



EMPLOYEE HANDBOOK

Table of Contents

	Page
Chapter I - Dimeo Properties Overview	
Welcome to Dimeo Properties	5
About the Handbook	6
History	7
Corporate Mission	7
Corporate Values	7
Most Important Asset- Its People	7
Employment-at-Will	7
Immigration Law Compliance	8
Equal Employment Opportunity/Affirmative Action	8
Americans with Disabilities Act (ADA)	8
Harassment	8/9
Chapter II - You and Your Job	
Workday and Workweek	10
Introductory Period	10
Attendance / Punctuality	10
Recording Work Hours	10
Employee Personnel Files	11
Reference Requests	11
Outside Employment	11
Chapter III - Health and Safety	
Safe Work Practices	12
Fire Safety	12
Evacuations	13
In the Event of Emergency	13
Health Awareness Programs	13
Smoke Free Workplace	13
Right to Know	13
Inclement Weather	13
Drugs and Alcohol	14
Workplace Bullying	14
Violence in the Workplace	15
Chapter IV- Dimeo Properties Standards	
Professional Standards	16
Code of Business Ethics	16
Dimeo Properties Image	16/17
Problem Solving Procedure	17
Progressive Discipline	17/18

Electronic Communication/Internet/Telephone	18/19
Social Media	19
Company Equipment and Vehicles	20
Cell Phones	20
Chapter V- Compensation	
Position Classification	21
Employee Classification	21
Performance Evaluation	21/22
Career Development	22
Payday	22
Overtime Pay	23
Social Security and Medicare	23
WorkersqCompensation	23
Other Deductions	23
W-2 Forms	23
Business Travel Expense	23
Personal Travel Expense	24
Direct Deposit	24
Chapter VI- Benefits	
Holidays	25
Vacations	25/26
Life Insurance/Accidental Death and Dismemberment (AD&D) Insurance	26
Health Insurance	26/27
Dental Insurance	27
Short Term Disability/TDI, TCI and Parental Benefits	27
Parental Leave	27/28
Long-Term Disability	28
401(K) Plan	28
Flexible Spending Plan (FSA)	29
Dependent Care Assistance Plan	29
Educational Assistance Program	29
Service Recognition Program	29
Promotional and Transfer Opportunities	29/30
Management Development and Training Programs	30
Chapter VII . Leaves of Absence	
Special Leaves	31
Personal Leave of Absence	31
Sick Leave	31/32
Family Medical Leave Act (FMLA)	32/33
Pregnant Workers Fairness Act (MA)	34
Small Necessities Leave Act (MA)	34
Family Violence Leave	34/35

Military Leave- Reservists and National Guard	35
Military Leave- Non-Reservists	35
Jury Duty	36
Family Death	36
Funeral Leave	36
Personal Time	36
COBRA	36/37
 Chapter VIII - Communications	
Employee Handbook	38
Bulletin Boards	38
Visitors	38
Solicitations, Gifts, and Gratuities	38
 Chapter IX- Separation from Dimeo Properties	
Termination	39
Resignation	39
Layoff	39
Exit Interview	39
Unemployment	39
 Employee Handbook Acknowledgement & Receipt	40

Welcome to Dimeo Properties

It is our pleasure to welcome you to Dimeo Properties, a company which recognizes that its people are its greatest asset. You are joining an organization with a history that began in 1930, when the company was founded as a small, family-owned business. Today, that same family spirit of teamwork, cooperation, and commitment characterizes our present team of professionals. We have built a solid reputation for working professionally and ethically to provide our clients with the best possible service while allowing our employees to grow and prosper. As part of our team, you play a vital role in these efforts.

As you read this handbook, you will learn more about our company and the programs and benefits we offer to you. We hope you will find this helpful in learning more about the company you have joined and our mutual goals and responsibilities.

We hope that your new job with us is the beginning of a long and satisfying career with Dimeo Properties.

T. Paul Dimeo
President

Revised 10/1/17

About the Handbook

This is your personal copy of Dimeo Properties employee handbook. The language and contents of the handbook have been prepared as an introduction and guide to Dimeo Properties policies, procedures and benefits, and to answer many of the initial questions you may have. It is not intended to create or be construed to constitute a contract of employment between Dimeo Properties and any one or all of its employees. Dimeo Properties policy as to length of employment is that either you or Dimeo Properties can terminate your employment at any time, with or without cause.

If you have questions about specific material contained in this handbook, ask your supervisor or contact the human resource department.

From time to time the human resource department will update portions of this handbook and replace information which has become outdated. In order to retain the flexibility to manage the company's operations as circumstances change, the policies and benefits in this handbook, with respect to employees, are subject to change as deemed appropriate at Dimeo Properties sole discretion. Should changes occur, we will make every effort to inform you as quickly as possible.

The policies and procedures contained in this employee handbook supersede and replace all policies and procedures contained in prior handbooks.

CHAPTER I

Dimeo Properties Overview

History

Dimeo Properties, Inc. was founded in 1986. From our beginnings as a developer/owner, Dimeo has developed into a first-class real estate firm serving over thirty (30) owners with a staff in excess of 60 people in three states. Our current assignments include institutional, profit motivated and non-profit owners of residential, commercial, medical facilities and buildings with State and Federal government offices.

As part of the Dimeo Companies, Dimeo Properties is a third generation, family owned business that was originally founded in 1930. Since that time the Dimeo Companies have established a fine reputation of accomplishments with such institutions of higher education such as Yale, Brown and Tufts Universities. Our twenty-year tenure and experience at Yale University best exemplifies our ability to hit the ground running+so to speak and adapt to our clients changing needs.

Corporate Mission

Dimeo Properties provides a broad range of real estate services including property management, asset management, consulting, and project management. Dimeo Properties can also provide janitorial and grounds maintenance resulting in a higher quality product through direct accountability.

Corporate Values

In order to achieve its corporate mission, Dimeo Properties has identified several corporate values that are essential to its success: teamwork, flexibility to adapt to change, integrity, commitment to excellence, dedication, loyalty, and tenacity. These values form the foundation for the company's policies and practices, and management philosophy.

Most Important Asset-It's People

You are valuable part of the Dimeo Properties team of professionals. Quality has its roots in good people who can work as a team with a spirit of dedication, cooperation, and support. Dimeo Properties recognizes that our team of professionals are our most important asset. The company is committed to the development of those programs and policies which enable you to develop to your fullest potential. We are proud of the long number of years served by many of our employees and the spirit of teamwork that exists throughout our company. This spirit is the driving force behind the success of Dimeo Properties.

Employment-at-Will

Your employment at Dimeo Properties is "at-will." All Dimeo Properties employees are at-will, which means the company has the right to terminate your employment at any time, with or without cause or advance notice, and that you have the same right to leave the company's employment at any time, with or without cause or advance notice. Any employment relationship other than at-will must be set out in writing and signed by the President of Dimeo Properties.

Immigration Law Compliance

Dimeo Properties is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility upon hire. Former employees who are rehired must also complete the form if they have not completed an I-9 with the company within the past three years, or if their previous I-9 is no longer retained or valid.

Employees seeking more information on immigration law issues, or who have any other questions, are encouraged to contact the human resources department.

Equal Employment Opportunity/Affirmative Action

Dimeo Properties is committed to the principles of equal employment opportunity and affirmative action in all actions affecting employees. The company does not discriminate on the basis of age, race, color, religion, sex, disability, sexual orientation, gender identity or expression, national origin, or veteran status in its employment processes. This policy applies to every aspect of employment, including, but not limited to recruitment, hiring, placement, promotion, compensation, benefits, transfers, training, job elimination, company sponsored events and termination. In the implementation of this policy, Dimeo Properties will strive to aggressively seek personnel for all job levels within the organization through equal opportunity employment practices.

Americans with Disabilities Act (ADA)

As an equal opportunity employer, the company prohibits any form of discrimination against people with disabilities. This is in accordance with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against persons with disabilities in hiring as well as in all terms and conditions of employment.

We will make every effort to implement reasonable accommodations to ensure equal opportunity in the application process, to enable employees to perform essential functions of the job and to enjoy the same level of benefits and privileges of employment as are enjoyed by employees without disabilities.

Harassment

It is Dimeo Properties policy and goal that you have an environment free from sexual harassment or harassment of any kind. Sexual harassment is a violation of federal law under Title VII of the Civil Rights Act of 1964 and is also against state law. The company will not tolerate or permit sexual harassment of our employees in any form, and such conduct may result in disciplinary action up to and including discharge.

Sexual harassment can take various forms and may be verbal, physical, or visual. Sexual harassment may include repeated offensive sexual flirtations, advances or propositions, continual or repeated verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, degrading words or names, sexually suggestive displays, pictures or objects in the workplace. A manager's, supervisor's, or co-worker's threat or insinuation, either explicitly

or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's work environment or any conditions of employment may also be sexual harassment.

If you believe that you have been sexually harassed, or harassed in any way, you should notify your supervisor or the company's human resource department. You can be assured that any complaint of sexual harassment will be promptly and thoroughly investigated. Any employee who is found to have engaged in sexual harassment may be subject to discipline up to and including termination. Communications between employees, supervisors and human resources as a result of this policy will be confidential to the extent possible without compromising the thoroughness of any investigation.

No employee, supervisor or manager shall be retaliated or discriminated against in any way for making a complaint of discrimination, for assisting in the investigation of such a complaint, for opposing an unlawful practice or for exercising any right protected by applicable federal or state law. Supervisors or managers who become aware of instances of unlawful harassment or discrimination in their departments, even in the absence of a formal complaint, should take prompt action to eliminate the harassment or discrimination.

In addition to making a complaint internally as set forth above, you may also file a complaint with the following governmental agencies:

Equal Employment Opportunity Commission, which, in Massachusetts, is located at 475 JFK Building, Boston, MA 02203 (617-565-3200).

Connecticut: Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103 (860) 541-3400.

Massachusetts: Massachusetts Commission Against Discrimination, One Ashburton Place, Boston, MA 02108 (617-727-3990).

Rhode Island: Rhode Island Commission for Human Rights, 180 Westminster Street, 3rd Floor, Providence, RI 02903 (401-222-2661)

Chapter II You and Your Job

Workday and Workweek

Dimeo Properties has established a standard workweek of 40 hours, with employees regularly scheduled to work eight hours per day. Business hours are established for each job site, or as otherwise determined depending on business needs. Your supervisor will inform you of the work hours and lunch period for your job site.

If you work in a non-job site location, your standard workweek is 40 hours, Monday through Friday. The workday begins at 8:00 AM. Your lunch hour is normally an hour long and generally taken from 12 noon to 1:00 pm depending on staffing, cafeteria hours and phone coverage needs and closing time at these locations is 5:00 PM.

Introductory Period

During the first few days with the company, you will be oriented as to the safe and proper way to do your job. The first six months of your employment with Dimeo Properties are considered an introductory period for you and the company to determine if we will be a good fit. During this time, you will be evaluating the company, and the company will be evaluating you.

During your introductory period and continuing throughout your employment with Dimeo Properties, your supervisor will keep in close communication with you as to your job performance and will point out those areas in which you might improve, or have improved.

During the first few days on the job, you will be given a new employee orientation, conducted by a member of the human resources department. At this orientation, you will be given the opportunity to sign for and enroll in the company's benefit plan.

Both during and after the introductory period, you will remain an employee at-will.

Absenteeism / Punctuality

Dimeo Properties expects you to assume responsibility for regular attendance and punctuality. Employee excessive absenteeism and tardiness places an undue hardship on the rest of the company. You are expected to report to work each day on time according to scheduled hours. Your supervisor will monitor your attendance and punctuality and will consider these factors in evaluating your performance. Excessive absenteeism or tardiness that is unexcused or excessive in the judgement of the company is grounds for disciplinary action, up to and including termination. If it is necessary for you to be absent or late, you should call your supervisor one-half hour prior to starting your shift. Please discuss with your supervisor anything that might affect your attendance or promptness.

Recording Work Hours

Dimeo Properties complies with applicable laws that require records to be maintained of the hours employees work. To ensure that accurate records are kept of the hours you work (including overtime hours where applicable) and to ensure that you are paid in a timely manner, the company requires all employees to record time worked. Time sheets are completed and submitted to the payroll department each week. As part of your training in your new job, you will be shown how to complete the time sheets. Please ensure that you record your actual hours

worked accurately. Falsifying a time record is a breach of company policy and is grounds for disciplinary action, up to and including termination.

Employee Personnel Files

Employee files are maintained by the human resource department and are considered confidential. Supervisors may only have access to personnel file information on a need-to-know basis. Medical information, if any, contained in a personnel file will not be accessible to a supervisor unless it is necessary to determine a reasonable accommodation.

A supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. Personnel files are the property of Dimeo Properties.

It is your responsibility to let your supervisor and the human resources department know if any of your information (name, address, phone number, completed courses, etc.) changes as soon as possible.

If you wish to make changes in benefits coverage, a beneficiary, or address, you can obtain the necessary forms from the human resources department.

Reference Requests

The human resources department may be asked to furnish information about your employment to establish or verify credit. These requests usually come from credit agencies, retail stores, banks, housing managers, and others. The human resources department will verify this information if you have signed a release form.

Outside Employment

The company does not object to you holding an outside job, as long as it does not interfere with or cause conflict of interest with your ability to perform your duties at Dimeo Properties. Please notify your supervisor of such employment immediately.

Specifically, you should avoid becoming involved in a situation that will:

- adversely affect your job at Dimeo Properties, such as being too tired to perform effectively or being unable to work overtime if needed.
- be competitive, such as serving in any capacity for an employer offering goods or services competitive with those offered by Dimeo Properties.
- be or give the appearance of being in conflict of interest, such as working for company sub-contractors, vendors, or customers.

Chapter III Health and Safety

Dimeo Properties is dedicated to providing active leadership and support in the development and maintenance of a safe and healthy environment for its employees. Safety procedures have been developed as part of the company's Loss Control Program. It is our objective to ensure the security and well-being of personnel through the prevention and control of accidents. A copy of the Loss Control Program is available for review at each work site. Ask your supervisor to review the safety procedures developed for your worksite.

Safe Work Practices

All employees are expected to follow these general safe work practices:

- Before starting any job, be sure you receive and understand the instructions of your supervisor. Ask questions--your supervisor is there to help you do the job correctly. Don't take chances.
- Immediately report to your supervisor any condition or practice you think might cause employee injury or property damage.
- Whenever you or any equipment you may be operating is involved in an accident (regardless of how minor), report it immediately to your supervisor. Get first aid immediately.
- Keep your work area neat and clean; do not leave small items on the floor where they can cause slips or falls.
- Wipe up spilled liquids.
- Report ALL fires and use of fire extinguishers.
- Before working in another area or department, determine the location of exits.
- Keep aisles, passageways, and exits clear. Do not place extension cords in aisles where people might trip over them.
- Close file and desk drawers when not in use.
- If you have to climb, use a ladder, not a chair or another piece of office furniture. Place the ladder securely and do not over reach.

Fire Safety

You are responsible for recognizing potential fire dangers and for taking an active role in preventing fires. You should review the fire escape routes posted in each work area in each facility.

You are required to observe all OSHA safety requirements and regulations. You should not block any fire doors, fire exits, fire extinguishers, windows or doorways. If you have questions, ask your supervisor about emergency procedures related to fire in your work area.

Evacuations

You are responsible for becoming familiar with our facility's evacuation plan so that in an emergency you can safely and quickly evacuate your area. Ensure that you follow the evacuation plan procedures properly.

In the Event of Emergency

Report all injuries, no matter how slight, to your supervisor. It is important that this information be forwarded to them for the company's records.

Health Awareness Programs

Dimeo Properties recognizes that good physical and mental health are necessary for top job performance. Periodically, the company will provide various seminars and publications for employees on such topics as nutrition, managing stress, and weight reducing healthcare costs. Employee participation in these programs is encouraged.

Smoke-Free Workplace

Dimeo Properties prohibits smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees.

The smoke-free workplace policy applies to:

- " All areas of company buildings in accordance with State laws.
- " All company-sponsored off-site conferences and meetings.
- " All vehicles owned or leased by the company.
- " All employees, including temporary employees.

Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.

Right-to-Know

Under Rhode Island law and federal Right-to-Know laws, as an employee, you must be informed when you are working with any materials that are included on the list of potentially hazardous materials. Books containing Material Safety Data Sheets (MSDS) and their ingredients including emergency procedures are provided.

Inclement Weather

The decision to close Dimeo Properties will be made on the basis of personal safety and whether or not the state declares a State of Emergency due to hazardous weather conditions; i.e., extremely bad snow storms, floods or hurricanes. If the decision is to close the Company and/or your work-site, a message from your supervisor will indicate this after 7:00 a.m. Therefore, if you do not hear the closing message after 7:00 a.m. you should consider the office open. The decision to keep the company open leaves the individual with the decision as to whether or not it is safe for him or her to make the trip to work for that day. Because we all live in different states and areas, the weather can differ tremendously according to the area that you live. Therefore, the decision to come to work is yours, according to the weather conditions in your area and your circumstances. Please keep in mind that if you individually decide not to

come to work that day, you may charge the missed hours to your personal time, vacation time, or take the time as unpaid. If the Company closes the office, employees will be paid.

Drugs and Alcohol

The purpose of the drug and alcohol policy is to ensure that the work performance of our employees is not adversely affected by the use of drugs and alcohol and to prohibit the use, possession, sale, distribution, manufacture, and transfer of drugs. Use or possession of alcoholic beverage or drugs, other than over the counter and prescribed medications while on company property is prohibited.

Anyone reporting to work while under the influence of alcohol or drugs, or who is found to be under the influence of alcohol or drugs during work hours, will not be permitted to remain on company premises and is subject to disciplinary action up to and including possible termination.

The use, possession, sale, distribution, manufacture, or transfer of any illegal drugs on company property, at company sponsored functions, or wherever company work is being performed is strictly prohibited.

Employees found to be in violation of this policy may be suspended and disciplinary action up to and including termination may be necessary. Management may refer evidence obtained to law enforcement agencies when appropriate.

If you are experiencing any personal or medical problems, discuss the situation with your supervisor or the human resources manager, who will, if necessary, refer you to confidential professional help.

Workplace Bullying

Dimeo Properties 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.+

The company will not tolerate bullying behavior. If you are found in violation of this policy you will be disciplined up to and including termination.

Bullying may be intentional or unintentional. Dimeo Properties considers the following types of behavior examples of bullying:

Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the 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 or glances that convey threatening messages.
Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

If you believe that you have been bullied, you should notify your supervisor or the company's human resource department. You can be assured that any complaint will be promptly and thoroughly investigated.

Violence in the Workplace

You have the right to expect a place of employment that is free from behavior that can be considered harassing, abusive, disorderly, or disruptive. Any violent behavior or behavior that creates a climate of violence, hostility, or intimidation will not be tolerated, regardless of origin. Proactive measures will be taken to minimize the potential for violent acts. Each and every act or threat of violence will result in an immediate and firm response that could, depending on the severity of the incident and/or other relevant considerations, include termination from employment.

This policy includes, but is not limited to, the following behaviors and situations:

- Violent or threatening physical contact (including fights, pushing, and physical intimidation)
- Direct or indirect threats
- Threatening, abusive or harassing phone calls
- Possession of a weapon on company property
- Destructive or sabotaging actions against company or employees' personal property
- Stalking
- Violation of a restraining order
- Threatening acts or abusive language that leads to tension within the work environment

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Dimeo Properties property shall be removed from the premises as quickly as safety permits, and shall remain off the company premises pending the outcome of an investigation.

You can report concerns or incidents to your supervisor, a member of the human resources department, or any member of management and any complaint will be promptly and thoroughly investigated.

Chapter IV

Dimeo Properties Standards

Professional Standards

You are a representative of the company, and your conduct on and off the job reflects on Dimeo Properties philosophy of professional standards. Over the years, the company has built a solid reputation of integrity and commitment to excellence through quality people and quality service to our clients. We strive to maintain the highest principles of ethical business conduct that have been a part of our company throughout history.

The company, therefore, requires that the maintenance of ethical business standards be reflected at all times in the personal conduct of employees. As a member of the work team at Dimeo Properties, you are not only expected to be courteous and conscientious, but scrupulous with everyone that you deal with in your job. Honesty, integrity, trustworthiness, mutual cooperation, and team spirit are the qualities that Dimeo Properties seeks in every member of our company. These qualities are essential for continued employment and a successful career with Dimeo Properties.

Code of Business Ethics

All employees of Dimeo Properties are expected to observe the highest standards of ethics and integrity in their conduct. This means following a basic code of ethical business behavior, which includes:

- Complying with the letter and spirit of all applicable laws.
- Faithfully carrying out company policies, rules, regulations, and contracts.
- Dealing honestly and fairly with customers, clients, co-workers, company management, and the general public.
- Respecting the company's ownership of all company equipment, supplies, books, records, and proprietary information.
- Preserving the confidentiality of company trade secrets, customer lists, plans and decisions, client trade secrets, confidential information about employees and other information that is not public knowledge.
- Understanding that books and records are company property and it is illegal to remove them. This includes manuals, lists, and other information that employees use in their daily work.
- Not accepting any outside employment or gratuity with a supplier or competitor or any other employment that could interfere with responsibilities to the company.
- Not using information or authority derived from employment with the company for personal gain and avoiding conflicts of interest between the employee's obligations to Dimeo Properties and the employee's personal affairs.

If you have questions about how this code of business applies in particular situations you should discuss the exact circumstances with your supervisor.

Dimeo Properties Image

Impressions of competency and professionalism are often influenced by appearance. Since you could be the first contact someone has with the company, the professional image you portray represents the company's image.

Appropriate business attire can project the image of a person who is credible, efficient, and professional and the last impression that a client, vendor, or business associate could receive. Neatness, cleanliness and good taste are guidelines for a professional appearance and appropriate business attire for any Dimeo Properties worksite.

Dimeo Properties uniforms are a requirement in some departments. Personnel in these departments are expected to wear the company provided garments that are issued to them when they are at work. Employees should notify their supervisor if a garment needs to be replaced.

Problem Solving Procedure

At Dimeo Properties, we strive to maintain a free and open work environment, where work-related problems are aired properly and resolved quickly. Dimeo Properties problem solving procedure works as follows:

1. If you have a work-related problem, bring it to your supervisor's attention within a few days or as soon as possible, so that you can get the help you need to resolve it. Your supervisor may have the answer you need. If, however, after talking with your supervisor, your problem is not resolved, you are encouraged to bring it to the next successive level of management for review and resolution.
2. Should this second step still not resolve the problem to your satisfaction, then you may meet with the human resources manager, who will work with you and your supervisor to try to achieve a resolution of the problem.
3. If the problem is still unresolved, the matter may be brought to the attention of the President of the company through the Human Resource Manager, who can speak on your behalf. The President's answer concerning your problem is considered Dimeo Properties final decision on the matter.

This problem-solving process is designed to minimize conflict and to resolve work-related problems at the lowest level possible within the organization. However, Dimeo Properties open organization philosophy entitles you to go all the way to the President, if necessary.

Progressive Discipline

Dimeo Properties policies and procedures have been established to provide consistency and fairness in the treatment of its employees. The company encourages a supportive, problem solving approach to employee job performance problems.

In the event your job performance is not meeting established standards, your supervisor will address problems that could or does impact job performance in a timely, constructive, and corrective manner. In most cases, your supervisor will discuss such problems with you and indicate, in writing, the infraction of rules or job performance problems so that you can clearly understand the problem and have the opportunity, means, and reasonable period of time to improve it. The assistance of the human resource department and problem-solving procedures are available to you.

Unacceptable personal conduct, however, requires disciplinary action and sometimes immediate discharge from the company.

The following are examples of unacceptable conduct requiring corrective disciplinary action and/or discharge: insubordination, dishonesty, security violations, stealing, disorderly conduct, breaches of confidentiality, deliberate falsification or misrepresentation of information (including an application for employment), reporting to work under the influence of alcohol or illegal drugs (or use of the same on company premises), security violations or willful damage, abuse or destruction of property or equipment, and failure to comply with company rules, policies and procedures.

Dimeo Properties has developed a progressive discipline process which includes the following steps when practical:

Step one: a verbal warning where your supervisor will have a discussion with you about the performance issue and how to correct it. Documentation concerning the discussion will be placed in your personnel file.

Step two: a written warning where your supervisor will have a discussion with you. This conversation, along with the discussed infraction will be documented. You will be asked to sign the document acknowledging that the infraction was discussed and that you understand the warning. You may also provide comments. This document will be filed in your personnel folder.

Step three: a suspension where if you do not improve your performance or continue to break company policies, your supervisor can place you on suspension. With the approval of upper management, your supervisor will suspend you for a specific period of time without pay. If a company holiday falls within the suspension period, you will not receive holiday pay.

Step four: termination if you continue to break company policy after the suspension, you will be terminated.

With regard to some of these policies, the more serious the infraction, step one, step two, and step three may be bypassed and may lead to immediate termination.

The Company reserves the right to issue any of the above disciplinary actions in any order, based on the conduct in question.

The Company reserves the right to terminate any employee at any time, with or without cause. Some behavior may be serious enough to warrant immediate termination.

Electronic Communication/Internet/Telephone

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

Computers, computer files, the e-mail system, and software furnished to employees are company property intended for business use. You should not use a password, access a file, or retrieve any stored communication without authorization.

Internet, company-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.

The following actions are a violation of company policy: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon Dimeo Properties or be contrary to the company's best interests; and engaging in any illegal activities, including piracy, hacking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.

You may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.

You may not use the system in a way that disrupts its use by others. You are prohibited from sending or receiving files that are not related to work.

You should not open suspicious e-mails, pop-ups or downloads.

Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.

You should maintain company standards regarding telephone etiquette. Courtesy, friendliness, and patience are beneficial tools to utilize during telephone communications, and create good public relations for the company.

You may be required to reimburse the company for any charges resulting from your personal use of the telephone or company cell phone.

Inappropriate or illegal use of communications may be subject to disciplinary action up to and including termination of employment. You should notify your immediate supervisor upon learning of violations of this policy.

Social Media

Dimeo Properties acknowledges the growing popularity of social media as a means for sharing experiences, ideas, and opinions. We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities.

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 log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Dimeo Properties, as well as any other form of electronic communication.

Please stay involved with family and friends on your own personal time.

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.

Company Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using company property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

You should notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or are in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Your supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, illegal or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination.

Cell Phones

The use of a cell phone while driving may present a hazard to the driver, other employees, and the general public. Dimeo Properties employees must adhere to all federal, state or local rules and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones while driving if such conduct is prohibited by law, regulation or other ordinance.

Dimeo Properties employees should not use hand-held cell phones for business purposes while driving. Should you need to make a business call while driving, you should locate a lawfully designated area to park and make the call. You may use hands-free cell phones only in emergency situations. Such calls should be kept short and should the circumstances warrant (e.g., heavy traffic, bad weather), you should locate a lawfully designated area to park to continue the call.

Violation of this policy may subject an employee to disciplinary action, up to, and including, immediate termination.

Chapter V Compensation

Position Classification

Your job is classified according to its degree of responsibility and knowledge in relation to other jobs at Dimeo Properties and the employment market outside of the company. That classification is the basis for your compensation.

Dimeo Properties compensation management program begins with a position description for your job. The position description contains a list of major duties and responsibilities which comprise your job, and it is reviewed and updated every year. It is also used in determining your job classification, or salary grade level, and the rate of pay to commensurate with jobs of similar knowledge and responsibility.

Your supervisor can discuss your job classification duties and responsibilities with you.

Employee Classification

You are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help you understand your employment classification, employment status and benefit eligibility. Upon hire, your supervisor will inform you of your classification.

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the minimum wage and overtime requirements. Most non-management positions are considered non-exempt positions therefore requiring hours worked to be tracked and to be paid time and ½ for any hours worked over forty (40) in a week.

Exempt employees are employees whose work is not covered by the Fair Labor Standards Act (FLSA). They ARE exempt from the minimum wage and overtime requirements. Executives, managers, and other professionals are considered exempt positions, therefore not eligible for overtime pay; however, required to track time worked.

With few exceptions, all regular full-time employees at Dimeo Properties are considered salaried employees. These employees are assured they will receive a base level of pay from week to week. When you are hired, your job is classified in one of four ways:

- Full-time salary: You work an established position of 30 or more hours per week on a regular salaried basis.
- Full-time hourly: You work an established position of 30 or more hours per week on an hourly compensation basis.
- Full-time: Your work under a collective bargaining agreement on a full-time basis. (Union)
- Part-time: You work in an established position not regularly requiring more than 29 hours per week.

Performance Evaluation

Your supervisor will formally review your overall job performance on a periodic basis to ensure that you receive frequent feedback on your progress in your job in such areas as technical job skills and knowledge, accuracy and completeness of assignments, problem-solving and decision making ability, verbal and written communication skills, people relations, attendance, work attitudes, and amount of supervision required.

During a performance review session, your supervisor will discuss with you your job strengths and weaknesses and will identify ways in which your performance can be improved. The objective of the performance review is to ensure clear positive communication between you and your supervisor while collaboratively establishing your job performance goals and objectives. Your supervisor wants you to succeed and will be as helpful as possible in letting you know where you stand, what is expected of you, and how well you are meeting those expectations.

During your first year of service, you will be given frequent informal feedback from your supervisor on your job performance. A formal review of your job performance will be mutually conducted by you and your supervisor periodically.

Your job performance review and appraisal is a major factor in considering salary increase. Dimeo Properties utilizes a merit increase+compensation program. Increases are not automatic, but are based on your job performance, changes in job responsibilities, and economic factors, among others.

If you disagree with any formal job performance evaluation, you should add your comments, in writing, to the written job performance evaluation.

Career Development

As a part of the annual performance review process, you will have the opportunity to consider and identify your job aspirations and career path you would like to pursue at Dimeo Properties, so that you can plan for a goal and pursue it.

Your supervisor will discuss your career goals with you so that you can develop mutual goals and the steps you will need to take to accomplish them, such as further education or job training programs and/or seminars. The human resources department is available to provide job counseling and career development programs you can take with the help of Dimeo Properties.

The company recognizes that our employees are the company's most vital resource. The company is committed to developing and retaining our valued employees. Career development is encouraged as part of the organization's overall corporate objectives.

Payday

Employees are paid bi-weekly, and paychecks are personally delivered to employees, normally on a Wednesday if you work in the corporate office. If you are a field operations employee or work in a regional office, your paycheck will be delivered by regular mail to your home bi-weekly, normally on Wednesday.

If you believe that an error has been made in your pay computation, report it to your supervisor immediately so that the payroll department can make the necessary adjustments.

Overtime Pay

Only non-exempt employees are eligible for overtime pay. Overtime pay will be paid to non-exempt employees for any authorized hours worked over forty (40) hours per week. The overtime pay will be compensated at one and one-half (1-½) times your base hourly rate of pay.

Hours worked that are counted for overtime purposes include hours actually worked, hours worked in excess of normal daily hours, and holidays. Regular work hours lost due to absence for personal business, sickness, accident, or any other reason beyond the company's control

will be counted for overtime purposes, even though these hours of non-work time may be paid for under various company programs.

Social Security and Medicare

The Federal Insurance Contribution Act (FICA) tax is imposed by the federal government on both employees and employers to fund Social Security and Medicare that are federal programs that provide benefits for retirees, the disabled, and children of deceased workers. Social security benefits include retirement, disability and survivorsqbenefits. Medicare provides health insurance for people over 65 or disabled.

Dimeo Properties participates in the Social Security and Medicare systems. Payroll deductions are made to cover the employee's share of the taxes for these systems, and the company contributes a like amount. These amounts are determined each year by the Social Security Administration.

Workers' Compensation

Dimeo Properties provides a workersqcompensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical treatment and wage replacement. Subject to applicable legal requirements, workersqcompensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. Timely reporting enables the impacted employee to receive all necessary medical and wage benefits without delay.

Other Deductions

You must authorize, in writing, certain deductions such as pre-tax health insurance premium contributions, 401(K), dependent care and FSA.

W-2 Forms

Each year, no later than the end of January, the company will provide you with your W-2 form showing your statement of earnings and withholdings for the previous year. This set of multiple statements (for federal and state filing purposes) is an important set of documents that you will need in preparing your own personal income tax filing.

Business Travel Expense

If you are asked to travel for the company as part of your job, you are required to complete travel expense forms to reflect business travel expenses. If you are required to travel, your expenses are eligible for reimbursement, which may be requested from your supervisor.

Personal Travel Expense

If you use a company vehicle to travel for the company as part of your job, you are required to pay for any personal use in accordance with IRS regulations. Personal use is allocated annually, and FICA and Medicare taxes are paid at that time.

Direct Deposit

You are encouraged to exercise the option to have your net pay electronically deposited directly into a bank, savings and loan, and/or credit union account. The company will make deposits in up to three (3) accounts.

The company is not responsible for the time the transfer is posted to an account (this varies bank to bank). Overdrafts or any charges due to the posting time at the bank or when employees fail to communicate changes to the human resources department will not be reimbursed by the company.

Employees who wish to have their pay electronically deposited into a bank, savings and loan, and/or credit union account will be required to submit a voided check or deposit slip showing the bank routing and account number. In addition, a direct deposit payroll authorization form must be completed.

New or current employees who elect to take advantage of payroll direct deposit must notify the payroll administrator in human resources.

Chapter VI Benefits

Dimeo Properties provides a comprehensive benefit package to meet the needs of our employees. This chapter highlights the major employee benefits. For further explanation of any of these benefits, refer to your copy of the summary plan descriptions or contact the human resource department (if there is any variance between the information in this handbook and the summary plan descriptions, the summary plan descriptions shall control).

The information provided here on employee benefits pertains to regular full-time employees of Dimeo Properties and not to part-time employees or those employees in collective bargaining units.

Holidays

Dimeo Properties observes eleven (11) paid holidays per year at which time the offices are closed. The time off may be taken by employees as their location permits. The holiday list is determined annually in December, when the human resources department issues to all employees a holiday schedule for the coming year.

- Regular full-time employees are eligible for all scheduled holiday benefits.
- Regular part-time employees who normally work over twenty (20) hours per week will receive their regular hours of straight time pay for each scheduled holiday.
- Part-time employees who regularly work less than twenty (20) hours per week and /or temporary employees are not eligible for paid holidays.

If a regular hourly employee is directed to work on a scheduled paid holiday, he/she would receive straight time pay for the hours worked plus holiday pay.

For overtime purposes, although not legally required, holiday pay will be considered as hours worked in computing overtime for the week in which the holiday occurs if the employee does not work the holiday.

Vacations

Dimeo Properties believes that time off for rest and recuperation is important to maintain a healthy attitude and enjoyment of work.

Regular full-time employees are eligible for vacation benefits based on length of service. Vacation time is earned from the date of hire on a monthly basis as follows:

- | | |
|--------------------------------|--|
| Less than one year of service: | 5% per month of employment to a maximum of ten (10) days. After six (6) months of service earned vacation time may be taken. |
|--------------------------------|--|

1 year to 5 years of service:	Ten (10) days per calendar year.
5 years to 15 years of service:	Fifteen (15) days per calendar year.
15 years or more:	Twenty (20) days per calendar year.

After four (4) months of service with the company, regular, part-time employees who regularly work twenty (20) or more hours per week are eligible for a prorated amount of vacation pay based upon average hours worked per week.

The vacation year (after the first year of service begins January 1 and ends December 31). Vacation pay is based on hourly base pay. Holidays, verified illness, or a death in the family shall not be considered vacation time for vacation pay purposes if these occur during the employee's vacation. In these instances, consideration shall be given to rescheduling a vacation or a portion thereof.

At the end of each calendar year, you will receive a record of your earned vacation time. Vacation request forms should be submitted to your supervisor for approval prior to scheduling any vacation time. Your supervisor will make every effort to grant your vacation request if staffing levels and work schedules make it possible.

Vacation time is not carried over from a prior year. In certain business-related circumstances, with the approval of the President, no more than five (5) vacation days will be allowed to be carried over from one calendar to the next which must be taken in the first quarter of the following year.

Life Insurance/Accidental Death and Dismemberment (AD&D) Insurance

The company provides fully paid group life/AD&D insurance coverage to all regular full-time employees as of the first of the month following date of hire. The amount of coverage is two times your annual base salary rounded to the nearest thousand dollars to a maximum of \$300,000. Further details regarding this coverage can be found in your copy of the summary plan description.

You must complete a life insurance beneficiary designation form upon hire. Any change in beneficiary must be provided on a separate form which may be obtained through the human resources or payroll departments.

Health Insurance

Dimeo Properties provides single and family health insurance plan choices to regular full-time employees, as of the first of the month following date of hire. Premium costs vary depending upon the plan of your choice. The company pays a major portion of the premium cost and the employee's share of the premium expense is contributed through payroll deductions. Through a cafeteria plan, employees can elect, in writing, to have their bi-weekly premium contributions taken on a pre-tax basis.

A health insurance premium rate sheet is provided to all employees annually during the company's open enrollment period in June. Any change must be elected prior to July 1.

Information on the various health insurance plans available is provided to new employees at orientation and again during the open enrollment period.

Regular, part-time employees who normally work twenty (20) or more hours per week may obtain group health insurance coverage with a plan of their choice at a cost of one-half the monthly premium for individual coverage and must pay the full remaining amount of the monthly premium cost for family coverage.

Dental Insurance

Dimeo Properties offers dental insurance coverage to eligible full-time employees. Your share of the monthly premium cost for individual or family coverage is contributed through the bi-weekly payroll deductions (on a pre-tax basis if you elect participation in the cafeteria plan).

Individual or family dental insurance coverage is available to regular, part-time employees who normally work twenty (20) or more hours per week. Eligible part-time employees must pay the full amount of the monthly premium for either individual or family coverage.

Rate and benefit information is provided to eligible new employees during the company's open enrollment period. See the plan's summary description for further details.

Short-Term Disability/TDI, TCI, and Parental Benefits

If you are absent from work due to illness, a non-work-related injury or disability, you may qualify for RI Temporary Disability Insurance (TDI) benefits. If you are eligible for such coverage, you should apply for such benefits as soon as possible after the onset of such illness, non-work-related injury, or disability. Applications and information concerning RI TDI benefits are available online at www.dlt.ri.gov/tdi/.

Employees may also be eligible for Temporary Caregivers Insurance (TCI) (RI) or Parental Leave (MA) benefits for the birth, bonding, or adoption of a child during the first 12 months after a child's birth or placement of a child for adoption or foster care. TCI provides up to a maximum of 4 weeks of benefits (which will reduce the maximum available weeks of TDI). TCI may also be used to care for a seriously ill child, spouse, domestic partner, parent-in-law, or grandparent. Both TCI and TDI require at least 7 consecutive days out of work in order to be eligible for benefits. Processing and payment of TCI and TDI benefits is through the RI Department of Labor and Training.

Parental Leave

The Massachusetts Parental Leave Act (MPLA) provides parental leave benefits to employees that have been employed by the Company for at least three months on a full-time basis. The law

allows eight weeks of leave to employees who gives birth to a child, or adopts a child under 18 years old (or 23 if the child is mentally or physically disabled).

Leave must be taken at the time of the birth or adoption, but not substantially earlier or later than that time. An employee must give two weeks notice of the anticipated date of departure and the anticipated return date. MPLA leave will run concurrently with FMLA leave (if applicable) and is an unpaid leave of absence. Subject to exceptions permitted by the MPLA, employees will be restored to the same position or to an equivalent position with equal benefits, pay and other employment terms upon return from an approved leave.

Employees may elect to use their sick time or vacation time while absent from work due to illness or disability, or for birth or bonding leave to make up the difference between TDI, TCI, or parental leave benefits and the employee's current weekly salary.

Long-Term Disability

Dimeo Properties provides employee-paid long-term disability insurance to regular full-time employees as of the first of the month following date of hire. This benefit is designed to provide salary continuation for you after three (3) months of continuous, total disability. The plan would provide you with 60% of your monthly earnings (not to exceed a maximum monthly benefit of \$8,000). Should you remain totally disabled and unable to work at age 65, and for a specified duration period if your age at disablement is 62 or more. Please read the summary plan description for more specific information concerning this benefit.

401(K) Plan

The 401(K) plan allows you to make pre-tax salary deferrals (savings contributions) after three (3) months of service with the company. Federal law enables employers like Dimeo Properties to make available, through the 401(K), an opportunity for employers to tax shelter income by directing a percentage of their salary into a 401(K) plan account as pre-tax dollars. These savings contributions are contributed to the plan on a periodic basis and are matched by the company on a proportionate basis, based on the company's annual financial performance.

All employer and employee contributions to the profit sharing savings plan are invested in your choice of investment funds. Changes to the amount of your savings contributions or your investment fund choices can be made twice a year (January 1 and July 1)

Participating in 401(K) savings contributions to the plan provides eligible employees with a wonderful opportunity to accumulate a savings fund for retirement years.

Further details of the plan are outlined in the summary plan description, which is available through the human resources department.

Flexible Spending Plan (FSA)

All regular full-time employees or regular part-time employees who work twenty (20) or more hours per week may elect to reduce their salary (pre-tax) for health care expenses that qualify under the flex spending plan. The 2017 contribution limit is \$2,600 per year, and is indexed for inflation. Employees may carry forward up to \$500 from one plan year to the next.

Dependent Care Assistance Plan

All regular full-time employees or regular part-time employees who work twenty (20) or more hours per week may elect through a benefit election agreement, to reduce their salary (pre-tax) for dependent care expenses that qualify under the dependent care assistance plan. A participant in the plan can elect to have up to \$5,000 of his/her salary compensation be used to provide Dependent Care Assistance benefits in any plan year.

Further details of the plan are outlined in the summary plan description, which is available through the human resources department.

Educational Assistance Program

Dimeo Properties believes that investment in further education and development of skills of our employees is an investment in the future of the company. The educational assistance program provides all regular full-time employees, after completion of six (6) months of service, with 100% tuition reimbursement or payment for approved courses and degree programs.

You must seek advance approval by your supervisor and the human resource department. To qualify for payment or reimbursement, approved courses must be related to the employee's present job or logical future work assignments within the company, and must be part of a company-approved degree curriculum offered by an accredited educational institution.

Service Recognition Program

Dimeo Properties values its people and their service to the company. In addition to recognizing employee service anniversaries, Dimeo Properties service recognition program provides a way of recognizing individuals for their years of service and contributions to the company.

Upon your fifth year of service and each five-year milestone thereafter, a service award gift from the company is presented to you. Dimeo Properties appreciates your service and accomplishments and the service award program gives the company an opportunity to thank you.

Promotional and Transfer Opportunities

Whenever job openings become available within the organization, Dimeo Properties always gives qualified employees the first opportunity for consideration for these positions.

Discuss your goals with your supervisor and the human resources department. They will keep your discussion confidential and will make sure you are considered for job openings for which you qualify.

Management Development and Training Program

Dimeo Properties is committed to the ongoing development of its employees and encourages participation in management development and training programs. Programs are sponsored to offer employee computer skills training, supervisory and management training and other training opportunities. Information concerning available training programs may be obtained from your supervisor or the human resources department.

Chapter VII Leaves of Absence

Special Leaves

Dimeo Properties recognizes that situations may arise requiring an employee to request time away from work for periods of time. The company has established several leaves of absence policies to enable employees to maintain their job status for the duration of their authorized leave. All leaves of absences described below are available only to regular full-time employees and require authorization by your supervisor. Any special leaves should also be reported to the human resources department.

Personal Leave of Absence

An employee with at least one (1) year of service must request a personal leave for absence away from work for more than five (5) days (other than approved vacation). A personal leave of absence is an unpaid leave. Application for such leave must be in writing and its approval will be based on the employee's circumstances and reasons for leave. In no case will the total leave exceed one hundred eighty (180) days. For further information, please contact the human resource department.

Sick Leave

All employees can earn and use up to 80 hours of paid sick leave per calendar year, which may be used for brief absences from work for the following reasons:

- " An employee's own or for care of a family member's mental or physical illness, injury, or health condition;
- " An employee's own need or for care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition;
- " An employee's own need or for care of a family member's need for preventative medical care;
- " An employee's need to care for a child whose school or place of care has been closed by a public official due to a public health emergency;
- " To care for employee's self or a family member who has been quarantined by health officials;
- " Time off needed when the employee or a member of the employee's family is a victim of domestic violence, sexual assault, or stalking or to address the psychological, physical or legal effects of domestic violence.
- " As a wellness benefit, for participation in a regular exercise program at a recognized gym facility, in a local athletic league, or in sports or fitness classes.

Employees earn one hour of sick time for every 30 hours worked and may begin to use earned sick time after their 90th day (or 680th hour, if sooner, for CT employees) of employment. The maximum amount of paid sick leave that can be accrued in any calendar year is ten (10) days/80 hours.. In order to be paid for such sick leave, you must notify your supervisor as soon

as possible that you will be absent from work due to a physical problem of your own or an immediate family member. The smallest amount of sick time an employee can use is one hour.

Employees may carry over up to 40 hours of unused sick time to the next calendar year, but cannot use more than 80 hours in a calendar year.

The Company does not pay employees for unused sick time at the end of the year or the end of their employment.

If you are absent from work for more than three (3) consecutive work days due to personal illness, nonwork related injury or disability, you must, upon returning to work, provide documentation from a health care provider.

Employees may be subject to discipline for fraudulent or misuse of sick leave.

Employees shall be paid at their regular hourly rate. Overtime and/or holiday premium hours are not included. The company may require the use of sick time to run concurrently with other leaves where applicable.

When the use of sick leave time is foreseeable, employees must provide notice of the need to use leave in advance to their supervisor and shall make reasonable efforts to schedule the use of sick and safe leave time in a manner that is not unduly disruptive. When the need to use sick leave time is not foreseeable, an employee must provide notice to their supervisor as soon as practicable under the circumstances. Notice should be given at least 2 hours before the start of a scheduled shift.

Family and Medical Leave Act (FMLA)

In accordance with the Federal Family and Medical Leave Act (FMLA), Dimeo Properties provides eligible employees with up to twelve (12) weeks of unpaid, job-protected leave in a 12-month period measured forward from the date of your first FMLA usage for the following reasons:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition
- An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position

Eligible employees with a spouse, son, daughter or parent on covered active duty or called to covered active duty status may use their 12- week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of unpaid leave to care for a covered service member with a serious injury or illness during a single 12-month period.

To qualify to take family or medical leave under this policy, you must meet the following conditions:

- You must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive.
- You must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence.
- You must work in a work site where 50 or more employees are employed by the company within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

FMLA leave may be taken in a block of time or, when medically necessary or due to a qualifying exigency, leave may be taken intermittently or on a reduced leave schedule. Leave taken intermittently must be taken in no less than two (2) hour increments. Available paid time off may be used concurrent with FMLA leave. FMLA Leave time runs concurrently with any other leave.

You must complete the Leave of Absence Request form and submit it to human resources at least thirty (30) days in advance of the start of a planned FMLA Leave or within five (5) days following the start of an unplanned FMLA Leave. The Leave of Absence Request form and, if required, the Certification for Health Care Provider form must be submitted to human resources for approval of the designated leave period. Human resources may require medical or other documentation at any point during the FMLA leave.

Employees on FMLA Leave may continue certain benefits while on the leave. Employees must pay for their elected benefits at the same frequency as if they were on active payroll. Employees on an FMLA Leave may opt to use accrued vacation and sick time at the commencement of their leave.

The company will require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

At the expiration of an FMLA Leave, employees return to the same or equivalent position held when the leave began. Employees on leave for a personal health condition must submit medical certification of ability to return to work to the human resources department. An employee may not return to work without appropriate medical documentation.

State Parental, Family and Medical Leave Acts

Many states have opted their own Parental, Family and Medical Leave Acts. In accordance with Federal law employees will be granted either the state or the federal leave that best benefits the employee.

In the event an employee qualifies for partial wage replacement under a parental, medical, and/or family leave law, the employee may elect to use vacation time or sick time to make up the difference between the benefits they receive from the state and their normal wages.

Pregnant Workers Fairness Act (Massachusetts)

The Pregnant Workers Fairness Act expressly prohibits employment discrimination on the basis of pregnancy and pregnancy-related conditions, such as lactation or the need to express breast milk for a nursing child. It also describes employers' obligations to employees that are pregnant or lactating and the protections these employees are entitled to receive.

Generally, employers may not treat employees or job applicants less favorably than other employees based on pregnancy or pregnancy-related conditions and have an obligation to accommodate pregnant workers.

Small Necessities Leave Act (Massachusetts)

Employees employed in Massachusetts may be eligible for up to 24 hours of unpaid leave in addition to leave under the FMLA to participate in educational-related activities and to attend medical or dental appointments with their children or elderly relatives (or appointments for other professional services related to elder care). Employees are required to use accrued paid leave, including vacation, sick/personal days, when available.

Where the need for leave is foreseeable, employees must provide the Company with at least seven (7) days notice of the leave. The Company reserves its right to request certification of the necessity of the leave.

Family Violence Leave

Employees who are victims of family violence are entitled to up to 15 days of leave during a 12-month period. For purposes of this policy, family violence is an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault between family or household members. Verbal abuse or arguments generally will not constitute family violence unless there is a present danger and the likelihood that physical violence will occur.

Leave shall be granted under this policy for the following reasons:

- " Seek or obtain counseling, victim services, medical attention, or legal assistance.
- " Secure housing.
- " Obtain a protective order from a court.
- " Appear before a grand jury or in court.

- “ Meet with a district attorney or other law enforcement official.
- “ Attend child custody proceedings.
- “ Address other issues directly related to the abusive behavior against you or a family member

If the need for leave is foreseeable, employees shall give at least seven (7) days notice to their supervisor. If the need for leave is not foreseeable, employees shall give notice to their supervisor as soon as practicable.

The Company will require that any leave requests under this policy be supported by one of the following types of certifications: 1) a signed, written statement certifying that the leave is for a purpose authorized under this policy; 2) a police or court record related to the family violence; or 3) a signed, written statement that the employee is a victim of family violence from an employee or agent of a victim services organization, an attorney, an employee of the office of victim services or victim advocate, or a medical professional or other professional from whom the employee has sought assistance concerning the incident of family violence.

Leave taken pursuant to this policy is unpaid. Any leave time allotted under this policy will run concurrently with any leave time afforded under any of the Company's other policies for which the employee may be eligible.

The Company will not take any adverse action against any employee because he or she takes a leave of absence pursuant to this policy.

Military Leave-Reservist and National Guard

All full-time exempt employees in the Reserves or National Guard can take up to five (5) days per calendar year to fulfill their active duty training. Such time off would be granted with full benefits and full pay from the company, less any compensation received from such active duty from the Armed Forces. You must cover any additional days with unused vacation time. Any employee may request a leave of absence without pay for such duty.

Military Leave-Non-Reservists

Any full-time employee who enters the military service either voluntarily or involuntarily will be granted a leave of absence to meet their military obligations. An employee requiring military leave must notify his/her supervisor of such military duty as far in advance as possible.

Upon return from active military duty, you would be reinstated to the same seniority, status, and pay as if no interruption in employment had occurred, provided that you have satisfactorily completed the period of active duty and are qualified to perform the duties of the position. Requests for re-employment must be made within ninety (90) days of discharge date.

Jury Duty

All regular full-time employees called for jury duty should immediately discuss the situation with their supervisor, furnishing a copy of the summons to human resources before leaving for such duty.

During the period of jury duty, you are expected to come to work when possible (i.e. when jury duty doesn't last all day and you are close enough to the work site to come to work). A RI, CT, or MA employee would receive full pay, less any amount of jury duty pay by the court, for up to two (2) weeks of jury duty.

Family Death

In the case of a death in your immediate family (to include the employee's mother, father, brother, sister, child, spouse, spouse's mother and father, grandparents, or a family member who is considered the employee's next of kin), or in the case of a relative occupying the same household, a regular full-time employee may take up to three (3) days off with full pay. An additional consecutive day off may be granted by the supervisor for unusual circumstances.

In the case of the death of an employee's relative outside of the immediate family and who does not live in the same household, one (1) day off with pay is allowed to full-time regular employees.

Funeral Leave

A regular full-time employee may request time off during the work day to attend the funeral of a close friend or business associate. The employee's supervisor may grant funeral leave.

Personal Time

If you need time off during the work day for appointments which cannot be made outside normal business hours, or to meet personal or family commitments, your supervisor may permit a regular full-time employee take time off. The amount of time off granted will vary based on the reason for the request, your job performance and the workload of the department. In no case may the amount of personal time off add up to more than two (2) days per calendar year.

Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the company's health plan when a qualifying event would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the eligible employee or beneficiary pays the full cost of elected coverage(s) at the company's group rates plus an administrative fee. Dimeo Properties provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the company health insurance plan. The notice contains important information about the employee's rights and obligations.

Chapter VII Communications

Dimeo Properties strives to maintain an atmosphere of open communication. In addition to regular contact with your supervisor and work associates, departmental meetings, company-wide gatherings, and other means of communication are open to all employees.

Employee Handbook

The handbook is an important guide to policies, programs, and benefits at Dimeo Properties. Periodically you will receive updates that should be inserted in your handbook when sections are revised.

Bulletin Boards

Bulletin boards are located at all work sites and carry important information of a timely nature for employees to read. Please check the bulletin board at your work site routinely for up-to-date information.

Visitors

To provide for the safety and security of all employees and the facilities at Dimeo Properties, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors to workplaces helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Authorized visitors will receive directions or be escorted to their destination. Dimeo Properties employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the premises, you should immediately notify your supervisor if necessary and direct the individual to the facility's reception area.

Solicitations, Gifts, and Gratuities

Solicitation will not be permitted during your working time; that is during time when you should be performing your assigned work tasks. Solicitation during established meal times or other specified break periods is not prohibited.

You are asked not to accept any monetary gratuities or expensive gifts from clients, vendors, or contractors. You may, however, accept modest holiday gifts of appreciation.

Chapter VIII

Separation from Dimeo Properties

Termination

We hope, and fully expect, that you will be with us for a long time. Should you decide to leave, we generally request that you give us at least two (2) weeks notice. This gives your supervisor the opportunity to adjust plans with the least amount of interruption to the work schedule. Should the company wish to terminate your services, it will generally attempt to give two (2) weeks advance notice. In unusual circumstances, the company may be unable to provide two (2) weeks of advance notice. Further, if the company terminates you for disciplinary or performance-based reasons, it will generally terminate you immediately.

Resignation

If you voluntarily resign from the company, you should submit a letter of resignation to your supervisor. The letter should include the effective date of your resignation, reason for leaving, and signature.

Upon termination, the company will provide an employment separation letter with applicable paperwork and benefits information to your home address.

Layoff

Seasonal employees are subject to annual layoff as required by their department manager. In some cases, alternate jobs may be made available.

Exit Interview

Whenever possible, terminated employees will be invited to meet with human resources for a discussion regarding termination benefits and to participate in a formal exit interview. There will be times when human resources is unable to conduct a formal exit interview. In this case, the company will mail you all pertinent termination papers along with benefits information to your home. This procedure may differ in situations involving job elimination.

Unemployment

Unemployment compensation insurance is a state government sponsored temporary financial benefit to employees who have lost their jobs due to no fault of their own. The amount of the benefit is based on past work and earnings. Each state has its own set of rules which outline eligibility criteria and benefit amount, and Dimeo Properties complies with the state laws. Eligibility is determined by each state's unemployment agency. Funds to cover the costs of unemployment insurance benefits are paid by Dimeo Properties.

Employee Handbook Acknowledgment & Receipt

I have received my copy of the employee handbook.

The employee handbook describes important information about Dimeo Properties and I understand that I should consult my supervisor or human resources regarding any questions not answered in the handbook. I have entered my employment relationship with Dimeo Properties voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Dimeo Properties can terminate the relationship at will, with or without cause, at any time, so long as there is not a violation of applicable federal or state law.

I understand and agree that, other than the President of Dimeo Properties no supervisor, manager or representative of Dimeo Properties has any authority to enter into any agreement for employment other than at will; only the President of the company has the authority to make any such agreement and then only in writing signed by the President of Dimeo Properties.

This handbook and the policies and procedures contained herein supersede all prior practices, verbal or written representations, or statements regarding the terms and conditions of my employment with Dimeo Properties. By distributing this handbook, the company expressly revokes all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, all policies and practices may be changed at any time by Dimeo Properties and the company reserves the right to change my hours, wages and working conditions at any time. I understand that revised information may supersede, modify or eliminate existing policies. Only the President of Dimeo Properties can adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the employee handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Dimeo Properties is employment at will, which may be terminated at the will of either Dimeo Properties or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Dimeo Properties or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Date

Employee's Name (Print)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE