at these functions, they should drink in moderation and conduct themselves appropriately. Driving while under the influence of alcohol, while representing MainVue, is strictly against Company policy.

SAFETY AND SECURITY

Selling and Solicitation

The purpose of this policy is to maintain an orderly workplace, to avoid intrusion upon employees while at work, and to preserve employee safety and security throughout the Company in regard to funds, supplies, records, and confidential information. Accordingly, all employees must observe the following rules and report violations to their supervisors.

The following policies are made for the safety and security of all employees and shall be strictly enforced.

Except for bona fide Company purposes, non-employees are prohibited from coming on Company premises to solicit, survey, or petition employees or customers or to distribute literature or other materials for any purpose at any time. This policy includes charity solicitors, salespersons, union organizers, and any other person with any other form of solicitation or distribution. Furthermore, employees are prohibited from distributing any form of literature or other material during working time or in their work areas that is not related to the Company's business purpose and authorized by management. Employees are also prohibited from soliciting other employees for any cause during their assigned working time. For this purpose, "working time," means time when either the soliciting employees or the employees who are the object of the solicitation are expected to be actively engaged in their assigned work.

General Rules of Safety

We need your help in our efforts to ensure the safety of our employees. Please observe the specific safety rules of your work area as well as the following general rules of safety at all times:

- Report any job-related injury, illness, safety hazard, or damage to property immediately to your supervisor or the Safety Manager and promptly seek treatment. GRIP forms must be filled out, signed by the medical provider and supervisor, and returned to Human Resources immediately.

- Keep your individual work area clean and orderly. Keep aisles, walkways, and work areas clear of slipping and tripping hazards. Untidiness and clutter invite accidents.
- Observe all hazard warning and no smoking signs. Do not smoke or permit others to smoke on Company premises or in Company vehicles.
- Report any unsafe working conditions or hazards immediately to the Safety Manager or Human Resources. If the hazard is something you can easily fix, such as moving a box out of the pathway, then please take the initiative to do so.
- Know and follow the safety rules established for your job. When in doubt, ask before proceeding.
- Do not allow unauthorized persons to operate equipment or have access to restricted areas.
- Always dress in a way that will not invite job-related injuries.
- Store all materials and equipment appropriately and in their proper locations.
- Bring potential safety hazards to the attention of your supervisor when you find them.
- Never run or engage in horseplay on Company property. Refrain from fighting, horseplay, or distracting fellow workers.
- Drive safely and courteously when operating Company vehicles.
- If you must lift heavy objects, lift properly and with the appropriate number of persons.

Medical Emergency Contact Information

It is your responsibility to ensure the Company has your current emergency contact information. Please keep Human Resources informed of any changes.

Accidents and Accident Reports

In the event of minor injuries and accidents, a first aid kit can be accessed in the lunchroom. All accidents, whether minor or serious, must be reported to the employee's supervisor. If you are injured, suspect that you have been injured on the job, or you are involved in an accident on the job, you must notify your supervisor immediately.

Your supervisor will then evaluate your injury or suspected injury and assist you in securing appropriate medical assistance.

You are required to complete an Accident Report documenting the circumstances surrounding the incident as soon as possible, and no later than **24 hours** following your injury or suspected injury. You may obtain the form from your immediate supervisor. This report will permit us to better assist you in

obtaining Workers' Compensation Insurance Benefits should you qualify for such benefits.

Fire Prevention and Fire Safety

Housekeeping

MainVue Homes work areas are maintained at all times to avoid accumulation of flammable rubbish and waste materials.

All trash is removed from inside the building and away from the outside of the building daily or whenever the accumulation of materials is sufficient to constitute a fire hazard.

Security

Company personnel should make every effort to be aware of strangers on Company premises. Anyone who notices an unfamiliar or unauthorized person on Company premises should contact the supervisor in charge. Visitors must check in with the receptionist who will notify the appropriate person of their presence.

Off-duty employees are not allowed on Company premises, other than public areas, except for official business or picking up paychecks on off-duty days.

If it is necessary to work beyond the normal scheduled working hours, you are requested to work in pairs.

Infectious Disease Policy

It is the goal of MainVue Homes during a period of an infectious disease outbreak or pandemic to maintain essential functions and services and provide a safe and healthy work environment for employees, vendors, and the public. MainVue Homes is committed to establishing methods for monitoring the severity and duration of an outbreak or pandemic, implementing measures to minimize exposure in the workplace and sustaining essential functions until the organization is able to resume normal operations.

This policy is subject to change at any time as updated guidance from the CDC and local health departments becomes available.

Safety and Health Measures

MainVue Homes will implement disease mitigation and protective measures for employees working onsite and offsite and for interactions with customers, vendors and the public during the outbreak or pandemic. MainVue Homes is committed to providing the most current and credible information about the disease, including the manner in which it spreads, symptoms and measures to prevent its transmission.

Reducing Transmission

To ensure a clean and safe workplace, MainVue Homes and its employees will conduct a regular cleaning of frequently used objects and areas, including:

- Conference rooms;
- Bathrooms;
- Cafeterias and break rooms;
- Door handles;
- Telephones; and
- Hand railings.

Employees and other individuals who enter the workplace will be advised to follow personal hygiene practices to prevent infection (e.g., hand washing with soap and water or the use of hand sanitizer with at least 60% alcohol, avoid touching of the face) and will be provided access to basic hygiene and cleaning supplies (e.g., soap, water, hand sanitizer, wipes etc.).

Exposure Risk Assessment

Specific measures to minimize the spread of the spread of infection at each work location may be based on the risk level of exposure to employees. MainVue Homes may install protective devices or adopt other interventions to prevent or mitigate exposure to an infectious disease when and where feasible. Controls may include:

- Physical separation to control spread of the disease; or
- Administrative controls, such as staggered work schedules to minimize the number of individuals at the workplace or allow for thorough cleaning and disinfection between work shifts.
- Daily check in of employees, vendors and customers with front desk or site superintendent upon arrival at the office/work site.

Health Monitoring

Supervisors or other designated personnel will be trained to identify persons with signs and symptoms of an infectious disease as described in guidance provided by the Centers for Disease Control and Prevention (CDC) (e.g., fever, cough and shortness of breath) and determine the course of action to separate the person or persons from others or remove them from the workplace (e.g., send them home). Such personnel will also be trained in other techniques to minimize disease exposure and direct person-to-person contact, including social distancing (i.e., avoiding large gatherings and maintaining distance (approximately six feet) from others when possible (e.g., breakrooms and cafeterias)).

All employees will be notified on how to self-monitor for symptoms and report to a supervisor or management when they are ill or experience infectious disease symptoms.

During exceptional health crisis such as the COVID-19 pandemic, MainVue may implement one or all of the following procedures for employees entering the workplace, as allowed by federal, state, and local laws:

- Ask employees whether they have COVID-19 or related symptoms or whether they have been tested for COVID-19;
- Ask employees whether they have interacted with anyone that has COVID-19 or related symptoms;
- Send an employee home from work if they exhibit COVID-19 symptoms, refuse to answer any disability-related inquiries (such as above) and/or refuse to cooperate with temperature screening measures; or
- Require a doctor's note certifying an employee's fitness for duty prior to allowing them back into the workplace
- Implement temperature screening measures.

MainVue will make these inquiries of select employees only if the Company reasonably believes based on objective evidence that the person may have COVID-19 (i.e., the person has a persistent hacking cough).

Stay home when sick

Employees are urged not to report to work when they are feeling ill or are experiencing symptoms of an infectious disease (e.g., fever, cough or shortness of breath). An employee who appears to exhibit infectious disease symptoms upon arrival at work or who becomes sick during their time at work will be separated from others and sent home.

If an employee is confirmed to have contracted an infectious disease, MainVue Homes will inform other employees of their possible exposure in the workplace, but the confidentiality of the infected employee will be maintained as required by the Americans with Disabilities Act (ADA).

The employee's co-workers will be instructed to self-monitor for symptoms and be provided with guidelines for doing so.

Stay home when you have had close contact with someone with COVID-19

Employees who have had close contact (living in same household, caring for a sick person, or being within 6 feet of a sick person for 10 minutes) are urged not to report to work for 14 days since they were in close contact with a sick person.

Remote Work

Employees who normally work onsite and are also capable of performing work from home or remotely may be encouraged or told to do so during an infectious disease outbreak or pandemic. The arrangement may be temporary or long-term depending on pandemic-related/contagion-related conditions such as public shelter-in-place

orders, quarantines, childcare service disruptions or school closings and other related factors.

All remote or telework arrangements or requests will be determined on a case-by-case basis, taking into account factors including;

- Appropriateness of the job for telecommuting;
- Tenure;
- Seniority;
- Employee performance;
- Flexibility;
- The reason(s) for telecommuting; and
- The ability to work independently.

MainVue Homes will determine what equipment, if any, to provide to the employee to facilitate the remote or telework arrangement.

The employee may designate a workspace or off-site work area for installing any equipment to be used while telecommuting. The employee will be expected to maintain the workspace in a safe condition, free from hazards to people and equipment.

Social Distancing

MainVue Homes may implement social distancing guidelines to reduce the spread of the infectious disease in the workplace. In accordance with CDC recommendations, employees and other individuals who enter the workplace may be encouraged to maintain a minimum distance of six feet from any other person during an infectious disease outbreak or pandemic. All business meetings may be held via phone or video conference. Employees and others may be prohibited from congregating in meeting rooms, common areas and all other onsite locations.

Cleaning and Disinfection After Positive Case

In the event an employee or any other person at the workplace tests positive for an infectious disease, cleaning and disinfection protocols will be implemented in accordance with CDC recommendations, including instructions and supplies for employees to disinfect their personal work areas. Employees should make efforts to avoid using other employees' phones, desks, offices or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

MainVue Homes will take steps to clean and disinfect all facility areas that have been used or may have been used by a person with a confirmed positive test result for the disease or who exhibited disease symptoms while at work.

Attendance and Leave

MainVue Homes attendance policies will remain in place during an infectious disease outbreak or pandemic, unless otherwise notified. If an employee has a particular challenge (e.g., child care issues in the event of a school closure), they should speak to their supervisor to determine an alternative plan.

Employees will be notified of any work schedule changes caused by an infectious disease outbreak or pandemic. Requests to adjust individual work schedules will be addressed on a case-by-case basis.

If an employee is out of work because of exposure to an infectious disease, or other illness or condition recognized by federal, state or local law, the employee may be required to submit additional information for the absence. See the MainVue Homes Temporary Policy regarding Emergency Family, Medical, and Sick Leave for more information.

To the extent permissible by law, MainVue Homes may modify its leave policies in force during normal operations to reflect conditions during a declared infectious disease outbreak or pandemic.

Closings and Layoffs

In the event of a temporary or permanent closing due to unforeseen business circumstances related to the infectious disease outbreak or pandemic, employees will be notified as soon as practicable concerning a layoff or termination of employment.

Employees will be provided with as much notice as practicable concerning a layoff or business closing due to unforeseen business circumstances related to the infectious disease outbreak or pandemic, including an explanation as to why notice was not provided if the layoff is implemented without advance notice.

Employees subject to a layoff under this policy will be notified about available benefits and where to obtain additional information and guidance.

Return to Work

Employees who have tested positive for an infectious disease (e.g., COVID-19) or who have isolated or quarantined with symptoms of infection may return to work when they have met the following criteria:

- Seven days have passed since receipt of a confirmed positive test result and there have been no subsequent illness or symptoms of illness (e.g., cough, fever, difficulty breathing); or
- At least 72 hours have passed since the resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms AND at least 7 days have passed since symptoms first appeared; or

- Provide documentation of confirmed negative results of an FDA-approved assay for the infectious disease (confirmed means a second test validates an initial positive test or screen).

MainVue Homes understands that doctors and other health care professionals may be too busy during and immediately after an outbreak to provide fitness-for-duty documentation. MainVue Homes may rely on other credible sources such as local clinics to provide a form, a stamp or an email to certify that an individual does not have an infectious disease.

Onsite Work Prohibited

MainVue Homes reserves the right to prohibit an employee or another individual with a confirmed positive test for an infectious disease from entering onsite facilities, programs and functions if a determination is made that the entry introduces a recognized hazard to the workplace and the restriction protects the safety and health of employees, customers and others. Every effort will be made to accommodate such employees prohibited from onsite work with remote work, or other alternative work.

Confidentiality

Infectious disease-related diagnostic information about employees will be treated as confidential, privileged information. All information about an employee's illness will be treated as a confidential medical record in compliance with the Americans with Disabilities Act (ADA). The employer will adhere to all federal, state and local public health reporting requirements.

BENEFITS

Group Insurance Programs

If you are a regular employee, scheduled to work 20 or more hours per week, you are eligible to receive medical, dental, vision and other insurance benefits through the Company effective on the first of the month following 30 days of employment. Part-time employees working less than 20 hours per week, temporary and seasonal employees are not eligible for this insurance coverage. The Company intends to continue these programs, but reserves the right to change or discontinue these plans at any time. If the Company terminates a program, but does not replace it with comparable benefits, participants will be notified. Participants will receive instructions on converting group insurance to individual policies whenever conversion privileges apply. The actual benefits provided and eligibility requirements are determined by the Summary Plan Description provided by the insurance carrier. If you have questions about your coverage, please refer to the Plan Description provided by the insurance carrier. If there is any conflict with other oral or written descriptions of these benefits, the descriptions in the Plan documents and insurance contracts control.

The Company currently pays the employees' premiums. The Company reserves the right to change or discontinue its premium contribution at any time and employees will be notified. You are responsible for paying any dependent premiums or for any optional buy up benefit. Optional buy up benefits and dependent coverage is paid by you through payroll deductions.

Each year, the Company will tell you what your share of the premiums will be for that year.

Life Insurance

If you are a regular employee, scheduled to work 20 or more hours per week, the Company provides life and accidental death and dismemberment insurance. The Company pays 100% of the premium for this coverage. You may purchase additional coverage at your own expense. For more information about this insurance, please refer to the material provided by the insurance carrier. The descriptions in the Plan documents and insurance contracts control if there is any conflict with other oral or written descriptions of these benefits.

Short-Term Disability Insurance

If you are a regular employee, scheduled to work 20 or more hours per week, the Company provides Short-Term Disability insurance. This benefit will pay employees a percentage of their salary if they are unable to work due to pregnancy or non-work related illness, or injury from the 15th day for a maximum duration of up to 11 weeks. For more information about this insurance, please refer to the material provided by the insurance carrier(s). The descriptions in the Plan documents and insurance contracts control if there is any conflict with other oral or written descriptions of these benefits.

Long-Term Disability Insurance

If you are a regular employee, scheduled to work 20 or more hours per week, the Company provides Long-Term Disability insurance. This benefit will pay employees a percentage of their salary if they are unable to work due to non-work related illness or injury for a period of time after 90 days. For more information about this insurance, please refer to the material provided by the insurance carrier(s). The descriptions in the Plan documents and insurance contracts control if there is any conflict with other oral or written descriptions of these benefits.

Employee Assistance Program (EAP)

The EAP is a confidential counseling service provided to assist employees and their dependents with issues that may affect work or overall well-being. The EAP is available 24 hours a day to serve employees and family members. The service is strictly confidential and provided at no cost to you and qualified members of your household.

COBRA

We comply with all COBRA and HIPPA federal regulations. Group health insurance coverage may be continued under COBRA if your employment terminates or you experience other qualifying events. You will receive information about your COBRA rights separately.

Other Benefits

Retirement and Profit Sharing

The Company offers a 401(k) salary deferral plan to all employees who are age 18 or over. The 401(k) Plan allows you to save for retirement with pre-tax contributions. Eligible employees may participate in the plan on the first day of the next month following 30 days of service. For more information, please see the Plan document. The descriptions in the Plan document control if there is any conflict with other oral or written information.

Workers' Compensation Insurance

All employees are covered while on the job by Workers' Compensation insurance that is designed to protect you against medical costs incurred from on the job accidents or injuries, and for work time lost because of such accidents or injuries. The Company pays the premium costs of this coverage. Additional information about this program is available from Human Resources.

Social Security and Unemployment Benefits

The Federal government provides Social Security (FICA) and Medicare benefits when you reach retirement age. These programs may also provide disability income for various categories of employed and dependent persons. This program is funded by deductions made from your paycheck and a matching amount paid by the Company on your behalf. If you have questions regarding Social Security, contact the Social Security Administration.

In addition to the contributions each employee makes through the FICA payroll deductions, the Company also pays a tax based upon your wages to the State Unemployment Compensation Benefit Fund. Unemployment Compensation Benefits are generally available after termination to employees who become unemployed through no fault of their own.

Observed Holidays

If you are a regular full-time employee, and you would have normally been scheduled to work, you will receive a paid day off for the following holidays:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

- The day before or after Christmas, to be determined each year

A list will be given out annually detailing paid holidays. If a holiday falls during your PTO, the holiday will not count as a PTO day.

Paid Time Off (PTO)

Paid Time Off (PTO) is intended to provide you with time away from work, without loss of pay or benefits, for relaxation, recreation, personal business, or your own or a family member's illness. We provide PTO for regular employees, scheduled to work 20 or more hours per week. You must receive advance approval from your supervisor before taking any PTO.

Accrual of PTO begins with your first full pay period after your date of hire. The amount of PTO you accrue depends on two things, (1) your length of service and (2) the number of hours you are regularly scheduled to work during a workweek. For regular employees who work 40 or more hours in a week, PTO accrues per the following schedule:

Length of Service	PTO Benefit	Accrual Rate
0 through 3 years	16 days/year	5.33 hours/pay period
4 through 9 years	21 days/year	7 hours/pay period
10+ years	26 days/year	8.66 hours/pay period

PTO accrual is prorated based on your regularly scheduled workweek. Part-time employees scheduled to work fewer than 20 hours per week and temporary employees are not eligible for PTO. Washington State employees not eligible for PTO should refer to the Paid Sick Leave (PSL) policy.

You may accrue up to 1.5 times your annual PTO benefit. Your PTO accrual will stop when this limit is reached and will not resume until you are under this limit.

Ordinarily, you must request PTO from your supervisor at least two weeks in advance of the planned time off. The Company will try to honor your PTO requests whenever possible. However, business needs may require that your supervisor deny your request for PTO or cancel a previously approved request. If you are unable to take your PTO when requested or scheduled because of the demands of the Company and this brings you over the maximum PTO accrual you may, with approval from the Company President, be permitted to exceed the maximum PTO.

If a Company-paid holiday occurs during your scheduled PTO, that day will not be considered PTO.

Exempt employees must take PTO in full-day increments, while non-exempt employees must take PTO in at least one-hour increments.

When you leave the Company, you will receive payment for any accrued PTO that you have not taken up to a maximum of 80 hours, provided any other policy provisions surrounding PTO payout have been satisfied.

If the Company rehires you within 30 days of your employment termination date, your original hire date will be used to calculate PTO eligibility. If the Company rehires you more than 30 days after your employment termination date, your new rehire date will be used to calculate PTO eligibility.

If you have any questions regarding your PTO eligibility or accrual, talk to your supervisor or Human Resources.

Significant absences due to illness may need to be confirmed by a medical provider's certificate at the time you return to work, or earlier, upon request. Please see also the provisions regarding unpaid sick and medical leave set forth below.

Paid Sick Leave (PSL) (WA only)

This policy applies to non-exempt employees working in Washington State.

Non-exempt employees who are eligible for PTO will accrue paid time off at the rate indicated in the Employee Handbook's PTO Policy. The Company will defer to the PSL Policy except where the PTO policy offers a more generous benefit.

Non-exempt Washington State employees who are not eligible for PTO will accrue 1 hour of PSL time for every 40 hours worked, including overtime hours.

An eligible employee may use all accrued paid leave available to them in a given benefit year. PSL is intended to provide employees with time away from work, without loss of pay or benefits, for the following reasons:

- For diagnosis, care, or treatment of mental or physical illness, injury, or health condition, or for preventative medical care for the employee or the employee's family members.
- In the event the employee's workplace or their child's school or place of care has been closed by a public official for any health-related reason (this does not include closures for inclement weather). "Health-related reason" means a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material.
- For absences that qualify for leave under the state's Domestic Violence Leave Act.

For the purpose of this policy, “family member” means: child of the employee or the employee’s spouse/registered domestic partner (including biological, adopted, foster, stepchild, in loco parentis, de facto, or legal guardian, regardless of age or dependency); grandchild; registered domestic partner; spouse; parent of the employee or the employee’s spouse/registered domestic partner (biological, adoptive, de facto, foster parent, stepparent, legal guardian, or a person who stood in loco parentis when the employee was a minor child); grandparent; or sibling.

The Company prohibits retaliation against an employee for the employee’s lawful use of paid sick leave. If you believe you have been retaliated against, please submit a written complaint to Human Resources.

The benefit year is the one (1)-year period running from the employee’s anniversary date.

For employees not eligible for PTO, up to 40 hours of unused, accrued paid leave time will be carried over to the next benefit year.

Newly hired eligible employees may not use accrued leave until the 90th calendar day after employment begins.

Whenever possible, PSL must be scheduled in advance. When requesting PSL for a foreseeable absence, an employee should provide their supervisor at least ten (10) days’, or as much advance notice as possible. For absences that are not foreseeable, an employee should provide their supervisor with as much advance notice as possible before the start of the employee’s shift if practicable.

For unscheduled absences exceeding three days, the supervisor may request the employee provide verification that the use of PSL is for an authorized purpose. An employee will not be required to disclose the nature of an illness or the specific reason related to a critical safety issue, but the employee does have to give the Company enough information to understand the absence is for an authorized reason. The supervisor will maintain the confidentiality of information provided by the employee for this purpose.

Eligible employees may take PSL in (1) one-hour increments.

PSL is not paid out upon termination of employment.

The Company will reinstate previously accrued, unused PSL to eligible employees who leave our employment and return within (12) twelve calendar months.

Eligible employees will see accrued paid sick leave, paid sick leave reductions since last notification, and any unused paid sick leave available for use on their paystubs.

Leaves of Absence

A leave of absence may be available to an employee for medical or personal reasons under the guidelines below. If your leave can qualify in more than one category listed below, your period of leave will be counted toward your total entitlement of every category of leave that may apply.

Overview

A leave of absence must be requested in writing and submitted to your supervisor 30 days prior to the date on which you wish to begin your leave or as soon as the need for such a leave is known. PTO is not earned while you are on unpaid leave.

Failure to return from leave as agreed may be treated as a resignation of employment. If you have taken a leave during which the Company has continued its contributions toward your health premiums (as identified below) and you do not return at the end of your leave, you may be required to repay the Company for its contributions to the cost of your health insurance paid during your leave.

Medical Leave; FMLA (Family and Medical Leave Act) Leave and Leave Following Childbirth, Adoption and Foster Care Placement

Where the leave is required by the Family and Medical Leave Act or state law, the policy will be administered according to that Act or applicable law. (FMLA leave applies to employers who employed 50 or more employees in 20 or more workweeks in the current or preceding calendar year.)

If you have been employed by the Company for at least twelve months and have worked at least 1250 hours in the twelve-month period immediately preceding the start of your leave, you may be eligible for an unpaid medical leave of absence because of your own serious medical condition, or to care for an immediate family member with a serious medical condition. A “serious medical condition” is an illness, impairment or condition that requires inpatient care in a hospital, hospice or residential care facility or continuing treatment by a health care provider. “Immediate family members” include your spouse, your children and your parents. “Children” include biological, adopted, foster, and step children, legal wards and those over whom you have daily responsibilities to provide care and financial support. Medical leaves may also be used for actual periods of disability associated with pregnancy or childbirth. In such a case, they are not limited to twelve weeks. You are entitled to a leave of absence for the actual period of disability associated with pregnancy and childbirth. The leave must be taken within twelve months of the birth, adoption or placement of the child. If both parents are employed by this Company, they will together be entitled to a total of twelve weeks of leave under this section.

Paid Leave

For FMLA leave, or a leave following childbirth, adoption or foster care placement, the Company will pay 70% of base weekly pay in the amount of one week for each full year of employment (determined at the time of the leave event), up to a maximum of five weeks. This amount is reduced by any benefits the employee receives from the Washington State Family and Medical Leave and the Company's short disability plan.

Use of Leave

A medical leave of absence requires a health care provider's certification confirming your serious medical condition or the serious medical condition of your immediate family member. The certification should also substantiate your need to take a leave and the anticipated length. A medical leave may not exceed twelve weeks during a twelve-month period, except with respect to pregnancy disability leave and as otherwise provided below.

The amount of medical leave you may be entitled to take, either for your own serious medical condition or to care for an immediate family member with such a condition, may be limited by other leaves you have taken in the twelve months prior to the date on which you request to start a medical leave.

The twelve-month period, for purposes of this policy, varies from individual to individual, begins on the date that you first take an FMLA-eligible leave, and continues for twelve months from that date. Medical leaves of absence are unpaid. While you are on leave, the Company will continue to pay its contributions toward your health insurance premiums, and you must maintain your contributions toward your or your dependent's health insurance premiums. You must also self-pay to maintain all other group insurance benefits during this leave.

A medical leave of absence may be extended beyond twelve weeks in certain circumstances, although you may lose certain reinstatement rights and you may have to pay all of your own insurance premiums for time beyond the initial twelve-week period.

You must provide a health care provider's certificate of your ability to return to work, with any limitations that are applicable, at the time you return from leave.

When you return from a medical leave after no more than twelve workweeks of absence, generally you will return to your same job or an equivalent one with equivalent pay and benefits unless your position would otherwise have been eliminated had you not been on leave. If your leave extends beyond the period permitted under the federal Family and Medical Leave Act (FMLA) or applicable state law, you will not be guaranteed any reinstatement but may apply and compete for a vacant position for which you are qualified.

Paid Family Medical Leave Act (PFML) (WA)

Beginning January 1, 2020, Washington employees may be eligible to receive partially paid leave from work through a new statewide insurance program. If you qualify, you may apply for 12 weeks of PFML leave in a 52-week period for the following reasons:

- To care for yourself or a family member during serious illness or injury;
- To care for a child following birth, adoption, or foster placement; or,
- For certain exigencies while an employee's spouse, child, or parent is on covered active military duty or has been called to covered active military duty, such as making child care arrangements or attending school activities, attending military-related meetings and events, and planning for the family member's absence.

If you experience multiple events in a year, you may be eligible to receive up to 16 weeks of leave, and up to 18 weeks if you experience a serious health condition during pregnancy that results in incapacity.

Eligibility for PFML benefits and leave, weekly PFML benefit amounts, and the number of weeks of benefits and leave an employee may receive under PFML are determined by the state of Washington. For more information and instructions on how to apply for PFML benefits, contact the Washington Employment Security Department.

Employee Eligibility

Generally, employees who have worked 820 hours in four of the five calendar quarters prior to leave may be eligible to receive PFML leave. This includes hours you have worked for MainVue Homes or for a different employer. All paid work counts toward the 820 hours, including part-time, seasonal, and temporary work.

Job Restoration

Employees who take PFML leave are entitled to return to their job position only if: (1) they have worked for MainVue Homes for 12 months or longer; and (2) they have worked at least 1,250 hours for MainVue Homes in the past 12 months.

How to Request PFML Leave

In order to request PFML leave from work, please notify your supervisor in writing that you will need to take time off from work for a PFML-qualifying reason as soon as you become aware of your need for leave. Generally, employees must provide the Company at least 30-days' notice of their intent to take leave under PFML. If it is not possible to provide at least 30-days' notice, employees must provide notice as soon as practicable. You may give written notice through email, a typed or handwritten statement or note, or text message. Additionally, employees must also apply for PFML through the Washington State Employment Security Department.

Additionally, employees must also apply for PFML through the Washington State Employment Security Department in order to receive this benefit. Please contact ESD at (833) 717-2273 or www.paidleave.wa.gov for more information on how to apply.

Taking PTO/Sick Leave During PFML Leave

Employees may choose to supplement PFML benefits with available PTO and/or Sick Leave during a PFML absence but are not required to do so. Please note that you must report to ESD PTO and Sick Leave wages that are received as a “supplemental benefit” to PFML separately from PTO or Sick Leave used for other reasons, otherwise ESD may reduce your benefit amount.

Health Insurance Benefits During PFML Leave

If you decide to take PFML leave at the same time as Family Medical Leave Act (FMLA) leave for even one day, your health insurance will be maintained at the same level and under the same terms as if you had continued to work for the entire duration of your PFML leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave. Failure to do so may result in cancellation of benefits.

If the above criteria does not apply, the Company will continue your group medical insurance while you are on a PFML leave of absence until the first of the month following 90 days from the start of the leave. After that time, you may continue your health insurance through COBRA continuation program at your own expense. You will receive more information regarding COBRA when it is applicable to you.

Coordination with Other Leaves of Absence

PFML does not run concurrently with Workers’ Compensation leave. PFML does run concurrently with all other leaves of absence, including FMLA.

Disability Leave

If your work site employs fewer than 50 employees or is more than 75 miles from the Company’s main office, you are not eligible for FMLA Leave and the policy below applies.

As soon as you become aware that you are, or will be, temporarily disabled from working for any medical reason, you must promptly advise your supervisor, in writing, of the reason, the anticipated commencement date, and the anticipated duration of the disability.

A disability leave of absence may be granted without pay for the period of actual disability up to a maximum of 12 workweeks. (For provisions relating to Pregnancy Leave in WA, see the Pregnancy or Childbirth-Related Disability Leave (WA) below.) If you are still disabled after your leave period is complete, the Company will review the situation to determine whether an extension of the leave can be provided.

If you are requesting leave for medical reasons, the Company may require a certification of the medical condition from a physician or licensed health care provider. The Company may also require periodic verification of your inability to work (including, for example, examination by a doctor designated by the Company). Any misrepresentation of a leave request or disability may result in disciplinary action, up to and including discharge.

Generally, you are required to use any available PTO as part of the leave.

The Company will continue your group medical insurance while you are on a disability leave of absence until the first of the month following 90 days from the start of the leave. After that time, you may continue your health insurance through COBRA continuation program at your own expense. You will receive more information regarding COBRA when it is applicable to you.

Pregnancy or Childbirth-Related Disability Leave (WA)

If you are sick or temporarily disabled because of pregnancy or childbirth, you will be given an unpaid leave of absence for the period of time during which you are actually disabled. The Company may require that a licensed health care provider certify the actual period of disability.

Additional leave time may be available under state or federal family and medical leave provisions. Leaves are complex; some run concurrently, while others do not. Please contact HR to discuss available time off for your pregnancy.

The Company will continue your group medical insurance while you are on a disability leave of absence until the first of the month following 90 days from the start of the leave, unless your leave qualifies under FMLA as described above. After that time, you may continue your health insurance through COBRA continuation program at your own expense. You will receive more information regarding COBRA when it is applicable to you.

Family Leave for Registered Domestic Partners (WA)

If you are a Washington employee who works at a location where 50 or more Company employees work within a 75 mile radius, have been employed by the Company for at least one year, and have worked at least 1250 hours during the 12 months prior to the commencement of your leave, you may be eligible to take up to 12 workweeks of unpaid leave during a 12-month period to care for your state-registered domestic partner. This leave is handled in a manner substantially similar to FMLA.

Military Leave of Absence; Reinstatement

Employees who are required to attend annual military reserve training or other active military duty may take the time as either regular PTO or unpaid leave. An employee who takes military leave is entitled to reinstatement to the employee's job, unless the employee would otherwise have been subjected to adverse employment action regardless of the employee's military service status, as provided under federal and state laws. In addition, an employee has the right to be reemployed in his or her job if the employee leaves that job to perform service in the uniformed service and meets all of the following requirements:

- The employee ensures that the Company receives advance written or verbal notice of the employee's service;
- The employee has five years or less of cumulative service in the uniformed services while with the Company;
- The employee returns to work or applies for reemployment in a timely manner after conclusion of service and;
- The employee has not been separated from service with a disqualifying discharge or under other than honorable conditions.

If the employee is eligible to be reemployed, the employee will be restored to the job and benefits he or she would have attained if the employee had not been absent due to military service or, in some cases, a comparable job. Under both federal and state law, the Company will also not discriminate against an employee because of military or veteran status, in any terms or conditions of employment.

Family Military Leave (WA)

If you work at least 20 hours per week and your spouse is called into active duty for the Armed Forces or will be, or is, deployed during a period of military conflict, you may be eligible to take up to 15 days of unpaid leave. This leave is available before the deployment or when your spouse is on leave from the deployment, and is available for each new deployment.

If you wish to take advantage of this leave of absence, let us know within five business days after you receive the official call or order to active duty or of your spouse's leave from his or her deployment.

Jury Duty Leave

Serving on a jury is a fundamental responsibility of citizenship and, unless business necessity requires it, the Company will not ask you to be excused from or postpone jury duty. If you are serving on a jury, you will be paid your regular earnings up to a maximum of ten days. You are expected to work your regular work schedule on days when court is not in session, and work the remaining part of your scheduled shift if you are excused from court for eight hours or longer. If your jury duty leave extended beyond ten days, the time off will be provided and will be unpaid.

Court Attendance and Witness Duty

Employees may take unpaid leave to attend juvenile court proceedings as a legal guardian or parent or to appear as a witness in a court proceeding. You must notify your supervisor as soon as practical following court attendance of your return-to-work date. Court attendance and witness duty leave will be unpaid unless you are appearing as a witness on behalf of the Company.

Voting Time Leave (TX)

The Company will provide Texas employees with adequate time to vote; coordinate with your supervisor to arrange voting time. MainVue Homes will grant leave only if the employees do not have two hours outside of their scheduled shift while the polls are open.

You must notify your supervisor that you are applying to take leave to vote. Employees with less than two hours between the opening of the polls and the beginning of their normal work hours or the end of their normal work hours and the closing of the polls may take paid leave from work at either the beginning or end of a shift to vote.

Compliance with Subpoena

The Company will not discharge, discipline, or penalize an employee who complies with a valid subpoena to appear at a civil, criminal, legislative, or administrative proceeding.

Domestic Violence/Sexual Assault Leave (WA)

MainVue Homes grants leaves of absence to employees who a) are victims of domestic violence, sexual assault, or stalking; or b) have a family member who is a victim of these crimes. In general, this time away from work is available so you can take care of legal, medical, or safety issues related to these situations.

Bereavement Leave

An employee may take up to three days with pay to attend services and to take care of personal matters related to the death of a member of your immediate family. For the purposes of this policy, your immediate family is your spouse, parent, sibling, child, grandparent, aunt, uncle, and any "in-law" or "step" relationship to the same degree.

Bereavement Leave must be taken at the time of the death and/or services, and may not be postponed or taken retroactively. The death of a friend or other relative may also require some time away from work, too. Any time off under these circumstances may be covered by accrued PTO time, or taken without pay.

Unpaid Leave for Personal Reasons

Under certain circumstances, you may be given a personal leave of absence for a specified period. Requests for personal leave will be evaluated based on your work record, your department's staffing needs, and your reason for requesting the leave. The circumstances determine the length of the leave, but a personal leave of absence typically may not exceed 30 days. Employees returning from a personal leave are not guaranteed a return to their former job. If a position is available for which you are qualified, you may apply and compete for that opening. You may be responsible for your health insurance premiums.

Section
10

HANDBOOK ACKNOWLEDGEMENT

We wish you every success during your employment with MainVue Homes. You are asked to read this Handbook carefully. This Handbook is an important document intended to help you become acquainted with MainVue Homes. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

This Handbook applies to all current and future MainVue Homes companies.

Please sign your acknowledgement of this Handbook below. If you have questions, please ask your supervisor or contact Human Resources.

Employee Handbook Acknowledgement

I acknowledge that on the date indicated below, I received a copy of the Employee Handbook. I acknowledge that I am expected to read and understand the information in the Handbook, and comply with Company policies.

I also acknowledge that the provisions in this Handbook are not intended to form or imply an employment contract between the Company and me or any of its other employees. I understand my employment may be terminated “at-will” by me or by the Company at any time for any reason.

I understand that the Company has the right, subject to limitations or provisions of applicable laws and regulations, to change, interpret, withdraw, add to, or make exceptions to any of its published policies, benefits, or Handbook provisions in its sole discretion and without prior notice or consideration to any employee. The Company’s policies, benefits, or terms and conditions of employment do not require approval by any employee or employee group.

Employee: _____ Date: _____

Signature: _____

(COMPANY COPY)

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Employee: _____ Date: _____

Signature: _____

(EMPLOYEE COPY)