

Verius Property Group, LLC

Employee Handbook Welcome!

Verius Property Group, LLC along with VPG Construction, VPG Enterprises, VPG Management & Diggs Luxury LLC. Verius Property Group, LLC has contracted with Delta Administrative Services, LLC (DAS) as their Human Resource Outsourcing Company. DAS specializes in payroll, tax administration, risk management and benefit management. We want to do our part to make your job as enjoyable as possible. Our goal is to provide you with the best employee services available.

DAS handles payroll, tax administration, risk management, benefit management, and human resources management for every employee associated with Verius Property Group, LLC. Verius Property Group, LLC is responsible for the day to day supervision over your work.

Ultimately, success depends on you. Your employer is devoted to giving you the best environment for you to succeed, grow and prosper; this is why they have joined with us to create an atmosphere of unity and success. They want to create the best opportunity, encouragement, and recognition to develop your talents. The success and the future of our firm depend on our ability to perform a variety of functions for you and for our clients. We hope to live up to our reputation of being the premier value driven personnel specialty firm. We are associated with many of the most successful businesses in the community and take pride in providing the best services available. We care about every employee and want you to reach your ultimate potential.

This employee handbook is a source of information about payroll, benefits, procedures, along with general rules and policies. This handbook is not a legal document or an employment contract. Your employment remains at-will at all times. This Handbook is for your information and cannot anticipate every situation about your employment. It is neither all-inclusive nor inflexible. Your employer reserves the right to modify or amend this guide in its sole discretion.



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SECTION A: EMPLOYMENT POLICIES

Employment at Will

We anticipate our employment relationship will be mutually rewarding and long term, but employment with Verius Property Group, LLC is not for a definite term. Employment can be terminated at any time, with or without cause, for any reason or no reason, with or without notice, the Verius Property Group, LLC, or the employee. No supervisor, manager, or representative of the Verius Property Group, LLC has the authority to enter into an agreement to employ me for any specified period of time or to make any agreement different from the conditions of employment set forth in this statement. I understand any oral or written statement which differs from the condition of employment set forth in this statement is expressly disavowed by and the Verius Property Group, LLC and shall not be relied upon by me.

THIS HANDBOOK DOES NOT CONSTITUTE A CONTRACT FOR SPECIFIC TERMS AND CONDITIONS OF EMPLOYMENT OR A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

Equal Employment Opportunity

Verius Property Group, LLC provides all applicants and employees' equal consideration in hiring, promotion, and all other employment decisions. Equal Employment Opportunity has been, and will continue to be, a fundamental principle, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

Hiring and Immigration Eligibility

In compliance with the Immigration reform and control act, Verius Property Group, LLC will hire only individuals who are authorized to work in the United States. All individuals will be required to submit documentary proof of their identity and employment authorization. Employees will also be asked to complete and sign under oath, Department of Homeland Security Form I-9. Form I-9 requires you to attest that you are authorized to work in the United States and that the documents you submit are genuine.

Genetic Information Nondiscrimination

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to a request for medical information. "Genetic information," as defined by GINA, includes individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Workplace Anti-Harassment Policy

Verius Property Group, LLC is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Verius Property Group, LLC expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

Definitions of Harassment

a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:

- unwanted sexual advances or requests for sexual favors;
- sexual jokes and innuendo;
- verbal abuse of a sexual nature;
- commentary about an individual's body,
- commentary about sexual prowess or sexual deficiencies;
- leering,
- catcalls or touching;
- insulting or obscene comments or gestures;
- display or circulation in the workplace of sexually suggestive objects or pictures including through:
 - e-mail
 - phone (including voicemail messages)
 - text messages
 - tweets
 - blogs
 - social networking sites
 - or other means
- and any other physical, verbal or visual conduct of a sexual nature.

Harassment without sexual conduct which involves differential treatment because of gender may qualify as unlawful discrimination if it is sufficiently severe or pervasive.

b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion

toward an individual because of his/her race, color, religion, national origin, age, disability, alien or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation or any other characteristic or status protected by law or that of his/her relatives, friends or associates, and that:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or
- (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to:

- epithets, slurs or negative stereotyping;
- threatening, intimidating or hostile acts;
- Denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not employed by Verius Property Group, LLC (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and social events involving Verius Property Group, LLC employees.

Retaliation Is Prohibited

Verius Property Group, LLC prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Complaint Procedure

Verius Property Group, LLC strongly urge the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. **If in Doubt, Report.** It is the Employee's obligation to take advantage of the complaint mechanisms offered by Verius Property Group, LLC to allow for resolution.

When possible Verius Property Group, LLC encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcomed and request that it be discontinued. Often this action alone will resolve the problem. Verius Property Group, LLC recognize however that an individual may prefer to pursue the matter through complaint procedures. Any employee complaints of unlawful harassment and discrimination should be directed, in confidence, to the following individuals:

VPG HR Department
Verius Property Group, LLC
504-249-5266

Human Resources
Delta Administrative Services, LLC
(504) 274-3400 **(24 hours a day)**

In addition, an employee may also report a complaint of unlawful harassment or discrimination to their immediate supervisor.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. However, Verius Property Group, LLC nor DAS can guarantee that confidentiality will be preserved while investigating a complaint of discrimination.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, reassignment, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as Verius Property Group, LLC believe appropriate under the circumstances.

Individuals who have questions or concerns about these policies should talk with the Human Resources Manager.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of Verius Property Group, LLC prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

False and malicious complaints of harassments, discrimination or retaliation may be the subject of appropriate disciplinary action.

Workplace Bullying

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that Verius Property Group, LLC will not *in any instance* tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Verius Property Group, LLC defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates Verius Property Group, LLC 's Code of Conduct, which clearly states that all employees will be treated with dignity and respect.

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important. Verius Property Group, LLC considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property
- **Gesture bullying:** Nonverbal threatening gestures; glances that can convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, business unit Manager or Human Resources.

Verius Property Group, LLC encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of bullying.

Any reported allegations of workplace bullying will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting bullying or for participating in an investigation of a claim of bullying is a serious violation of this policy and, like bullying itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting workplace bullying will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Verius Property Group, LLC believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution that party may appeal to Verius Property Group, LLC 's executive director.

False and malicious complaints of workplace bullying (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

Drug Free Workplace Policy

The use of alcohol, drugs or other medications and controlled substances, not medically authorized, that can affect your senses and responses while on Verius Property Group, LLC and The Verius Property Group, LLC (hereafter WSE) property or in vehicles is strictly prohibited.

Safety is important at DAS and WSE and all employees should conscientiously follow safe work practices and conduct themselves in a manner which will achieve maximum productivity of high quality in a safe working environment. In pursuit of those objectives, as well as the necessity to protect DAS and WSE assets and those of our customers, no potentially dangerous substances are allowed in or on DAS and WSE property or vehicles, or in your possession during work time. Furthermore, DAS and WSE policy prohibits an employee's use of illegal drugs off of DAS and WSE property or after hours if such use will result in the presence of detectable levels of the drug in the employee's system during working time or while on DAS and WSE property or in DAS or WSE vehicles. Some examples of prohibited substances are alcoholic beverages, barbiturates, amphetamines, heroin, cocaine, crack, LSD, PCP and marijuana. But remember, these are only examples – we are talking about any substance which may affect your performance, reliability, judgment, coordination, reactions or senses. A violation of this policy will be considered "gross misconduct."

Any employee should report to his/her supervisor any medication prescribed by a physician where the physician has indicated that the employee's senses, judgment and/or job performance may be affected by the medication and/or the employee feels that his/her senses, judgment and/or job performance may be affected. This also includes over-the-counter medication that the employee feels may affect his/her senses, judgment and/or job performance. Any information divulged by the employee will be held in confidence.

As a further precaution against the use of prohibited drugs, henceforth all employees are subject to, from time to time, unannounced searches of their person and their property while on DAS and WSE premises. Employee entry into any location or DAS and WSE vehicle is conditioned upon the DAS and WSE's right to conduct such searches.

The following, then, are conditions of employment for all employees, and by continuing to work for the DAS and WSE you are agreeing to comply with these rules and conditions:

1. All personal items such as packages, bags, lunch boxes, brief cases, purses, or other belongings or items being removed from or brought on to DAS and WSE premises or vehicles is subject to inspection by the DAS and WSE at any time. Employees are subject to search at any time while on DAS and WSE property or in DAS and WSE vehicles.
2. Employees may be subject to urine testing and/or breath alcohol to determine the presence of the use of drugs or alcohol. These tests may take place after accidents involving property damage or injury. In addition, the employee may be tested for reasonable suspicion, pre-employment or for random testing. Any employee who, as a result of testing, is found to have identifiable levels

of a prohibited drug or substance in his or her system will be considered in violation of DAS and WSE policy, and will may be removed from the premises and subject to disciplinary action, up to and including discharge, at DAS and WSE's discretion.

3. If reasonable suspicion is determined as a cause for an accident/injury the employee must cooperate. Refusal to cooperate or submit to any search, investigation, or drug and alcohol screening the employee will be subject to immediate discipline, up to and including discharge.
4. Employees found in possession of unauthorized drugs, alcohol or other such substances while on company property will be subject to immediate discharge.
5. Any employee, who tests positive for drug or alcohol use, or refuses to take a drug or alcohol test, may be denied worker's compensation and unemployment benefits.
6. All information, interviews, reports, statements, memoranda, or test results received by the employer through its drug testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in an administrative or disciplinary proceeding or hearing, or civil litigation where drug and/or alcohol use by the tested individual is relevant.
7. Any employee, confirmed positive, upon their written request, shall have the right of access within seven working days to records related to the results of any relevant certification, review or suspension/revocation-of-certification proceedings.
8. If the drug test is confirmed positive by the MRO (Medical Review Officer) the employee may retest within 72 hrs or the first business day following notification of a positive result at the employee's expense. The sample must be tested in a SAMHSA or CAP-FuDT certified laboratory. The employee must contact DAS HR to request a re-test.

Code of Conduct

Our Code of Conduct is a way of working together. By signing the acknowledgment of the Verius Property Group, LLC handbook you agree to abide by the following Code of Conduct.

"As an employee of Verius Property Group, LLC , I will strive to be professional in my conduct, charitable in my actions, respectful in my conversation, dignified in my demeanor, and demonstrate a high level of integrity in my dealings with others. I will not be belittling or belligerent, condescending or condemning, but supportive and inspirational. I will be truthful and forthright, always mindful of the destructive power of words spoken in anger or aimed to hurt the spirit. I will uphold the upmost respect and ethics that is expected of me through my work with the organization. In short, I will treat others as I would want others to treat me."

Verius Property Group, LLC. also honors and recognizes its company's **6 Tenets of Operation:**

1. Our number one priority is to serve our clients and community.
2. We Believe integrity is an integral part in every business transaction.
3. We Believe in going the extra mile in everything that we do.
4. We Believe our services and products are delivered with high quality, every time.
5. We Believe in loving what we do, how we do it, and who we do it with.
6. We Believe in doing what we said we would do, as we said we would do it, when we said we would do it, PERIOD.

Open Door Policy

Verius Property Group, LLC is committed to providing a work place that is conducive to a productive and positive work environment. Part of this commitment involves encouraging an open atmosphere in which problems, complaints and questions can be raised and addressed in a timely manner without fear of reprisal.

Verius Property Group, LLC is available to help you resolve misunderstandings. Employees at all levels are encouraged to direct work-related concerns to the attention of his/her immediate supervisor at their worksite. If the employee's concern is about his/her immediate supervisor, or if the immediate supervisor does not satisfactorily resolve the matter, you may contact Verius Property Group, LLC Human Resources Department directly for assistance.

DAS's Relationship with Verius Property Group, LLC

Delta Administrative Services may terminate its relationship with Verius Property Group, LLC for the Verius Property Group, LLC 's failure to meet certain obligations such as providing a safe place to work or failure to meet financial obligations for services rendered by Delta. When this happens, (and of course we hope it doesn't), Delta Administrative Services will not be able to continue to offer benefits to the employees beyond the last day worked. You may elect to continue your health benefits, if you are already enrolled in Verius Property Group, LLC medical program, by paying the premium through our COBRA plan.

Distribution and Solicitation

In order to ensure good and safe working conditions Verius Property Group, LLC prohibits the solicitation, distribution and posting of materials on company property by nonemployees at any time.

Verius Property Group, LLC prohibit employees' from soliciting on company during the working time of either the employees to whom the non-company solicitation or distribution of literature is directed or the working time of the employee engaging in the solicitation or distribution.

Employees may not distribute literature of any kind during working times or in any work area at any time.

Harassment or intimidating communication of any kind will not be tolerated. If anyone feels that they have been harassed or intimidated, they may report the conduct to Management.

Employees are free to engage in canvassing, collection of funds, pledges, circulation of petitions, solicitation for memberships, or any similar activity before and after work, and while at lunch or on breaks outside of work areas like outside of the building, in the employee break room or in the parking lot. The company does not prohibit activities protected by section 7 of the National Labor Relations Act.

Bulletin Boards: A bulletin board is utilized in order to inform all employees of important policy changes or activities within your employer's company. Supervisors shall advise employees to

make it a habit to look at the boards for any new notices. Some of the notices may be posted for only a limited time. Bulletin boards are for company announcements. Employees may not post notices on company bulletin boards, except where a bulletin board is made available in the lunch or break area.

Employee Personal Information and Privacy

In collecting, maintaining, and disclosing personal information, Delta Administrative Services makes every effort to protect employee's privacy rights and interests and prevent inappropriate or unnecessary disclosures of information from any worker's file or record.

While complying with its governmental reporting and recordkeeping requirements, Delta strives to ensure that it handles all personal and job-related information about employees in a secure, confidential, and appropriate fashion in accordance with the principles and procedures outlines below.

Confidentiality of information: Delta treats personal information about employees as confidential and respects the need for protecting each employee's privacy by enforcing secure information handling procedures on the part of all personnel whose job duties involve gathering, retaining, using, or releasing personal information about the organization's employees.

Delta collects and retains only such personal information as it needs to effectively conduct business and administer its employment and benefit programs. Delta takes all possible steps to make sure that all personal and job-related information about employees is accurate, complete, and relevant for its intended purpose. Wherever possible, Delta notifies affected employees if it needs additional personal information and gives these employees an opportunity to supply the requested data.

Protected health information (PHI) includes any health information collected or received by Delta, Delta's group health plan, another health plan, a life insurer, a school or university, a health care clearinghouse, or a health care provider that personally identifies an employee or a dependent and concerns past, present, or future physical or mental health conditions or payment for health care. It does not include employment records – including medical certifications – used for compliance with the Family and Medical Leave Act, Americans with Disabilities Act, or worker' compensation laws.

Company Confidential Information

This is a reminder that our trade secrets and information about our processes, methods and other data relating to the business or the operation of the business is confidential and not to be disclosed or recorded. In keeping with this policy, cameras, camcorders, tape recorders and similar devices are strictly prohibited in or on Verius Property Group, LLC facilities or property without the written permission of the management of the Verius Property Group, LLC .

Proprietary information is defined as "the whole or any part of any scientific or technical information, design, process, procedure, formula, or improvement that has value and that the owner has taken measures to prevent from becoming available to persons other than those selected by the owner to have access for limited purposes." Our internal business practices, procedures and recipes are of great value to us. Verius Property Group, LLC will institute civil action against anyone who violates this policy.

It is the policy of Verius Property Group, LLC (the Companies) that the business affairs of the Companies should not be discussed with anyone outside the organizations, except when required in the normal course of business.

Employee Agreement: The operations of the Companies should not be discussed with outsiders, particularly with competitors. Information concerning manufacturing processes, sales techniques and similar subjects should be regarded as trade secrets and could be harmful to the Companies' businesses should they be disclosed to unauthorized persons. Access to certain sensitive information of the Companies is on a "need to know" basis and unauthorized employees are prohibited from attempting to obtain this information.

Information concerning the activities or operations of the Companies' suppliers or customers must be treated as confidential. Employees handling confidential information are responsible for its security. Extreme care must be exercised to ensure that it is safeguarded to protect the Companies and suppliers and customers.

Subjects such as the pricing of the Companies' products and services, the names of the Companies' customers and the areas in which the Companies' products and services are sold should never be discussed with anyone from competing companies.

In the course of performing their duties, employees may receive information about the Companies which might affect the decision of a reasonable investor to buy, sell or hold securities issued by the Companies. Such information might relate to such subjects as earnings, acquisitions of other business and changes in management. Employees are prohibited from disclosing such inside information to anyone outside the organization until such information has been made available to the public by management.

The above stipulations are not intended to prohibit the disclosure to outsiders of information about the Companies that is routinely made available to the public by advertisement, press release or other approved method of communication.

Any violation of this policy is intolerable and will be considered gross misconduct.

Computer and Communication Systems Security and Usage

E-mail, the computers and telephone recorders or voice mail systems provided at work are the property of Verius Property Group, LLC and are reserved for business purposes only. Such devices are considered to be located in work areas and should be used only for business purposes. All employees waive any right to or expectation of privacy in the use of Verius Property Group, LLC ' Communication Systems. All employees consent to Verius Property Group, LLC ' access by authorized persons to information on its Communication System.

Consistent with other policies and well established past practice, employees must refrain from using discriminatory, derogatory, or otherwise offensive comments in leaving messages on telephone recorders, entering information in our computers, or sending e-mail or voice mail messages. Such negative, prohibited comments include those based on an individual's race, national origin, sexual orientation, ethnicity, age, disability, religion, or political beliefs.

Employees will also refrain from using the Communication Systems to create, transmit or store material containing vulgarities, obscenities, jokes or sexually explicit images or messages of any kind. These Communication Systems are such stations located in designated work areas and not to be used for any purpose other than work. In keeping with the solicitation and distribution policy, Communication Systems are not to be used to solicit others.

The same level of care and professionalism should be used in preparing e-mail messages and entering information in the computers as in any normal, work-related correspondence. Care should be used in the transmission and entering of information and should only be sent to individuals who have business to receive them. Transmission of sensitive or confidential information via e-mail, or storing such information in the computer is strictly prohibited. The Communication Systems may not be used to copy and/or transmit documents, software, images or other information protected by copyright without authorization.

E-Mail and Internet Access:

The purpose of this policy is to define the proper use of electronic mail (e-mail) and internet services at Verius Property Group, LLC . This policy applies to all users of Verius Property Group, LLC computer systems.

Verius Property Group, LLC is committed to providing an environment that encourages the use of computers and electronic information as essential tools to support our business. It is the responsibility of each employee to insure that this technology is used for proper business purposes and in a manner that does not compromise the confidentiality of proprietary or other sensitive information.

E-Mail Procedures:

- All e-mail correspondence is the property of Verius Property Group, LLC .
- Employee e-mail communications are not considered private despite any such designation either by the sender or the recipient.
- Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the policies concerning “equal employment opportunity;” and “sexual harassment and other unlawful harassment.” Any employee who violates this policy shall be subject to discipline, up to and including discharge.
- The Company’s distribution and solicitation policy specifically applies to e-mail usage.

Internet Procedures:

- Verius Property Group, LLC network, including its connection to the internet, is to be used primarily for business related purposes. Any unauthorized use of the internet is strictly prohibited. Unauthorized use includes, but is not limited to: connecting, blogging, posting or downloading pornographic material; engaging in computer “hacking” and other related activities; attempting to disable or compromise the security of information contained on Verius Property Group, LLC computers.
- Because postings placed on the internet may display our address, make certain before posting information on the internet that the information reflects the standards and policies of Verius Property Group, LLC . Under no circumstances shall information of a confidential, sensitive or otherwise proprietary nature be placed on the internet.
- Subscriptions to news groups and mailing lists are permitted when a subscription is for a work-related purpose.

- Information posted or viewed on the internet may constitute published material. Therefore, reproduction of information posted or otherwise available over the internet may be done only by expressed permission from the author or copyright holder. Unless the prior approval of management has been obtained, users may not establish internet or other external network connections that could allow unauthorized persons to gain access to Verius Property Group, LLC systems and information. All files downloaded from the internet must be checked for possible computer viruses. If uncertain whether your virus checking software is current, you must check with an authorized information systems representative before downloading.
- Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with policies regarding “equal employment opportunity” and “sexual harassment and other unlawful harassment.” Any employee who violates this policy shall be subject to discipline, up to and including discharge.

Social Networking and Media Policy:

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all who work for the company. In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web bulletin board or a chat room, whether or not associated or affiliated with Verius Property Group, LLC , as well as any other form of electronic communication.

The same principles and guidelines found in Verius Property Group, LLC policy and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risk and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of the company’s legitimate business interests may result in disciplinary action up to and including termination.

Carefully read these guidelines, the company’s Non-Discrimination Policy, No Harassment Policy, Confidential Information Policy and Business Ethics Policy, and ensure your posting are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Your postings must also be consistent with any agreement you have signed regarding confidential and customer information. Always be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of Verius Property Group, LLC . Also keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might

constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the company, fellow associates, members, customers, suppliers, and people working on behalf of Verius Property Group, LLC or competitors.

Post only appropriate and respectful content

- Maintain the confidentiality of the company's trade secret and private or confidential information. Trade secrets may include information regarding the development of systems, processes, customers, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to the company's website without identifying yourself as a Verius Property Group, LLC associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for the company. If the company's is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of the company, fellow associates, members, customers, suppliers or people working on behalf of Verius Property Group, LLC . If you publish a blog or post online related to work you do or subjects associated with the company, make it clear that you are not speaking on behalf of Verius Property Group, LLC . It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the view of the company."

Using social media at work

Refrain from using social media while on work time or on equipment or devices we provide, unless it is work-related as authorized by your manager. Do not use Verius Property Group, LLC email address to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

Verius Property Group, LLC prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

This policy does not prohibit activities protected by section 7 of the National Labor Relations Act. If you have questions or need further guidance, please contact your Human Resources representative.

Human Resource Records

Your employment record begins with your job application, which is kept in a file in the personnel department of Delta Administrative Services. Performance appraisals, promotions, transfers and other matters that affect you, as employees, are recorded here or at Verius Property Group, LLC . These files are maintained in a manner to ensure access to your information is used properly in the operation of our business.

You should be sure that your records are always kept current. You are required to report changes in address, phone number, number of dependents, or marital status to Verius Property Group, LLC and Delta. If information on your paycheck stub is not correct, or problems arise concerning your taxes, benefits, or other matters please contact your supervisor immediately.

This important information is available for reference and review. If you need employment information for a home loan or other employment verification please contact Delta Administrative Services payroll department.

Resignation

If you find it necessary to resign, as we hope you will not, you are requested to give advance notice in writing to your supervisor indicating the last day you will be working. A two week notice is appreciated. If you resign without notice, you may forfeit your eligibility to be rehired. Final paychecks are delivered via the current method (direct deposit, cash card, live check) on the next regularly scheduled pay period, or within 15 days of the separation which ever comes first.

SECTION B: EMPLOYMENT BENEFITS

Worker's Compensation

Worker's compensation provides benefits for employees who suffer personal injury from accidents or illnesses arising out of, and in the course of, their employment with the facility. An employee who is injured on the job, regardless of the severity of the injury or illness, must report the occurrence to the manager on duty. The manager on duty then will need to obtain information as to exactly what happened, how the injury or illness occurred, the exact time and location, as well as any witnesses to the occurrence. This information will be shared with Delta's Safety department. If an employee must miss work due to an employment related injury, the company must contact Delta's Safety department immediately. In case of an accident, the employee will fill out an incident investigation in a timely manner and return it to the supervising manager and Delta.

To return to work from an accident, all employees must present a doctor's release.

Unemployment Insurance

You are covered by state and federal unemployment insurance. The contribution to this benefit is provided by Verius Property Group, LLC and requires no payroll deduction on your part. You are entitled to this plan if you become unemployed through no fault of your own. Information about unemployment insurance can be obtained from Verius Property Group, LLC Human Resources Department.

Continuation of Health Coverage (COBRA)

If you are included in a group health care plan and your employment is terminated or you have a qualifying condition that changes your eligibility to continue your health care coverage, you may be eligible to maintain coverage under your group plan for as long as 18 months by paying the premium. Your rights to this plan could be protected under the "consolidated Omnibus Budget Reconciliation Act" (COBRA) or state continuation, whichever applies.

Continuation under COBRA regulations may also be made for up to 36 months to surviving spouses and other covered dependents for other reasons such as your death, separation or divorce. Your covered children, who no longer qualify as dependents, may also be covered up to 36 months. Those plans qualifying for state continuation of coverage will differ.

You can continue insurance coverage by paying the insurance premium within a certain period of time and by matching the cost of the premium by 102%. If you, or your spouse or dependents qualify for COBRA and/or state continuation coverage, it is very important to contact the Benefits Department at Delta Administrative Services.

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability & Accountability Act (HIPAA) helps protect your rights to group health coverage during life events such as changing or losing jobs, pregnancy and childbirth, or divorce. Depending on your group health limitations, HIPAA may also make it possible for you to obtain and keep health coverage even if you have past or present (pre-existing) medical problems.

SECTION C: COMPENSATION AND HOURS

Time Keeping Procedure

Your work hours may be recorded by means of a time clock or time card. You are to report to work no earlier than five minutes before your work schedule begins and leave no later than five minutes after it ends. You are responsible for making sure your time is recorded accurately. You must record your own time, never the time of another employee.

Undue Enrichment: If you find any errors in your paycheck, contact your supervisor at Verius Property Group, LLC or Delta immediately. In the event of an overpayment, contact Delta immediately to make arrangements for the return of the excess payment. An employee found to have benefited from a payroll error is subject to disciplinary action up to and including termination.

Overtime Pay

You are to work overtime only at the request and authorization of your supervisor/manager. Employees who qualify as exempt from overtime pay are not subject to this policy. Only non exempt employees qualify for overtime pay.

Overtime pay is based on hours worked per workweek in accordance with legal requirements. Employees shall record all time worked, including time worked over their normal schedule, on their time card when the work actually occurs. Overtime hours worked in excess of forty hours in a work week will be paid one and one half times your base rate of pay per hour.

Hours worked means time actually spent on the job. It does not include hours away from work due to vacation, sickness, or holiday even when these days are compensated. Unpaid sick leave, personal leave or any other time away from work is also not considered hours worked.

Payday and Paycheck Distribution

Paydays administered by Verius Property Group, LLC are dependent upon the pay cycle as defined by the company. Verius Property Group, LLC pays on a Semi-Monthly payroll and paychecks are mandatory direct deposit.

Verius Property Group, LLC does not provide any payroll advances or extend credit to employees. Verius Property Group, LLC has the option to arrange any type of advances or credit at its discretion.

Payroll Deductions

Verius Property Group, LLC may be required by law to recognize certain court orders, liens, and wage assignments. When the company receives a notice of a pending garnishment or wage assignment, we will call the employee to inform them of the deduction, the amount of the deduction and when it will start.

The company is required to make proper deductions from your earnings on your behalf. Amounts withheld vary according to how much you earn your marital status, government employment regulations, and other factors. These state or federal mandated deductions are made until the

maximum amount is reached. Some of which include the following: Social Security Tax, Medicare Tax, State Income Tax, etc.

Other deductions may be made from your paycheck with your permission, including but not limited to:

- Health Insurance Coverage
- Dental Care
- Other Services Requested by the Employee

Final Paycheck Policy

It is the policy of Delta Administrative Services to issue a final paycheck in the current existing method previously designated by the employee. Delta will make an exception to this policy only with instruction from Verius Property Group, LLC . It is the employee's responsibility to leave a mailing address for their W-2 that will be mailed by the end of January following the current calendar year end.

VERIUS PROPERTY GROUP, LLC-SPECIFIC POLICIES

SECTION A: GENERAL EMPLOYEE POLICIES

Business Hours

VPG Management business hours 9:00am to 5:00pm
GNO business hours 9:00am to 5:00pm
DIGGS business hours 9:00am to 5:00pm
VPG Construction hours 7:00 am to 4:00 pm

Flexible Scheduling

We are offering flexible schedules to our Construction colleagues. The options are as follows:

Administrative Staffing:

- 7:00 am - 4:00 pm (12:00 pm lunch)
- 8:00 am - 5:00 pm. (12:00 pm lunch)

Project Staffing:

- 7:00 am - 4:00 pm (12:00 pm lunch)
- 8:00 am - 5:00 pm. (12:00 pm lunch)

Please Note: This scheduling is limited to when working at the Headquarters. Please follow respective project scheduling when working on-site. Final selections are to be identified as outlined below and sent via email to your direct supervisor no later than Friday, February 10, 2023, with an effective date of March 1, 2023. Colleagues who have not submitted a scheduling preference by the date will have one assigned and communicated to them via email.

Please note: Once the changes are confirmed, any scheduling deviations must be approved in advance by your direct supervisor.

Employee Classification

Full time employees- **40** hours or more per work week
Part-time employees-less than **40** hours per work week

Non-exempt Employees- Employees who are required to be paid overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond forty (40) hours in one week, in accordance with applicable wage and hour laws.

Exempt Employees- Employees who are not required to be paid overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond forty (40) hours in one work week, in accordance with applicable wage and hour laws.

Introductory Period

This 90 day introductory period gives you an opportunity to get to know the business where you work and introduce you to your responsibilities. During this period you and your supervisor will

have an opportunity to observe and evaluate each other. After the trial period of satisfactory performance you will normally achieve regular full time or part time employment and may be eligible for employee benefits. If your employer determines that the designated introductory period does not allow sufficient time to thoroughly evaluate your performance, the introductory period may be extended for an additional period of time. Your employment remains at will at all times.

Performance Reviews

It is expected that all employees will receive performance feedback. Performance reviews are conducted on a bi-annual basis. Some factors that are considered when evaluating an employee's performance are: quantity and quality of work, accuracy, judgment, innovation, orderliness, knowledge of job, initiative, reliability, attitude, absenteeism, tardiness and safety performance. Evaluations of an employee's performance are conducted periodically upon that employee's position descriptions, annual objectives and goals.

Supervisors will review performance evaluations with the employee and provide a written assessment at any time of their job performance. If an employee is to have any questions on performance expectation and/or evaluation concerns, this can be brought to their supervisor conducting the evaluation. Performance reviews are not tied to the employee's salary.

Absenteeism and Tardiness

Absenteeism and tardiness represent a serious loss to you and your company. If you are absent others have to pick up your part, work scheduling becomes difficult and imposes a hardship on your coworkers. It is important that you be at work at your appointed time every day you are scheduled.

You are held responsible for proper notification if you are going to be absent, late or unable to work. **DO NOT** depend on friends, relatives or fellow employees to report your absence. If you are late or going to be out you must call or text management two (2) hours prior to the beginning of your shift. If management does not answer your call a v-mail must be left informing them of your absence or tardiness.

An employee may be asked to present a release note from a doctor if out for a period longer than two (2) consecutive days or per managements discretion.

Any employee who does not call or show up to work will for any scheduled shift will be considered to have voluntarily resigned employment at Verius Property Group, LLC.

Work Environment

You are expected to demonstrate good judgment, ethical personal behavior and common sense. If your conduct as an employee comes into question, Verius Property Group, LLC will make an effort to resolve the matter fairly. Verius Property Group, LLC wants employees to know what it expects from the employees including the sorts of conduct that will result in disciplinary action up to and including termination of employment. While the examples provided below are for informational purposes only, this list is not exhaustive list:

- You are expected to be at your work place and ready to work at the established starting time and are expected to remain at these positions and perform their work assignments until the end of their work shift.
- You are not to gather on Verius Property Group, LLC premises to conduct personal business during working hours.
- Certain protective equipment, when provided by the supervisor, must be properly utilized as directed.
- You must report all injuries or accidents to your supervisor at your worksite immediately.
- You must perform all assigned duties and fulfill your responsibilities to Verius Property Group, LLC . Productivity and workmanship must be up to standard.
- You must be available for work as scheduled or requested.
- You will be responsible for all property that has been placed in your custody.
- You should not neglect your job duties or responsibilities, nor refuse any work assigned to you.

The Following Conduct is prohibited:

- Bringing firearms or weapons of any kind, intoxicating liquors or narcotic drugs or chemicals into the office or workplace.
- Being on the job while under the influence of alcohol, drugs, or intoxicants of any type.
- Falsifying information or forms, reports, records, including personal absence, sickness, time cards and production records.
- Falsely stating or making claims of injury.
- Removing or using, without authority, property, records or other materials of Verius Property Group, LLC or other persons.
- Fighting or threatening, intimidating or coercing any visitor or employee.
- Harassing or retaliating against another employee, customer or client.
- Damaging or destroying Verius Property Group, LLC property or wasting of materials.
- Loitering or sleeping while on duty.
- Refusing to follow supervisor's directions or instructions or other insubordinate conduct.
- Violating safety or health rules or practices, or engaging in conduct which creates a safety hazard.
- Leaving your department or work before the end of the shift without the authorization of your supervisor.
- Using Verius Property Group, LLC facilities and time for personal business, or unauthorized possession or use of Verius Property Group, LLC keys.
- Smoking in restricted, posted no smoking areas.

Remote Work

The Administrative Staff will be allowed seven remote workdays per year. These days must be used in 8 hours increments and requested at least 24 hours in advance. Remote work is subject to supervisor approval and is dependent upon the job role. Employees will be required to abide by the company's telework policy. Unused time will not roll over. Please note: An instruction guide will follow with details on how to request a remote workday. In the interim, please coordinate with your direct supervisor.

Constructive Discipline

Verius Property Group, LLC endorses a policy of constructive discipline through which it provides employees with the opportunity to improve the performance deficiency to an expected or higher level. Constructive discipline helps ensure early identification of emerging performance/behavior problems; to provide employees an opportunity to resolve those problems and to avoid further disciplinary action; and to provide a process to deal with continuing performance problems.

When a performance or behavioral issue first occurs, your supervisor will usually conduct an informal discussion with you in an effort to prevent the problem from becoming a more serious issue. Failure to correct the problem following informal discussion, or the occurrence of a more serious performance issue warrants initiation of one of the following more formal steps in the disciplinary process:

- **Employee Counseling Record:** Generally, this step is taken for a first or less serious offense.
- **Written Warning Record:** This step is typically taken for a repeated or more serious offense. In some situations, a Performance Improvement Plan (PIP) may be developed by management in conjunction with the Written Warning.
- **Decision Making Leave/Suspension:** This is an unpaid leave up to 3 working days. This step is ordinarily taken following failure to correct a previously noted problem or for a major offense.
- **Termination:** The decision to terminate an employee is warranted if it is determined that an individual has failed to show improvement while on the Performance improvement plan or the decision making leave. Furthermore, Verius Property Group, LLC reserves the right to terminate an employee at any time without following each of the above outlined steps in the Constructive Discipline Policy.

The implementation of the constructive discipline policy and procedure should not be construed as preventing, limiting or delaying from taking appropriate disciplinary action against an employee at any point in the procedure, including termination without prior warning, where Verius Property Group, LLC, in its sole discretion, finds such action appropriate that one or all steps may or may not be used. Management is not required to follow these steps in order; the discipline administered is contingent upon the severity of the violation.

Courtesy

Courtesy and your attitude toward the people you come in contact with will influence the image people have of the company where you work either positively or negatively. Develop an attitude of helpfulness toward your customers, fellow workers, and supervisors. Courtesy is the key to good human relations.

If you would like further training in such areas as how to handle the telephone properly or supervise people in a more constructive manner please contact Delta Administrative Services.

Workplace Disruptive Conversation

It is the culture here at Verious Property Group (VPG) that all employees are able to come work and perform their best while keeping distractions and unnecessary interruptions to a minimum. It is expected and required that all employees follow all VPG policies and procedures, which includes but is not limited to:

- Company Workplace Harassment Policy
- Workplace Bullying Policy
- Code of Conduct and all other workplace rules and regulations

It is also expected and required that all employees reframe from creating a disturbance in the workplace by talking negatively about your fellow co-worker to others in the workplace. This behavior is a violation of the workplace bullying policy, several other company policies, and will not be tolerated.

Each team member is responsible for making sure the policies of our organization are carried out. If a fellow coworker initiates a conversation that may create a disruptive work environment for yourself and others, it is your responsibility to let them know that the content of the conversation is unacceptable. If the situation continues, contact your supervisor for further assistance if anyone is found to be in violation of these workplace policies they will face disciplinary action up to termination.

Dress Code and Appearance

You create the image many people will have about the company or business where you work. Check your appearance before reporting to work. You should utilize good judgment in determining your dress and appearance. A well groomed appearance and good personal hygiene is important and gives confidence to your overall effectiveness.

Employees are expected to dress appropriately for their position and responsibilities by wearing their company shirts each day.

Uniforms furnished to you are not designed for use outside the premises and are not to substitute for your personal attire.

- Company logo or designated shirt
- Each employee will be given five (5) shirts upon hire.
- Pants or Jeans are allowed
 - Cargo or Bermuda shorts can be worn but must be no higher than 1 inch above the knee
- Clothing must be clean, without wrinkles, holes or stains
- Shoes can be of the following:
 - Tennis shoes
 - Leather bottom sandals with a heel strap
 - Heels / dress shoes
 - Shoes that are prohibited:
 - Rubber flip flops
 - Crocks

In keeping with the current dress code, the need for proper appearance from all staff is expected. Therefore, the following guidelines of dress are expected from all employees:

1. Clothing should be worn and fit in such a manner that it does not expose bare skin in inappropriate areas. This includes the exposure of or lack there of undergarments.
2. Clothing should be free of sexually related references, foul language, or suggest / promote the use of illegal drugs.
3. No clothing promoting competitor products.
4. Hats/caps are only allowed for field positions or with management approval.
5. Body piercing jewelry will only be worn on the ear. No other areas of the body should be visible with body piercing jewelry.
6. Tattoos must be appropriate in content and in keeping with a professional image.
7. We ask that employees NOT WEAR old jeans, bib overalls, halter tops, beachwear, work-out attire, tank tops, tee-shirts, spandex or other form-fitting pants, or distracting, offensive or revealing clothes or slippers.

Any employee whose appearance does not meet these standards will be counseled by his/her supervisor or manager. If the appearance is unduly distracting or inappropriate, the employee may be sent home to correct the problem and will not be compensated for that time away from the office. Repeated disregard for this dress and grooming policy may result in disciplinary action up to and including discharge.

Care of Equipment and Tools on Loan

You are responsible for safekeeping of equipment, tools or uniforms that are furnished or loaned to you. Any damage or failure of this equipment is to be reported to your supervisor immediately. Equipment or supplies are not to be removed from your work premises without proper authorization. When your employment terminates, voluntarily or involuntarily, you must return equipment, tools or uniforms that were loaned to you before picking up your final paycheck.

Phone Calls Personal Mail and Visitors

The use of business phones is limited to official company business. Local personal calls are to be kept to emergencies only. Friends and relatives should be discouraged from calling during working hours unless there is an emergency. Under no circumstance should you make or charge a long distance call unless it is work related and approved by your supervisor.

Good telephone etiquette is important when dealing with the public. Identify yourself and the office or plant where you work, in a pleasant and helpful voice. Be courteous and confine the conversations to the subject at hand. The first representation that many people have with an office or business is through the telephone. You are encouraged to cultivate a pleasant voice and cheerful manner.

Do not use company stationary, stamps, postage meters or other company supplies for your personal mail. Have all of your personal correspondence sent to your home address, unless you have permission from your supervisor.

Personal visits by visitors [individuals not employed by the company] to your work area may also be restricted by your supervisor.

Cellular Phones

While at work, employees are to exercise discretion in using their cellular phones for personal business and phones must be kept on **vibrate**. Ear pieces are allowed to be worn during working hours for business calls. Excessive personal calls during the workday, texting, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are asked to make personal calls or text on non-work time where possible and to ensure that friends and family members are aware of this policy. Flexibility will be provided in circumstances demanding immediate attention.

Driving while on cellular phones: Verius Property Group, LLC has a zero tolerance policy regarding using a cell phone while driving. For the safety of our employees and others it is imperative that you pull over and stop at a safe location to dial, receive or converse on the cell phone in any way. Hands free calls and vehicles with hands free capabilities are allowed. Texting while operating a motor vehicle is never allowed and is a violation of state laws. Employees are required to follow all state and federal laws.

Lunch Breaks

Non-exempt employees must clock out for their lunch break. Mobile punches are not allowed. If an employee misses a punch, they are required to notify their immediate supervisor. Lunches must be taken between the hours of 12:00 pm to 1:00 pm. If a lunch/break must be taken anytime outside of this time frame upper management's approval must be approved before the lunch/break is taken.

Lunch breaks must be a minimum of 30 minutes, no greater than one (1) hour, and the employee should not conduct any business during this time. This includes but not limiting checking emails, taking company related phone calls, etc. In any instance during the course of the lunch break, if any Verius Property Group, LLC work must be done the employee must clock back in immediately before resuming the company's work with supervisor/manager approval. Exempt employees are not required to punch in and/or out for any lunch or meal breaks.

Parking

Convenient parking may be limited at Verius Property Group, LLC; employees use on street parking. You may be restricted to parking in areas designated by your supervisor. The company is not responsible for damage to your car on company property or when carrying out company business. The Company is not responsible for traffic violations or parking tickets while on company business. Please keep your belongings safe and locked in your car.

Valid Driver's License and Automobile Insurance

Verius Property Group, LLC requires anyone whose position requires them to drive for the company for work related commutes; making a delivery, driving to different worksites or any other need in their personal vehicle, to have a valid driver's license and the state minimum coverage of automobile liability insurance. Any changes in your driving record must be reported to the Human Resources Department immediately. Valid driver's licenses and automobile insurance will be checked on a biannual basis to ensure all drivers are in compliance. Failure to do so may

result in disciplinary action, including possible dismissal. Employees are responsible for adhering to all state and federal laws.

Vehicle Safety/Personal Automobile Use for Business

The safety and well being of our employees is of critical importance to the company. Therefore, we each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Employees that are required to drive on company business at any time will be expected to consistently apply follow all the procedures below:

- All employees are expected to wear seat belts at all time while in a moving vehicle being used for company business, whether they are the driver or a passenger.
- Use of handheld cell phones, whether personal or business-owned, while behind the wheel of a moving vehicle being used on company business is strictly prohibited. it is imperative that you pull over and stop at a safe location to dial, receive or converse on the cell phone in any way
- Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading or changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic.
- Use of alcohol, drugs or other substances, that in any way impair driving ability, is prohibited.
- All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving.
- Employees should never allow anyone, on company y time, to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- Employees must promptly report any accidents to local law enforcement as well as to the company within 24 hours in accordance with established procedures.
- Employees are also expected to report any moving or parking violations received while driving on company business and/or in company vehicles within 24 hours. The employee is responsible for all fines and fees accumulated on company time.
- Failure to adhere to these procedures may result in disciplinary action up to and including termination per company policy.

SECTION B: EMPLOYEE LEAVE BENEFITS

Paid Time Off

Verius Property Group, LLC values its employees and recognizes the need for time off for their family and home life. In accordance with this belief, the company implements an accrual based paid time off (PTO) policy for full-time employees. Even though paid time off begins accruing immediately, employees are not eligible to use it until they have completed the 90 day introductory period. The accrual scale is based on your work anniversary year and is as follows:

Salaried Employees

- 0-3 years of service: 80 hours of vacation per year (3.33 hrs. per pay period)
- 3 years or more: 120 hours of vacation per year (5 hrs. per pay period)

Hourly Employees

- 0-3 years of service: 40 hours of vacation per year (1.66 hrs. per pay period)
- 3 years or more: 80 hours of vacation per year (3.33 hrs. per pay period)

PTO banks will max out at 120 hours at which point you will be required to use some of the accrued hours before you can accrue additional time. Each year, you will be allowed to carry over 40 hours of vacation time, anything above 40 hours will be lost.

When scheduling PTO, you will be permitted to have negative vacation balances of up to -24 hours, with preapproval from your direct supervisor. You will not be allowed to substitute sick time in place of PTO

Verius Property Group, LLC may require medical verification of any illness or injury for which paid time off is requested and if an injury or illness continues for a period longer than two (2) days, the employee may be asked to present a release from their doctor advising Verius Property Group, LLC of their ability to perform their normal job duties.

Sick Time

Each employee of VPG will be awarded 40 hours of sick time on their anniversary date. Sick time does not roll over. Unused time from the prior year will be lost on the employees' anniversary date each year. Negative sick time balances are not permitted.

Sick time is to be used when you or an immediate family member is ill, during doctor visits, and/or medical procedures.

Holidays

Verius Property Group, LLC recognizes certain holidays for full time employees. To be eligible for holiday pay, an employee must work their scheduled day before and scheduled day immediately following the holiday, with approved vacation time as the only exception. A maximum of eight (8) regular hours are paid per holiday. All full time employees may observe the following holidays with pay:

New Year's Day
Martin Luther King, Jr Day
Mardi Gras
Memorial Day
Juneteenth

Independence Day
Labor Day
Thanksgiving
Christmas Eve
Christmas Day

For holidays that fall on a weekend the observed holiday will be selected by the Executive Director.

Jury Duty

If you are summoned for jury duty, you must notify your Manager within seven (7) days of the receipt of the summons. You must obtain proof of attending jury duty by the court clerk upon your return to work. Employees who are released from jury duty with 4 hours remaining in the workday, are expected to return to work. Your manager will work with you on your schedule. Employees are compensated up to one (1) days wages for jury duty.

Bereavement Leave

In the event of a death in the immediate family, employees may have up to two [funeral in-state] or three [funeral out of state] working days, with pay, at their regular straight time rate or base salary, to handle family affairs and attend the funeral. "Immediate family" is defined as: father, mother, brother, sister, spouse, domestic partner, child, mother-in-law, father-in-law. Only regular full-time employees are eligible for paid funeral leave. Bereavement leave will count against the employee's personal leave days.

With their manager's approval, employees may take up to one full day without pay to attend funerals of other relatives and friends. If the employee prefers, unused personal leave or a day of earned vacation may be used for this purpose.

Paid time under this policy is given over and above any time allowed and earned under our Personal Leave policy.

Pay for a funeral leave will be made for actual time lost from work. If the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of the employees' vacation occurs on any of the days of absence, employees may not receive holiday or vacation pay in addition to paid funeral leave.

An excused absence for family death may not be retroactive, postponed or split.

Personal Leave of Absence

Verius Property Group, LLC may grant eligible employee's a personal leave of absence. A leave of absence (LOA) is defined as an unpaid approved absence from work for a specified period of

time for medical, parental, military or personal reasons. Leave of absences, other than medical, are considered individually and granted at the discretion of management. At a minimum, employees must meet the following criteria:

- Employee has been employed with the company for a minimum of one year
- Employee has exhausted all other leave provided by the company (vacation, PTO)
- The demands of the employer's needs at the time of the request
- The demands of the employee's work load at the time of the request
- Employee is in good standing with the organization (leaves other than medical)
 - Employee is not on a performance improvement plan
 - Employee does not have any disciplinary issues regarding absences/tardiness
 - Employee has received satisfactory performance evaluations

It is the preference of Verius Property Group that an employee must provide 30 days' advance notice when the need for the leave or absence is foreseeable, for instance, if medical treatments or other events are planned or known in advance. If the leave of absence is not foreseeable, the employee must provide notice to his or her immediate supervisor as soon as practicable.

The maximum amount of LOA time an employee is allowed to take in any combination of LOAs is 30 days (4 weeks) in a 12-month time period measured backward from the date an employee begins a leave of absence (rolling period). Exceptions may be made to the maximum amount of LOA time granted under the ADA guidelines.

LOAs will start on the date of request or date of need, therefore, not after the exhaustion of paid time off (PTO). While on an LOA, an employee must contact the HR department at least every 7 days. Failure to contact HR every 7 days may result in termination. Failure to return to work on the expiration of the LOA or refusing an offer of reinstatement for which the employee is qualified will also result in termination.

Required Documentation:

Physician certifications supporting the need for an LOA are required within 14 days of the date of request or as soon as practicable for all medical and some parental LOAs. For an extension of a medical leave of absence, recertification is required. Recertification may also be required in other circumstances. Certification of Health Care Provider forms may be obtained from the HR department.

If the LOA request is for reasons other than medical, they must still provide the reason for the leave and expected time of return on the required forms.

Approval:

Both the employee's immediate supervisor and the HR manager will review the LOA request. The immediate supervisor will notify the employee as to whether the request was approved, and HR will provide notice of the designated leave. An LOA will not be granted to allow an employee time off to seek employment elsewhere or to work for another employer. Employees who begin employment elsewhere while on LOA, except for military reserve duty, are considered to have quit voluntarily.

Benefits:

Verius Property Management will not pay any portion of the cost of the employee's benefits, including health, dental, life and disability insurance benefits, while an employee is on LOA unless otherwise required by law. The employee must continue to pay his or her portion of the benefits, which must be submitted to the employer each pay period unless other arrangements have been made; payment may be made by payroll deductions (when applicable) or by check. If the employee fails to pay his or her portion of the benefits for more than 30 days, the employee's coverage(s) will be terminated and he or she will be offered COBRA to continue benefits, excluding life and disability insurance.

While on LOA, employees are required to use any accrued PTO benefits until returning to work and will run concurrently with the LOA. No benefits will be accrued while an employee is on LOA. Except as otherwise provided by law, time spent on a leave of absence, except for military duty, will not be counted as time employed in determining an employee's eligibility for benefits that accrue on the basis of length of employment.

Military Leave

Employees who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces or state militia groups will be granted leaves of absence for military service, training, or other obligations in compliance with state and federal laws. These employees may use accrued paid vacation leave but are not required to do so. At the conclusion of the leave, employees generally are eligible for reinstatement, in compliance with applicable federal and state laws.

Employees are requested to notify their supervisors at the worksite as soon as they are aware of the military obligation.

Questions regarding the company's military leave policy, applicable state and federal laws, and continuation of benefits should contact Delta's Human Resources Department.

SECTION D: COMPENSATION AND HOURS

Time Clock Procedures

The law requires that Verius Property Group, LLC maintains accurate time records for your protection as well as the company. It is imperative that you clock in at the beginning of your scheduled shift and clock out at the end of your scheduled shift. Do not begin your job duties prior to clocking in and do not clock in earlier than your scheduled time, unless requested to do so by a member of management.

Employees must observe the following rules with respect to timesheets:

- Employees should be ready to work as soon as they arrive to work. Likewise, employees should not work off-the-clock before they have signed in or after they have signed out. Where there is a significant difference—for example, five minutes—between time actually worked and time recorded as worked on a timesheet, employees should alert their direct supervisor and the supervisor will make the appropriate notation on the employees timesheet.
- Employees are strictly forbidden to sign in another employee on the timesheet. Before signing in or out, employees should always verify that they have picked up their own timesheet.
- After signing out at the end of the week, employees must review their timesheets for accuracy, sign them, and forward them to their supervisor. Supervisors must review the timesheets weekly, resolve any discrepancies, sign them, and forward the cards to the District Manager.

Discipline: Misrepresenting working hours, falsifying signatures or information on a timesheet, or tampering with Employer's time clock or other employees' timesheets are serious offenses. **Employees found to have engaged in any of these prohibited activities are subject to discipline, up to and including termination of employment.**

Maintenance Staff:

- Must clock in and out at the office location only before showing to first worksite
- Punching in and out on a cellular device (without management approval) is NOT allowed

Office Staff:

- Must clock in and out at the office location only
- Punching in and out on a cellular device (without management approval) is NOT allowed

SECTION E: EMPLOYEE SAFETY POLICIES

Safe Practices and Accident Prevention

Safety is a vital concern of Verius Property Group, LLC . The ultimate responsibility for safety lies with you. We need your help in promoting safety and the prevention of accidents by observing the following common sense rules.

- Learn your job and how to be safe in the work place
- Learn the location of fire alarm boxes, extinguishers, and your duties in case of fire
- Promptly report all unsafe or potentially hazardous conditions to your supervisor
 - Wet or slippery floors
 - Trashy or unsafe areas at work
 - Equipment left in halls or walkways
 - Exposed or unsafe electrical wiring
 - Careless handling of equipment
 - Defective or shield less equipment
- Do not operate electrical equipment with wet hands
- Immediately report all accidents to your supervisor
- Use proper lifting procedures and get help when needed
- Wear safety glasses and protective clothing as required
- Handle hazardous chemicals with care

**REPORT ALL ACCIDENTS IMMEDIATELY TO YOUR SUPERVISOR
AND
CALL DELTA (504) 274-3400 - 24 HOURS A DAY**

After the Accident/Incident

1. Employees are advised to remain at their worksite location until proper communication is made with Delta regarding necessary medical attention if applicable.
2. In a life threatening emergency situation please dial 911.
3. Employees and witnesses of any accidents/injuries are required to cooperate with the accident investigation and the completion of any necessary documentation.
4. If reasonable cause is determined to be a contributing factor to the accident/incident the employee must submit to a post accident drug test. Failure to do so could result in immediate termination.
5. The employee is required to submit a return to work authorization from their attending physician, prior to reporting to back work. If the employee fails to return to work upon release their employment may be terminated.

Please review the Drug and Alcohol Policy for further details. An incident is defined as an event whether intentional or non intentional which results in either employee injury or damage to company property.

VPG Safety Manual

The company has a separate safety manual. Employees are required to obtain, read and follow all items listed in this separate manual. See your supervisor for further details.

Workplace Security

Conduct that threatens intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, Human Resources, or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Human Resource department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. Verius Property Group, LLC will not retaliate against employees making good-faith reports.

All reports of threats of violence or incidents of actual violence and of suspicious individuals or activities will be promptly and thoroughly investigated. The identity of the individual making a report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation, Verius Property Group, LLC may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Smoking

Verius Property Group, LLC is committed to providing a safe and healthy workplace and promoting the health and well being of its employees. To comply with this standard, smoking may be prohibited at work except in designated smoking areas. Smoking is prohibited around entrances or exits of the building. Employees are not allowed to smoke in any "No Smoking" areas. Maintenance staffs in the field are prohibited from smoking in any tenant/residence building and/or apartment grounds. Maintenance staff must follow any smoking guidelines posted for apartment buildings.

You should exercise extreme care regarding the fire hazards associated with smoking at all times. Employees are also required to ensure that cigarette butts are disposed of in the trash receptacle and not left on the ground or thrown in the landscape or parking lot.

Smoking products covered in this policy include tobacco products, e-cigarettes and vaporizers. Failure to following this policy may result in disciplinary action including termination.

Emergency Closings

History teaches that a lack of emergency awareness and preparation are common threads among all major natural disasters. By knowing your vulnerability and what actions you should take, you can reduce the effects of a natural disaster.

Emergency closings due to severe weather conditions or other emergencies will be determined by Company Management or as otherwise required by law. Managers will continue scheduling employees to work on a weekly basis and employees are expected to keep in contact with their Manager and report at the time you are scheduled.

If you must leave the area or town due to emergency conditions, you are expected to make your Manager aware. Where there is no official office closing, but an employee is unable to report to work because of severe weather conditions, the employee must contact their Manager immediately.

ACKNOWLEDGMENT FORM

I have received and reviewed a copy of Verius Property Group, LLC Employee Handbook containing, among others, the following policies: Sexual and Workplace Anti-Harassment Policy, Bullying Policy and Drug Free Workplace Policy. I understand that I am responsible for reading, understanding, and adhering to the policies contained in the Handbook.

I understand that this handbook is not an employment contract, and is not to be construed, under any circumstances, as a promise or guarantee of continued employment. I understand that by my acceptance of employment with Verius Property Group, LLC, I recognize that the employment relationship is at will and may be terminated by me, Verius Property Group, LLC at any time.

I understand that any policies, procedures and benefits discussed in this Handbook may be changed by Verius Property Group, LLC any time, without notice.

I understand that as a Verius Property Group, LLC employee, I may be given company property for use during my employment; including equipment, lap top computers, keys, proximity cards, and the like. Should my employment with Verius Property Group, LLC terminate, I understand that I am responsible for returning any and all property of Verius Property Group, LLC, upon collection of my final paycheck.

Employee Signature

Date

Print Name

Arbitration of Employment – Related Disputes

Verius Property Group, LLC, and the employee named below agree to the following:

Except for certain exceptions described below, all disputes, claims and /or causes of action arising out of or related in any way to employment are subject to the Mutual Agreement Process (MAP). The benefits of MAP are provided as a condition of your continued employment with the Company. In other words, both you and the Company must utilize MAP to resolve disagreements, misunderstandings or conflicts that might occur in the workplace. The Company has created MAP, a quick and simple process, to ensure that these situations are resolved and ensure that the Company complies with the employment laws.

MAP is an alternative approach to resolving your concerns, complaints and grievances. It consists of three stages: **1) Open Door Policy** – an internal review and conflict resolution process. If you have a work-related issue, the first step is to talk to your supervisor or manager. If you are not comfortable approaching your supervisor or manager you should communicate the issue to the next level of management or your HR representative. If you are unable to resolve the issue through the next level of management and an investigation will be conducted. The final stage of the Open Door Policy is to speak directly with the President; **2) Voluntary Mediation** – a mutually agreed upon meeting using an outside third party as a facilitator in an effort to settle the dispute. This is an informal process to resolve conflicts using a neutral third party. The mediator assist both parties in the dispute and reach a mutually agreeable resolution and **3) Mandatory and Binding Arbitration** – final decision-making process using a mutually accepted third party whose decision is binding.

All disputes will be resolved by a single Arbitrator selected from a panel of five (5) arbitrators provided by AAA pursuant to AAA rules. The Parties may by agreement strike the complete panel until an acceptable panel is presented. Each Party may unilaterally strike a complete panel and thereby request a new panel, but this may be done only one time by any Party. The Parties shall alternately strike one (1) arbitrator from the panel until only one (1) remains. The Party making the first strike shall be selected by coin toss.

The Arbitrator has the authority to rule on any motions regarding discovery or the pleadings, including motions to dismiss and for summary judgment, and, in doing so, shall apply the standards set forth in the Federal Rules of Civil Procedure, and to order any and all equitable or legal relief which a party could obtain from a court of competent jurisdiction on the basis of the claims made in the dispute.

The arbitrator shall have no power to vary or ignore the terms of this Agreement and shall be bound by controlling law and the Federal Rules of Evidence.

Nothing in MAP shall be construed to create a contract of employment, express or implied, nor does MAP in any way alter the at-will nature of your employment relations between you and the Company. Any dispute or claim involving a protected legal right that the employee or the Company wishes to pursue through mediation or arbitration must be brought within the time period provided by statute for initiating such claims in a court of law or with the appropriate regulatory agency, such as the Equal Employment Opportunity Commission (EEOC). A request for arbitration must be filed within 30 days after either the termination of an unsuccessful mediation of the same claim or the rendering of the final decision in accordance with the Open Door Policy, whichever is later.

The Company will not modify or change the agreement between you and the Company to use mandatory binding arbitration to resolve employment-related disputes without notifying you and obtaining your consent to such changes. In the event the arbitrator renders a decision in the matter the arbitrator shall possess and shall exercise the authority to award the prevailing Party its reasonable costs and attorneys' fees related to the arbitration.

Employee Signature

Date

Print Name