

Hillview Group



REAL ESTATE

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**PERSONNEL POLICIES, BENEFITS &
PROCEDURES HANDBOOK**

REVISED

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SECTION 1 INTRODUCTION AND PURPOSE OF HANDBOOK

The purpose of this Personnel Policies, Benefits & Procedures Handbook is to give employees of Hillview Realty, Inc. and Hillview Management, Inc. some general guidelines about the policies and procedures governing their employment with Hillview Realty, Inc. or Hillview Management, Inc. collectively referred to as the “Hillview Group” or “Company”. However, this Handbook is not intended to form a contract of employment, so it should not be Handbook may be modified by Hillview Group at any time with or without notice. Also, benefits, to the extent allowed by law, may be revoked or modified at the sole discretion of Hillview Group at any time without prior notice. Unless a particular employee has a written contract signed by an executive officer of Hillview Group guaranteeing employment for a specific period of time, all employees are employed at-will. This means an employee may resign at any time, with reasonable notice. Likewise, Hillview Group has the right to terminate an employee’s employment at any time, for any reason not prohibited by law, with or without cause. No supervisor has the authority to change an employee’s status as an at-will employee or to contradict anything in this Handbook.

SECTION 2 NON-DISCRIMINATION

2.1 *EQUAL OPPORTUNITY EMPLOYER- PROHIBITION OF DISCRIMINATION, HARASSMENT AND RETALIATION*

Hillview Group is committed to being an equal opportunity employer. Hillview Group does not discriminate against individuals in employment on the basis of an individual's race, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, religion, color, national origin, age, disability, genetic information, marital status, military or veteran status, including protected veteran status, protected activity, or any other legally protected status, nor does it tolerate any form of harassment in the workplace against individuals on the basis of race, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, religion, color, national origin, age, disability, genetic information, marital status, military or veteran status, including protected veteran status, protected activity, or any other legally protected status. Protected activities include, for example, making a complaint of discrimination or harassment or participating in an investigation of such a complaint. Discrimination based on race includes discrimination on the basis of traits historically associated with race, including hair texture, hair type, and protective hairstyles, such as braids, locks, and twists. This prohibition of discrimination and harassment applies to all terms and conditions of employment from the hiring stage through the cessation of employment.

Harassment is a form of discrimination and can take many forms. Harassment includes conduct or behavior that is insulting or derogatory to an individual based on race, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, religion, color, national origin, age, disability, genetic information, marital status, military or veteran status, including protected veteran status, protected activity, or any other legally protected status. Harassment can include, for example, racial, ethnic, sexual, or religious insults or jokes, unwelcome comments, or conduct or stereotyping on the basis of one of the above delineated protected classifications. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Any unwelcome behavior constitutes harassment in violation of this policy when: (1) submission to such conduct is made a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Hillview Group requires all of its employees, as a condition of employment, to act in accordance with this policy of non-discrimination, non-harassment and equal opportunity for all individuals regardless of race, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, religion, color, national origin, age, disability, genetic information, marital status, or military or veteran status, including protected veteran status, protected activity, or any other legally protected status.

Hillview Group will not tolerate retaliation, including any adverse employment action, harassment, or other form of retaliation, against an employee because that employee filed a

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complaint of discrimination or harassment, participated in a complaint-related investigation, or otherwise opposed discrimination or harassment.

Please see the Complaint Procedure in Section 2.3 for the procedures for handling or reporting any violations of this policy.

2.2 REASONABLE ACCOMMODATIONS

Hillview Group is committed to providing reasonable accommodations to individuals with disabilities; i.e., individuals who are qualified to perform the essential functions of the particular position, but require reasonable accommodation. Hillview Group is also committed to providing reasonable accommodations to employees for known limitations related to pregnancy, childbirth, or related medical conditions, including lactation.

Any individual in need of an accommodation should contact Human Resources at (757) 240-4979 or info@thehillviewgroup.com with the request. Hillview Group will engage in an interactive process with the employee and, if needed, a health care provider, to determine what, if any, reasonable accommodation is available.

Although an employee's specific request will be considered, Hillview Group reserves the right to determine ultimately whether an accommodation can be provided and the accommodation to be provided. Please see the Complaint Procedure in Section 2.3 for the procedures for handling or reporting any violations of this policy.

2.3 COMPLAINT PROCEDURE

If anyone believes that he, she or they have been a victim of, or a witness to, any type of discrimination, harassment, retaliation or failure to accommodate in violation of Section 2.1 or 2.2 above during the course of employment, he, she or they must promptly notify his, her or their immediate supervisor or, if such reporting is inappropriate, he, she or they must report it to an officer of Hillview Group. Once reported, the supervisor or officer will then contact Human Resources. Any involved employee may also personally contact Human Resources to report a complaint.

A Hillview Group representative or authorized agent will then investigate the complaint. Hillview Group retains the discretion to determine the method and means of the investigation, but, in most cases, the investigation will involve meeting with the alleged victim, the alleged wrongdoer, and relevant witnesses. Although Hillview Group must necessarily investigate the complaint and cannot assure complete confidentiality, Hillview Group will maintain the confidentiality of the complaint to the extent possible. Once the investigation is complete, Hillview Group will take any warranted remedial action Hillview Group deems necessary to end the discrimination or harassment or to prevent an offense from being repeated.

Employees may be confident that Hillview Group will not tolerate any form of retaliation against employees who, in good faith, make a complaint of discrimination or harassment, assist in making such a complaint or cooperate in an investigation of such complaint.

2.4 NON-DISCRIMINATION OF CUSTOMERS OR CLIENTS

Hillview Group is committed to providing the same high quality service to all customers, clients and tenants. Hillview Group will not tolerate any illegal, discriminatory practices by employees against customers, clients, or tenants. All customers, clients and tenants must be treated courteously. See Fair Housing Policy in Section 2.5 below.

2.5 FAIR HOUSING POLICY

All employees, agents and representatives of the Hillview Group are expected to comply with the Virginia Fair Housing Act, (VA Code § 36-96.1, et seq.) the Federal Fair Housing Act and all federal, state and local rules governing fair housing ("Fair Housing Laws"). Any willful violation of these laws will be grounds for termination. The Fair Housing Laws prohibit discrimination against individuals on the basis of their membership in a protected class: race, color, religion, national origin, sex, elderliness, familial status, source of funds, sexual orientation, gender identity, status as a veteran, or disability in connection with real estate transactions.

The Fair Housing Laws prohibit discrimination by any person because of membership in a protected class with respect to every aspect of a real estate transaction involving a dwelling including, but not limited to, in sales, rentals, facilities or services, advertising, insuring, financing, appraisals, or provision of brokerage services, or in use and enjoyment of premises.

The Fair Housing Laws also prohibit discrimination against individuals because of their association with persons in the protected classes.

In the sale or rental of housing, employees are prohibited from taking any of the following actions based on an individual's race, color, religion, national origin, sex, elderliness, familial status, source of funds, sexual orientation, gender identity, status as a veteran, or disability:

- Refuse to rent or sell housing
- Refuse to negotiate for housing
- Refuse to provide a reasonable accommodation to an individual with a disability
- Make housing unavailable
- Deny a dwelling
- Set different terms, conditions or privileges for sale or rental of a dwelling
- Provide different housing services or facilities
- Falsely deny that housing is available for inspection, sale or rental
- For profit, persuade owners to sell or rent (blockbusting)
- Deny anyone access to a facility or service related to the sale or rental of housing

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- Threaten, coerce, intimidate or interfere with anyone exercising a fair housing right or assisting others who exercise that right
- Advertise or make any statement that indicates a limitation or preference based applicant being a member of a protected class.

Hillview Group requires all employees to provide equal service without regard to the race, color, religion, national origin, sex, elderliness, familial status, source of funds, sexual orientation, gender identity, status as a veteran, or disability of any prospective client or customer; keep informed about fair housing law and practices; and report to the Hillview Group any issues of non-compliance.

2.6 PAY TRANSPARENCY

Hillview Group will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or consistent with the employee's legal duty to furnish information.

SECTION 3 GENERAL EMPLOYMENT POLICIES

3.1 *EMPLOYMENT DOCUMENTATION*

1. Upon employment, all employees must:
 - a. Complete on-line onboarding process with Hillview Group's third party payroll service to include, but not limited to, the provision and completion of the following:
 - i. Contact information, including mailing address, email address, phone number and emergency contact;
 - ii. Federal and state tax withholding forms.
 - b. Federal Form I-9, Employment Eligibility Verification Form.
2. Employees are responsible for promptly notifying Hillview Group of any changes in name, address, including email addresses, telephone number, number of tax deductions, or exemptions.

3.2 *PERSONNEL FILE AND MEDICAL RECORDS*

Personnel files are property belonging to the Hillview Group; therefore, making copies of file materials is not permitted, except that upon written request of the employee, the Hillview Group shall furnish the employee, within 30 days, with a copy of all records reflecting: (i) the employee's dates of employment; (ii) the employee's wages or salary during employment; (iii) the employee's job description during employment; (iv) the employee's medical records; and (v) any injuries sustained by the employee during the course of employment. Employees are required to provide changes or updated information to Human Resources in order to keep personnel files addresses and telephone numbers. Medically related material on an employee is placed and maintained in a separate file from the regular personnel file. These files are secured and only certain designated individuals have access to the files.

3.3 *PERFORMANCE EVALUATION*

It is the policy of Hillview Group to review and evaluate each employee's work performance and related capabilities after the first 90 days of employment and subsequently on an annual basis. This policy provides the opportunity for each employee to meet privately with his, her or their supervisor to review the evaluation, to receive guidance and constructive criticism, and to discuss mutual work related problems. This Performance Evaluation may provide the basis for wage or salary increases for competence and merit.

3.4 *TERMINATION OF EMPLOYMENT*

As noted in the Introduction, employment with Hillview Group is at-will unless the employee has an employment contract signed by an executive officer of Hillview Group guaranteeing employment for a specific period of time. Thus, both Hillview Group and the employee retain the right to terminate the employment relationship at any time with or without cause.

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1. Resignation by employee - as a professional courtesy, all employees are expected to provide the Hillview Group a minimum of two (2) weeks working notice of resignation of employment. An employee may not use Paid Time Off as a substitute for this two week notice period.
2. Termination of employment by Hillview Group with or without cause. Hillview Group reserves the right to terminate employee's employment at any time with or without cause and with or without notice. Termination for cause includes violation of any of the policies and procedures and standards of conduct established by Hillview Group. See Section 6 for further information concerning termination for cause.

3.5 EXIT INTERVIEWS

Upon termination of employment, Hillview Group will offer to conduct an exit interview with the employee. The purpose of the interview is to foster good employment relations and afford the employee the opportunity to share any concerns about working for the Hillview Group.

3.6 PROPERTY FURNISHED TO THE EMPLOYEE BY HILLVIEW GROUP

Hillview Group will furnish employees certain equipment and property appropriate for particular job classifications. These items must be returned to Hillview Group at the termination of an employee's employment, whether voluntary or involuntary.

3.7 VISITATION FROM FRIENDS AND FAMILY

Friends or relatives of employees may visit with employees briefly during working hours. However, these visits should be kept to a minimum and brief. Employees are asked to take other employees' and their own work into consideration before allowing visitors onto Company property. Persons visiting without a legitimate business purpose will be asked to leave.

3.8 WHISTLEBLOWER PROTECTION POLICY

The Hillview Group is committed to complying with all federal and state laws governing its operations, and to creating a work environment conducive to such compliance for its employees. In accordance with this commitment, Hillview Group has adopted this Whistleblower Protection Policy.

The Hillview Group will not discharge, discipline, threaten, discriminate against, penalize an employee, or take other retaliatory action against any employee who: (i) reports an activity that he, she or they consider to be a violation of any federal or state law to a supervisor or to any governmental body or law enforcement official; (ii) is requested by a governmental body or law enforcement official to participate in an investigation, hearing, or inquiry; (iii) refuses to engage in a criminal act that would subject the employee to criminal liability; (iv) refuses an order by the Hillview Group to perform an action that violates any federal or state law and informs Hillview Group that the order is being refused for that reason; or (v) provides information to or testifies before any governmental body or law enforcement official conducting an investigation, hearing, or inquiry into any alleged violation by Hillview Group of federal or state law.

If an employee has knowledge, or a good faith concern, of activity that violates federal or state law, the employee is to contact his or her immediate supervisor or Human Resources. The

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employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. The employee is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Once reported, a Hillview Group representative or designated agent will then investigate the allegations. Although Hillview Group must necessarily investigate the complaint and cannot assure complete confidentiality, Hillview Group will maintain the confidentiality of the whistleblower to the extent possible.

As noted above, Hillview Group prohibits retaliation against an employee who engages in the conduct referenced in this policy. Any employee who believes he, she or they have been subjected to any form of retaliation must contact Human Resources immediately. The right of an employee to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

SECTION 4 COMPENSATION POLICIES

4.1 EMPLOYMENT STATUS CLASSIFICATIONS

As previously noted, unless a particular employee has a written contract signed by an executive officer of Hillview Group guaranteeing employment for a specific period of time, all employees are employed at-will. It is the policy of Hillview Group to categorize the status of employees in order to make distinctions in benefits among employees, and to aid in a better understanding of employment relationships with Hillview Group.

Full-Time Employees

Employees who regularly work a minimum of thirty (30) hours per week on a continuous basis are considered Full-Time Employees.

Part-Time Employees

Employees who regularly work less than thirty (30) hours per week are considered Part-Time employees.

Employment status may affect eligibility for certain employee benefits. Please see Employees Eligible for Benefits under the Benefits Section of this handbook for more details.

4.2 HOURS OF WORK/WORK WEEK

The normal work day consists of 8 hours per day and 40 hours per week.

Hillview Group maintains office hours Monday through Friday from 9:00 a.m. to 5:00 p.m. Office hours at managed property sites will vary based on the particular needs of each managed property. For compensation purposes, Hillview Group's work week begins at 12:01 a.m. on Monday and ends at 12:00 Midnight on Sunday.

4.3 LACTATION BREAK POLICY

All employees who are nursing mothers are eligible to take reasonable breaks under this policy to express breast milk for up to one year after the birth of the employee's child. Eligible employees may take a reasonable amount of break time to accommodate the employee's need to express breast milk for the employee's nursing child. Eligible employees should notify their immediate supervisor of the frequency, timing, and duration of lactation breaks they need to take.

Please contact Human Resources for information about the designated location for lactation breaks.

Lactation breaks for non-exempt employees under this policy are unpaid, as uninterrupted lactation breaks during which no work is performed do not count as hours worked. Employees who are required to record time under Hillview Group's timekeeping policy must accurately record the start and end of lactation breaks on Hillview Group's website in accordance with Hillview Group's timekeeping policy.

4.4 WORK SCHEDULE

If an employee finds that he, she or they will not be able to report to work on any scheduled day for any reason, the employee must notify his, her or their managing supervisor so that a substitute may be obtained if needed. If an absence or tardiness is not previously excused, the employee may be required to provide proof of illness with a doctor's certificate or proof of emergency for failure to report. All requests for changes in one's work schedule must be for a valid reason, and must be submitted to the employee's managing supervisor for approval. These requests will be granted as conditions permit.

4.5 PAYDAY

Payday will be on the 1st and the 15th day of each month. If payday lands on a holiday or weekend, employees will be paid on the last working day before the holiday or weekend. Hillview Group offers employees the opportunity to receive pay checks through direct deposit. Any informational or pay errors on checks should be reported to the employee's supervisor or an executive officer of the Hillview Group.

4.6 DEDUCTIONS FROM PAY

In accordance with Federal and State law and pursuant to the tax form completed by each employee, Hillview Group will deduct from each employee's pay check federal income tax, state income tax, social security (FICA), and Medicare. Each employee has an affirmative duty to report any changes in their federal or state tax status to the Hillview Group and to complete the necessary tax forms to reflect any change in, for example, marital status or number of exemptions. Hillview Group will not make any such changes unless it receives a written authorization from the employee to do so.

4.7 OVERTIME PAY FOR NON-EXEMPT EMPLOYEES

All employees, with the exception of those employees who qualify as exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) or applicable state laws, are non-exempt employees and are entitled to overtime pay. Overtime pay will be calculated on the basis of actual hours worked over forty (40) hours in a work week; therefore, Paid Time Off and holidays do not count as hours worked for the purpose of determining overtime pay eligibility. The current rate for overtime is time and one-half of an employee's regular rate of pay.

Non-exempt employees must record the number of regular and overtime hours that they work each week and certify that they have accounted for all hours worked during the week. Employees are not permitted to work overtime without prior express authorization of their supervisor. Working overtime without recording time is strictly prohibited and grounds for disciplinary action.

4.8 RECORDING HOURS WORKED AND TIME RECORDS

Hillview Group is obligated to keep accurate records of the time worked by "non-exempt" hourly employees. Time records or other recorded documentation allows us to meet this obligation. Employees are required to document the hours that they work through the Employee's Account on Hillview Group's Website, and submit those hours each week.

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Each employee is responsible for properly accounting for their time. No one may record hours worked on another employee's time record. Tampering with another employee's time record is cause for disciplinary action, including possible dismissal of both employees. Altering another person's record or influencing anyone else to alter a time record is a violation of Hillview Group policy. In the event an employee discovers an error in recording time, he, should she or they should report the matter immediately to info@thehillviewgroup.com.

4.9 EMPLOYEE TRAVEL TIME

Time spent commuting between home and work is not considered in the calculation of "hours worked" for overtime purposes and is not compensable. After reporting to work, travel time between property sites is compensable.

4.10 EXEMPT EMPLOYEE POLICY AND COMPLAINT PROCEDURE

Employees classified by Hillview Group as exempt are ineligible for overtime pay, pursuant to the Fair Labor Standards Act, a federal law, as well as applicable state laws. Exempt employees are paid on a salary or fee basis, and perform job duties and responsibilities that meet one of the following classifications: professional, executive, administrative, outside sales, certain computer employees or highly compensated employees. Any exempt employee is expected to work a minimum of forty (40) hours per week. Exempt employees are expected to fulfill their responsibilities to the extent possible within the normal work week and normal work day. However, because of the nature of the responsibilities, it may be necessary and expected for an exempt employee to work beyond the normally scheduled hours to complete an assignment.

Being paid on a salary basis means that the exempt employee shall receive a predetermined amount of pay each pay day. The employee's weekly salary as predetermined is full compensation for all work necessary to perform and complete all duties regardless of the number of hours worked. This salary amount is not subject to deductions because of variations in the number of hours worked or the quality of the work performed, except for the following:

- Full day absences for personal reasons other than sickness or disability;
- Full day absences for sickness or disability in accordance with our sick leave policy or worker's compensation law;
- Offsets of salary due in a particular week against amounts received for jury duty, attendance as a witness, or temporary military leave in that same week;
- Penalties for infractions of safety rules of major significance;
- Full day disciplinary suspensions for violation of written workplace conduct rules;
- Prorated payments in the initial or terminal weeks of employment;
- Deductions for qualified unpaid leave under the Family and Medical Leave Act.

If an exempt employee believes that an unauthorized deduction has been made from their pay for any pay period, the employee should notify the Hillview Group of the unauthorized deduction as soon as possible at the info@thehillviewgroup.com. Timely complaints are critical for timely corrections of any mistakes. The Hillview Group will then review the deduction, and

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determine if the deduction was in fact an unauthorized deduction. If the Hillview Group determines the deduction was not authorized under the FLSA, then Hillview Group will pay the employee for the unauthorized deducted amount no later than the next regularly scheduled pay day.

As all employees are hired conditionally on the basis of continuing suitability to the position or need, these status categories or anything contained in these policies and procedures do not guarantee employment for any specified length of time.

4.11 *PRE-AUTHORIZATION OF EXPENSES REQUIRED*

Prior to any expenditure for which any employee intends to seek reimbursement from Hillview Group, the managing supervisor must be contacted and their written consent must be obtained. For reimbursement of specifically authorized purchases, as well as those involving standing authorization, an employee must furnish Hillview Group with receipts for all expenses and a completed expense reimbursement form.

SECTION 5 EMPLOYEE CONDUCT

5.1 *PERSONAL APPEARANCE STANDARDS*

All employees must be neatly groomed and present themselves in a professional manner and appearance consistent with their job duties and responsibilities.

5.2 *OPEN DOOR POLICY AND PROCEDURES*

Hillview Group encourages employees to bring their questions, suggestions, and complaints to the attention of Hillview Group. Hillview Group will consider carefully each of these in our continuing effort to improve the operations of Hillview Group. If an employee feels he or she has a problem, the employee should present the situation to their supervisor so that the problem can be settled by examination and discussion of the facts. Hillview Group hopes that the employee will be able to satisfactorily resolve most matters.

If an employee finds that he or she still has questions after meeting with their supervisor or if an employee would like further clarification on the matter, the employee may request a meeting with the next level of management, or if the employee does not desire to discuss the matter with that level of management, contact Human Resources who will review the issues and meet with the employee to discuss possible solutions.

5.3 *NONDISCLOSURE OF CONFIDENTIAL INFORMATION*

During the course of employment with the Hillview Group, employees will be exposed to, and may be provided, confidential and proprietary information concerning the operation of Hillview Group. Confidential and proprietary information is information that is not publicly available and that provides, or could provide, a competitor an unfair advantage (hereinafter "Confidential Information"). Confidential Information includes all business and technical information and data; customer lists; tenant information; identities of targeted potential customers; operating methods; cost, pricing, and financial data and information; bid prices, contract amounts, and prices paid for materials; contents of contracts with tenants, customers and suppliers; patents, trademarks, and copyrights; trade secrets; and all other secret or confidential information of Hillview Group. Although the Confidential Information received by an employee may not specifically indicate its confidential and proprietary nature, where doubt exists as to the confidential nature of the information, an employee should assume that it is Confidential Information.

Employees are required as a condition of continued employment to maintain the confidentiality of Hillview Group's Confidential Information. All employees shall, during their employment and thereafter, hold in strictest confidence and not disclose Confidential Information to any person, corporation, or other entity. Employees may not use any Confidential Information for their benefit or to the detriment of the Hillview Group during their employment or thereafter. Any infringement, theft, misappropriation, or other copying or taking of Confidential Information without the permission of Hillview Group is prohibited. To protect the interests of Hillview Group after termination of employment or at any other time, Hillview Group may request that employees return to Hillview Group all documents and records relating to any Confidential Information or the business of Hillview Group that the employee may then possess or have under his, her or their control.

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Notwithstanding anything herein and in accordance with the Defend Trade Secrets Act, an employee shall not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret that is made in confidence to a Federal, State, or local government official or to an attorney solely for the purpose of reporting or investigating a suspected violation of law. An employee shall not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret that is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. An employee who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal; and does not disclose the trade secret, except pursuant to court order.

5.4 EMPLOYEE INTERNET AND SOCIAL MEDIA POLICY

Hillview Group recognizes that the internet and social media provide unique opportunities to participate in interactive discussions and share information and opinions on various topics. However, the use of social media can pose risks to Hillview Group's proprietary information, can expose Hillview Group to discrimination and harassment claims, and can jeopardize Hillview Group's compliance with business rules and laws. In order to minimize these business and legal risks, Hillview Group has established these guidelines and rules regarding use of social media and other online communications.

"Online Communication" is defined as information published by an employee on blogs, vlogs, podcasts, personal websites, social networking sites (such as Facebook, Twitter, Instagram, MySpace, Linked In, etc.), content-sharing sites (such as Pinterest, Scribd, SlideShare, etc.), image-sharing sites (such as Flickr, YouTube, etc.) and/or any other similar sites or applications, regardless of privacy settings or other similar self-imposed limitations.

Although Hillview Group understands that employees may use their work computer, on occasion, to engage in Online Communications, employees must not do so in a manner that interferes with the operation of Hillview Group's business or the responsibilities and duties of employee's position.

The same principles and guidelines found in Hillview Group's policies apply to an employee's Online Communications. In particular, employees should ensure Online Communications are consistent with Hillview Group's policies regarding discrimination, harassment, and disclosure of confidential and proprietary information. Inappropriate Online Communications may include discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct. In addition, employees should avoid statements that reasonably could be viewed as malicious, obscene, or threatening. Examples of such conduct include posts meant to harm intentionally someone's reputation or posts that could contribute to a hostile work environment on the basis of any status protected by law.

Online Communications should never disclose proprietary or trade secret information. This specifically includes, but is not limited to, names or identities of customers, clients or tenants confidential or personal information regarding customers, clients or tenants the development of systems, processes, products or know-how.

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Online Communications that contain endorsements or representations regarding Hillview Group's products or services must: (i) disclose the employee's connection with Hillview Group in the posting; and (ii) disclose that the commentary reflects the employee's personal opinion (and not that of Hillview Group).

Employees may not provide to any other person to distribute, disseminate, or otherwise post Online Communications that the employee would be prohibited from distributing, disseminating, or otherwise posting under this Policy.

5.5 IT RESOURCES AND COMMUNICATION SYSTEMS

Hillview Group's computers, networks, communication systems, and other IT resources are the sole property of the Hillview Group and are intended for business purposes. To protect Hillview Group, its resources, its confidential and proprietary information, to promote efficiency, and to prevent and/or investigate possible wrongdoing, Hillview Group restricts the use of all IT Resources and Communication Systems as described below.

Each user is responsible for using these resources and systems in a productive and lawful manner. This policy governs all IT Resources and Communication Systems (as defined herein) owned by or available at Hillview, and all use of such resources and systems when accessed using an employee's own resources, including, but not limited to: email systems and accounts; internet and/or internet access; telephones and voice systems, including wired and mobile phones; printers, photocopiers, and scanners; fax machines and e-fax systems; and all other associated computer, network, and communication systems, hardware, peripherals, and software.

These resources and systems and all communication and information transmitted by, received from, or stored in these resources and systems (collectively referred to as "IT Resources and Communication Systems") are the property of Hillview Group. IT Resources and Communication Systems should be used primarily for Hillview purposes. Although Hillview Group understands that employees may, on occasion, use its IT Resources and Communication Systems for personal matters, employees must not do so in a manner that interferes with the operation of Hillview Group's business. In addition, employees must not maintain any expectation of privacy with respect to any message, file, data, documents, telephone conversation, social media post, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on the IT Resources and Communication Systems.

Hillview Group's policy prohibiting discrimination and harassment applies to the use of its IT Resources and Communication Systems. Employees may not use IT Resources and Communication Systems to send, receive, display, store, or transmit sexually explicit images, messages, or cartoons, ethnic slurs, racial epithets, or anything that may be construed as discrimination or harassment of others based on race, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, religion, color, national origin, age, disability, genetic information, marital status, military or veteran status.

Employees are not permitted to use any code or password, access any file, or retrieve any stored communication unless authorized to do so. Any passwords or pass codes necessary to access IT Resources and Communication Systems are the property of Hillview Group. No employee may use any password or pass code that has not been issued to them by Hillview

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Group or that is not known to Hillview Group. Passwords or pass codes do not confer any right of privacy upon an employee.

To ensure that the use of its IT Resources and Communication Systems is consistent with Hillview Group's legitimate business interests, Hillview Group reserves the right to monitor, intercept, and review every employee's activities using Hillview Group's IT Resources and Communication Systems. This may include monitoring, intercepting, accessing, recording, disclosing, inspecting, reviewing, retrieving, and printing of all uses of IT Resources and Communication Systems. Employees have no reasonable expectation of privacy in any use of Hillview Group's IT Resources and Communication Systems and an employee's use of Hillview Group's IT Resources and Communication Systems constitutes his, her or their consent to Hillview Group's monitoring, intercepting, access, retrieval, review, copying, use and disclosure of any IT Resources and Communication Systems.

5.6 SOCIAL MEDIA POLICY

Hillview Group recognizes that the internet and social media provide unique opportunities to participate in interactive discussions and share information and opinions on various topics. However, employees' use of social media can pose risks to Hillview Group's confidential and proprietary information, can expose Hillview Group to discrimination and harassment claims, and can jeopardize Hillview Group's compliance with business rules and laws. In order to minimize these business and legal risks, to avoid loss of productivity and distraction from employees' job performance, and to ensure that Hillview Group's IT Resources and Communication Systems are used appropriately, Hillview Group expects its employees to adhere to the following guidelines and rules regarding social media use.

"Social Media" is defined as information published by an employee on blogs, personal websites, social networking sites (such as Facebook, Twitter, MySpace, Linked In, etc.), content-sharing sites (such as Scribd, SlideShare, or Reddit), image-sharing sites (such as Flickr, Instagram, or YouTube) and/or any other online forum, regardless of privacy settings or other similar self-imposed limitations.

Hillview Group understands that employees may desire to use Social Media for personal activities at the office or by means of Hillview Group's computers, networks, and other IT Resources and Communication Systems. Hillview Group permits such use during nonworking time so long as it does not interfere with the employee's job responsibilities or productivity or otherwise violate this policy.

The same principles and guidelines found in Hillview Group's policies apply to an employee's Social Media use. In particular, employees should ensure Social Media use is consistent with Hillview Group's policies regarding discrimination, harassment, and disclosure of confidential and proprietary information. Inappropriate Social Media use may include discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct. In addition, employees should avoid statements that reasonably could be viewed as malicious, obscene, or threatening. Examples of such conduct include posts meant to harm intentionally someone's reputation or posts that could contribute to a hostile work environment on the basis of any status protected by law.

Social Media use should never disclose Hillview Group's confidential or proprietary information. This specifically includes, but is not limited to, names or identities of tenants,

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customers, confidential or personal information regarding customers or tenants, the development of systems, processes, products or know-how.

As set forth in Hillview Group's IT Resources and Communication Systems Policy in Section 5.5, all contents of Hillview Group's IT Resources and Communication Systems are the property of Hillview Group. Therefore, employees should have no expectation of privacy in any Social Media use performed on Hillview Group's IT Resources and Communication Systems.

Social Media use that contains endorsements or representations regarding Hillview Group's services must: (i) disclose the employee's connection with Hillview Group in the posting; and (ii) disclose that the commentary reflects the employee's personal opinion (and not that of Hillview Group).

Employees may not provide to any other person to distribute, disseminate, or otherwise post on Social Media information that the employee would be prohibited from distributing, disseminating, or otherwise posting under this Policy.

5.7 CONFLICTS OF INTEREST

Hillview Group is committed to achieving the highest standards of professionalism and ethical conduct in its operations and activities. This policy is intended to increase awareness of potential conflicts of interest and establish a procedure for reporting them.

Conflict of Interest

Hillview Group prohibits all employees from using their position with Hillview Group for private gain or to obtain benefits for themselves or members of their family.

For purposes of this policy, a potential conflict of interest occurs when an employee's outside interests (for example, financial or personal interests) interfere with Hillview Group's interests or the employee's work-related duties, or create the appearance of a conflict of interest. For example, a conflict of interest can occur when an employee is in a position to influence a decision that may result in a personal gain for the employee or the employee's family member as a result of Hillview Group's business dealings.

If you have a question about whether a situation is a potential conflict of interest, please contact Human Resources.

Favors and Gifts

Hillview Group prohibits employees from seeking or accepting any gifts, favors, entertainment, payment, or loans for themselves or their family members from any tenant, client, customer, vendor, supplier, contractor or other party doing business with Hillview Group except for gifts of less than \$25.00. Cash should never be accepted.

Reporting Procedure

If an employee becomes aware of any potential conflict of interest or ethical concern regarding his or her employment or another employee's employment at Hillview Group, the

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employee must promptly contact his or her direct supervisor or, if the conduct involves the direct supervisor, Human Resources or an executive officer of Hillview as soon as possible. The employee should be as detailed as possible in reporting the potential conflict. The resolution of such conflicts will be determined on a case-by-case basis. In some instances, such activities may prevent further employment with Hillview Group. In other cases, nothing more may be required than some measure of disclosure. In each case, Hillview Group will take all actions necessary in its judgment to prevent actual or potential conflicts of interest.

5.8 *WORKPLACE PRIVACY AND WORKPLACE SEARCHES*

Hillview Group reserves the right to question employees and all other persons entering or leaving its premises and any employee working off-site on behalf of the company. Hillview Group also reserves the right to search property, equipment, and storage areas including, but not limited to, any person, clothing, personal effects, vehicles, buildings, rooms, facilities, offices, parking lots, desks, cabinets, lunch, equipment and other possessions carried to, on, and from its property. Any items that employees do not want to have inspected should not be brought to work.

Additionally, in order to maintain a safe work environment and enforce Hillview Group's Drug and Alcohol Policy, as set forth in SECTION 9 of this Handbook, Hillview Group may use these searches to deter the use, possession, transportation, or sale of illegal drugs or alcohol. Such searches may be initiated by Hillview Group without prior announcement, with or without cause, and will be conducted at such times and locations as Hillview Group deems appropriate. An employee's consent to such searches is required as a condition of becoming and remaining an employee of Hillview Group. Refusal to permit a search by management may result in termination.

SECTION 6 CORRECTIVE ACTION POLICY AND PROCEDURES

6.1 *METHODS AND MEANS OF DISCIPLINE*

As previously noted, employment with Hillview Group is at-will, meaning that an employee has the right to terminate their own employment, just as Hillview Group reserves the right to terminate an employee's employment for any reason allowed under the law, with or without cause. Hillview Group, however, desires to maintain a workplace that is conducive to good relationships and excellent performance of work; and therefore, Hillview Group generally observes four (4) means of disciplining employees:

1. Oral warning;
2. Written warning;
3. Suspension; and
4. Discharge.

The nature, severity, and facts surrounding each offense will determine which step or steps shall be taken. The four (4) means of discipline listed above do not, and are not intended to, constitute any type of required progression in discipline. For example, a sufficiently severe breach of conduct could warrant immediate termination although no other disciplinary action had been taken previously with respect to that employee.

6.2 *TYPES OF UNACCEPTABLE BEHAVIOR*

Employees who breach the expectations of Hillview Group, including specific violations of standards of conduct, shall be subject to the disciplinary actions described above. The following list describes examples of behavior and actions that are not tolerated by Hillview Group. This list is not meant to be an exhaustive list, but rather is illustrative of the type of actions that can result in disciplinary action.

1. Abuse of co-workers or customers, tenants, or others doing business with Hillview Group, including both verbal or physical abuse;
2. Consuming, being under the influence of, or possessing unauthorized or illegal narcotics or drugs while on the job;
3. Consuming, being under the influence of, or possessing alcohol or alcoholic beverages while on the job;
4. Theft of Hillview Group, customer, tenants, or fellow employee property;
5. Falsifying employment data or falsifying time cards or reports;
6. Fighting, disorderly, or immoral conduct on the job;

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7. Sleeping on the job;
8. Intentional abuse of, or damage to, Hillview Group property or property managed by Hillview Group;
9. Possession of a firearm of any sort while on Hillview Group property, including but not limited to desks, or personal vehicles while on Hillview Group time or property;
10. Insubordination;
11. Clocking in or off duty for another employee;
12. Recording hours worked for another employee;
13. Failure to report immediately any accident or injury on the job;
14. Leaving the job during Working Time without permission;
15. Excessive and/or unauthorized absences from work;
16. Violation of safety rules;
17. Failure to perform duties to the satisfaction of Hillview Group;
18. The use of profanity or abusive language;
19. Falsifying or altering any Hillview Group record or report, such as an application for employment, time card, expense account, absentee report, or any other record or report, or otherwise giving false information to Hillview Group;
20. Violation of any established dress code;
21. Engaging in conduct on or off the job that affects the employee's credibility, effectiveness, performance, or ability to fully carry out the responsibilities of employment;
22. Engaging in discrimination or harassment against anyone, including co-employees, customers, or tenants of Hillview Group, on the basis of race, sex, pregnancy, religion, color, national origin, age, disability, genetic information, military or veteran status, including protected veteran status, or protected activity;
23. Retaliating against any employee who has made, or participated in good faith in making, a claim of discrimination or harassment on the basis of race, sex, pregnancy, religion, color, national origin, age, military or veteran status, disability, genetic information, or protected activity;
24. Unauthorized use, appropriation, or removal of tools, equipment, or property belonging to Hillview Group;

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25. Engaging in violent acts in the workplace, or engaging in violent acts outside the workplace which acts Hillview Group determines impair the employee's ability to work for Hillview Group;
26. Failure to abide by any Hillview Group policies.

SECTION 7 ATTENDANCE AND LEAVE POLICIES

7.1 *EMPLOYEES ELIGIBLE FOR BENEFITS*

An employee must work at least 30 hours per week to be considered full-time. Only full-time employees are eligible for benefits as set forth below.

7.2 *HOLIDAYS*

Hillview Group recognizes certain holidays. Therefore, Hillview Group will be closed for business on the following days:

New Year's Eve
New Year's Day
Martin Luther King's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day

If a holiday falls on a Sunday, Hillview Group will be closed on the following Monday. If a holiday falls on a Saturday, Hillview Group will be closed on the preceding Friday.

Full Time Employees shall be entitled to receive paid holiday time off for all of the above holidays.

7.3 *PAID LEAVE (VACATION, SICK & PERSONAL)*

Full-time employees of Hillview Group will be entitled to paid combined vacation, sick and personal leave ("Leave") by Hillview Group based on the following years of service:

- From the beginning of full time employment through the first five years of continuous full time employment, the employee will be entitled to 80 hours of Leave annually;
- After the completion of five years of continuous full time employment, the employee will be entitled to a total of 120 hours of Leave annually; and
- After the completion of eight years of full time employment, the employee will be entitled to a total of 160 hours of Leave annually; and

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Unused Leave will not carry over to the next year and employees will not be compensated for unused leave when their employment ceases. Any time taken in excess to the above, will be unpaid without exception. Requested Leave must be submitted to the direct superior for final approval. With the exception of extremely unusual circumstances, no more than 5 days of Leave will be approved at any one time.

7.4 UNPAID LEAVE OF ABSENCE

If an employee is absent from their duties because of a temporary disability, the employee shall be entitled to six (6) weeks of job protected leave for the temporary disability. Employee shall be required to use his/her paid leave pursuant to Section 7.3 during the first portion of leave pursuant to this Section 7.4. The remaining leave will be unpaid leave. A temporary disability includes both mental and physical impairments that are anticipated to last for not more than a few months, and from which complete recovery is anticipated including, for example, short term illnesses, injuries, surgeries (elective or non-elective), pregnancy and childbirth. A medical certification from a physician acceptable to Hillview Group shall be required in order for the employee to be entitled to the leave. Further, Hillview Group, in its sole discretion, prior to allowing an employee to return to work, may require the employee to provide medical certification from a physician acceptable to Hillview Group certifying that the employee is ready to return to work and qualified to perform the essential functions of the job.

Leave time sought by an employee due to a disability, as defined in the Americans with Disabilities Act, will be handled in accordance with Section 2.3 and the principles set forth in the Americans with Disabilities Act.

7.5 MILITARY SERVICE

In the event that an employee provides service in the Uniformed Services of the United States which requires that he or she be absent from the workplace, Hillview Group will observe strictly the requirements of the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA), as amended, with respect to each affected employee's employment, employee benefits and reemployment following the completion of military service. It is Hillview Group's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in, or obligation to perform service for, any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or any other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under this policy.

7.6 BEREAVEMENT POLICY

Hillview Group provides a "Bereavement Benefit" to Full-time and Part-time Employees. Qualifying employees will be paid up to 3 days per year for time off due to a death in the "Immediate Family". The days must be used within a reasonable proximity of the date of death of the immediate family member. The Immediate Family is defined as the employee's natural/adoptive parents, natural/adoptive grandparents, full/half brothers or sisters, children, including adoptive children, spouse, parents-in-law and brothers or sisters-in-law. Additional unpaid time off may also be granted at the discretion of Hillview Group. Employees should contact their managing supervisor concerning their specific needs.

SECTION 8 BENEFITS

8.1 *ON THE JOB INJURIES/WORKERS' COMPENSATION*

Employees who experience and properly report injuries by accident or occupational disease, as defined by law, that arise out of and in the course of their employment ordinarily will be eligible for benefits under the Virginia Workers' Compensation Act, subject to the approval of the claim by the insurance company providing Workers' Compensation Insurance or the Virginia Workers' Compensation Commission.

An employee is protected under the Workers' Compensation Act in the event he or she suffers a qualifying physical injury as a result of any accident incurred while on duty.

An employee must report to their supervisor immediately accidents or injuries of any nature incurred while on duty. Pursuant to Virginia law, failure to report the accident within 30 days could result in a denial of payment of compensation or medical benefits.

SECTION 9 DRUG AND ALCOHOL POLICY

9.1 INTRODUCTION

Hillview Group has established this Drug and Alcohol Policy in order to maintain a workplace environment that is conducive to the safe and efficient performance of job duties and that promotes the health and well-being of all employees, customers and others having business with Hillview Group. This policy applies to ALL employees of Hillview Group.

Hillview Group is committed to a drug and alcohol free workplace to ensure the quality of its services and its reputation in the community.

9.2 POLICY STATEMENT

The unlawful manufacture, use, possession, sale, purchase, dispensation, distribution, or being under the influence of controlled substances, illegal or unauthorized drugs, or alcohol while performing work for Hillview Group, while on Hillview Group property including parking lots, or properties managed by Hillview Group, on the premises of clients/customers of Hillview Group, at the site for performance for any work for Hillview Group, or while on Hillview Group time off premises is strictly prohibited and may result in immediate termination.

9.3 DEFINITIONS

For the purpose of this Policy, the specified terms are defined as follows:

"Adulterant" means any chemical additive or foreign substance that blocks or is intended to block marijuana, cocaine, and other drugs from being detected in a urine drug screening.

"Alcohol" means ethyl alcohol as ethanol, and includes any substance containing alcohol that is for consumption.

"Company property," includes all property, facilities, offices, buildings, structures, fixtures, trailers, equipment, automobiles, trucks, all other vehicles, and parking areas, whether owned, leased, used or under the control of Hillview Group. This may also include other work locations, or to and from such locations while in the course and scope of Hillview Group employment.

"Drug or alcohol test" means and includes urine drug tests, blood tests, urine alcohol tests, blood alcohol tests, and breathalyzer alcohol tests.

"Drug Related Paraphernalia" means any unauthorized material, equipment, or item used or designed for use in testing, packaging, storing, selling, weighing, injecting, ingesting, inhaling, or otherwise used in introducing into the human body illegal or unauthorized drugs.

"Employee" means any individual who is hired or performs work for Hillview Group.

"Illegal Drug" means any drug that is not legally obtainable or that is legally obtainable, but has not been legally obtained. This term includes prescription drugs for which the employee has no prescription.

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"Legal Drug" includes any prescribed drug or over-the-counter drug that has been legally obtained and is being used for the purposes for which it was prescribed or manufactured.

"Refusal to Test" means failure to appear for any test within a reasonable time, failure to remain at the testing site until the testing procedure is complete, failure to permit observation or monitoring when required, failure to take a second test if directed to do so and failure to undergo a medical examination if required.

"Refuse to Submit" means failure to provide adequate breath for testing without a valid medical explanation after receiving notice of a requirement for such a breath test, failure to provide adequate urine for testing without a valid medical explanation after receiving notice of the requirement of taking such a test or otherwise refusing or engaging in conduct that clearly obstructs the testing process.

"Unauthorized Drug" is any drug other than alcohol that may be legally obtainable but for which the employee has no legal prescription, or that the employee is using in a manner other than as prescribed by the employee's physician. This term includes prescribed drugs illegally obtained, prescribed drugs not being used in accordance with the prescription, and over-the-counter drugs not being used according to the manufacturer's directions.

"Under the Influence" means that the employee is affected by any illegal or unauthorized drug or alcohol, or the combination of these, in any detectable manner. A determination of such influence can be established by professional opinion, a scientifically valid examination or, in some cases, by a layperson's opinion. For the purposes of this policy, a person with an alcohol blood level of 0.04 is deemed under the influence and in violation of this policy.

9.4 DISCIPLINE

Employees who violate any of the provisions of this policy are subject to termination. However, at the sole discretion of Hillview Group, the employee may be offered an opportunity to participate in and successfully complete a substance abuse counseling program approved by Hillview Group. Employees under these circumstances, who refuse to participate in a substance abuse counseling program, fail to successfully complete it, or who violate this Policy again after participating in an approved substance abuse counseling program will be terminated.

9.5 DRUG AND ALCOHOL SCREENING PROGRAM

Testing of Employees

1. For Cause/Reasonable Suspicion and Post Accident

If management of Hillview Group determines that reasonable suspicion exists to suspect that an employee may be under the influence of drugs or alcohol, it may require that employee to submit to a drug or alcohol test. Reasonable suspicion is a belief based on objective facts sufficient to lead a prudent supervisor or manager, who has been trained previously in detecting drug and alcohol use, to suspect that the employee, or other person, is using a prohibited drug, alcohol, or substance. The facts that lead to the reasonable suspicion must be based on specific, contemporaneous, articulate observations concerning the appearance, behavior, speech, or body odor of the employee. Reasonable suspicion includes (a) inappropriate behavior or performance problems on the job, (b) any accident at or on Company property as property is defined in this policy or while in pursuit of Hillview Group business, (c) observable indications of substance use,

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or (d) actual observance of the individual taking drugs or alcohol. Such conduct must be witnessed by trained Hillview Group officials.

2. Return to Duty or Post-Rehabilitation Treatment Program.

Substance abuse testing may be required of all employees as a condition of reinstatement after completing a Hillview Group endorsed drug and alcohol treatment or counseling program.

3. Cooperation in Testing

Any employee who refuses to be tested or who attempts to alter or tamper with a sample, tests positive for an adulterant, or any other part of the testing process will be subject to disciplinary action up to and including termination.

4. Testing Procedures

All substance abuse testing will be performed by a certified laboratory or other licensed health care provider chosen by Hillview Group. Additionally, Hillview Group will test for the use of adulterants. All positive results for the use of adulterants will be considered positive results for illegal drugs. All positive results will be subject to confirmation testing. All testing will be performed with concern for each person's personal privacy, dignity and confidentiality. The results of any testing will be considered a confidential record disseminated strictly on a need to know basis or as may be legally required including the use of the results by Hillview Group in any proceeding involving the employee before any administrative agency, court or other trier of fact in which the taking and results of such testing becomes an issue, defense or is otherwise relevant to action.

The test shall be administered so as to preserve and protect the integrity of the test sample whether blood or urine and it will be properly handled so as to account for its transfer from one individual to the other in the process of taking it to be examined. Employees requested or required to submit to a drug test shall be asked to sign a consent form authorizing a test and permitting release of test results to Hillview Group before a urinalysis or blood test for drug and alcohol screening is administered. If an employee refuses to consent to a test when testing is a condition of employment, when testing is a condition of disciplinary or other personnel action or when there is a reasonable suspicion of drug or alcohol use, the employee is subject to disciplinary action up to and including dismissal. In cases of reasonable suspicion, refusal to consent to a test shall be used as supporting evidence for disciplinary determinations.

SECTION 10 SAFETY

Hillview Group is committed to maintaining a safe environment for all employees, guests, tenants, and customers. It is the employee's responsibility to know and follow all safety policies and procedures.

10.1 *WORKPLACE VIOLENCE POLICY*

Hillview Group is committed to ensuring a safe work environment and preventing workplace violence. Any act of violence or threatened violence is strictly forbidden whether by or against employees, clients, tenants, contractors or management. All employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Acts of violence or threatened violence, including conduct that threatens, intimidates, or harasses another employee, client or contractor, guest, invitee or resident of client will not be tolerated. Employees should report indirect or direct threats of violence, incidences of actual violence, and suspicious individuals or activities as soon as possible to their immediate supervisor or any other member of management. When reporting a threat of or actual violence, employees should be as specific and detailed as possible. Such reports will be elevated immediately to senior management for swift and appropriate action, including contacting the police or other appropriate enforcement authorities. Any person engaging in threats of or actual violence may be removed from Hillview Group's premises as quickly as safety permits.

Hillview Group will promptly and thoroughly investigate all reports of threats of or actual violence and of suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Hillview Group may suspend employees, either with or without pay, pending investigation. A violation of this policy by any employee will subject the employee to disciplinary action, up to and including termination.

10.2 *SMOKE FREE WORKPLACE*

Smoking is not permitted within Hillview Group's offices or any of the offices, buildings or properties it may manage. Smoking may be permitted in certain designated outside areas. Cigarette butts are not to be discarded outside. Disposal of all cigarette butts must be done in a responsible manner inside the building.

SECTION 11 SUGGESTIONS

Hillview Group hopes this Handbook helps employees to understand the policies of Hillview Group. Employees are encouraged to make suggestions. Ideas and suggestions can help to make Hillview Group an efficient and pleasant place to work.

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ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Hillview Group Personnel Policies, Benefit and Procedures Handbook and I have had an opportunity to read this Handbook and/or have it read and explained to me. I further understand that this manual is not intended to be a contract of employment, but is an outline of the policies, benefits, and procedures of Hillview Group. I also understand that these policies, benefits, and procedures can be modified or revoked at any time by Hillview Group or its management without prior notice. I further understand that my employment with Hillview Group is at will, meaning that I may resign my employment at any time, with reasonable notice. Likewise, Hillview Group and/or its management has the right to terminate my employment at any time for any reason not prohibited by law, with or without notice and with or without cause.

I have read, understand, and accept all of the provisions of the Hillview Group's Drug and Alcohol Policy. I further understand that compliance with this policy is a condition of my employment and/or continued employment with Hillview Group.

Print
Employee Name: _____

Employee
Signature: _____ Date _____



**ACKNOWLEDGMENT OF RECEIPT OF COMPUTERS AND
ELECTRONIC COMMUNICATIONS POLICY**

I have received a copy of the Hillview Group policy on *Computers and Electronic Communications* included in the Employee Handbook. I have had the opportunity to read this policy and understand its terms. **I understand that all Electronic Communications are the property of Hillview Group and that I have no right or expectation of privacy in my use of the Internet or Hillview Group' other electronic communications resources.** Furthermore, I acknowledge and agree that Hillview Group has the right to access, review, monitor, and disclose all Electronic Communications, including, but not limited to, email sent or received by me on any Hillview Group computer, websites that I access, and voicemail messages left by me on any Hillview Group telephones. I understand that any violation of these policies could subject me to disciplinary action, up to and including dismissal from employment.

Employee Signature

Date

Printed or Typed Employee Name
