

Employee Handbook

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FIRM NAME Mission

Designing beautiful spaces for people and the planet.

FIRM NAME wants to foster a work environment that is inspiring, challenging, and fun. To meet these goals we have compiled the following handbook to guide our processes and ensure that all people are comfortable with the way we run the firm, and their expectations of the workplace is met. This handbook is intended to be a reference guide of procedures and policies and is not presented as a comprehensive set of rules and benefits. Any discrepancies between policies described in this handbook and an underlying plan or point of law will be governed by the relevant plan or law. The document is intended to provide answers to common questions regarding how employee and employer may be best served.

Employment with FIRM NAME is on an at-will basis. Either you or FIRM NAME may terminate the employment relationship at any time with or without cause or notice. While FIRM NAME expects to follow the policies and guidelines in this handbook, it does not constitute or contain a contract or promise of employment, expressed or implied, for any specific duration.

This handbook does not represent an employment contract and the firm reserves the right to change, suspend, revoke, or terminate any policies at any time with or without prior notice. Although manual revisions will be distributed as practicable, there may be times when policy will change before this material can be revised. It is the policy of the firm to implement fair and effective policies and to expect all employees to support the organization's best interests. The employment practices at FIRM NAME are consistent with all federal, state and local government regulations to provide a work environment free of practices of discrimination.

Equal Employment, Anti-Harassment/Anti-Discrimination

FIRM NAME is committed to a policy of equal employment opportunity in all of our employment practices. Decisions involving every aspect of the employment relationship will be made on the basis of individual qualifications and merit without regard to an employee's race, color, creed, religion, national origin, sex, age, sexual orientation, marital status, veteran status, physical or mental disability, or any other status protected under applicable federal or state law unless it is a bona fide occupational requirement reasonably necessary to the operation of our business. Discrimination or harassment based on any of these factors will not be tolerated. This policy extends to all personnel actions including recruitment, selection, promotion, compensation, training and termination. FIRM NAME will make reasonable accommodations for qualified individuals with known physical or mental disabilities providing no undue hardship would result.

Work Environment

FIRM NAME is committed to maintaining a work environment that is safe, secure, and productive and where we treat each other with honesty, dignity, and respect. All employees have the right to work in an environment free from harassment, discrimination, offensive, obscene or threatening behavior. This applies to FIRM NAME employees and our clients, contractors, vendors and guests. All are responsible for appropriate behavior in the workplace, which includes temporary and permanent offices, construction sites, and client and consultant offices.

Anti-Harassment/Anti-Discrimination

Harassment or discrimination due to race color, sex, religion, creed, age, national origin, citizenship status, physical or mental disability, veteran's status, sexual orientation or any other status protected under applicable local, state or federal law is prohibited. Harassment is defined as any unwelcome verbal, written (including electronic text) or physical conduct which may be reasonably perceived to be offensive to an individual and includes but is not limited to the behaviors listed below. Such harassing behavior should be avoided because conduct appearing to be welcome or tolerated by one employee may be offensive to another employee. Examples of unacceptable behavior include:

- Verbal remarks, such as offensive or suggestive comments, jokes, epithets or slurs or unwanted sexual advances or propositions.
- Visual displays or circulation of derogatory and/or sexually-oriented written materials including pictures, posters, cartoons or drawings.
- Physical contact such as unwanted touching, kissing, pinching, blocking of normal movement, coerced sexual activity or obscene gestures.
- Taking employment action such as termination, failing to hire, failing to promote, changing conditions of employment or work assignments or changing benefits or compensation based on any protected status noted above.
- Retaliation based on an individual's refusal to submit to harassment or for reporting or threatening to report harassment.
- Any behavior which has the effect or purpose of creating a hostile, intimidating, or offensive working environment.

The standard for determining whether harassment is sufficiently severe or pervasive to create a hostile, intimidating or offensive working environment is whether a reasonable person in the circumstances of the complainant would so perceive it.

Any employee who feels harassed or discriminated against, or is aware of harassment or discrimination of another employee, shall immediately report the incident to a Principal as soon as possible. FIRM NAME will conduct an immediate and thorough investigation of all complaints. The purpose will be to determine if the allegations of harassment or discrimination are factual and if so, what disciplinary action will be taken. All complaints and investigations will be kept confidential to the greatest extent possible. No employee will be retaliated against for filing a complaint or retaliated for having a part in a good faith investigation.

We recognize that in some situations employees who believe themselves to be the victims of unlawful harassment may want to try to resolve the problem themselves rather than bring it to the attention of others. If so, the employee should explain to the harasser that the behavior is objectionable and they are to stop it immediately. If the problem continues, the employee should contact one of the FIRM NAME Partners.

Employment Classifications

FIRM NAME employs individuals in various classifications. These classifications are given so that compensation, benefits and other FIRM NAME policies are applied consistently throughout the firm. Employment classifications are as follows:

New Hire Introductory Period

It is our policy to make new employees feel welcome and to use this period for mutual evaluation. The appropriate staff will assist new employees and help make them fully productive as soon as possible. The introductory period is 3 months or 90 days. Newly hired staff members are eligible for paid public holidays observed by the firm (outlined below). During the introductory period employment may be terminated by either the firm or the new staff member.

The first 90 days is a period of mutual evaluation and, if the new staff member remains with FIRM NAME, a review meeting will be set up following this period to allow for discussion of continued employment opportunities. Successful completion of this introductory period does not guarantee continued employment in any position and does not alter the at-will employment relationship between the new staff member and FIRM NAME.

Full Time Employee

A full time employee is defined as an individual who is regularly scheduled to work and does work 40 hours or more per work week.

Part Time Employee

A part time employee is defined as an individual who is regularly scheduled to work and does work 20 or more hours per work week but less than 40 hours per work week. Part time employees are not eligible for benefits unless approved by one of the Partners or where mandated by law.

Temporary Employee

A temporary employee is defined as an individual who is hired for a relatively short duration or for a specific project or period of time to meet specific business needs. Temporary employees are used primarily to replace employees on leave, assist with special projects, augment the normal workforce during busy or peak periods, or fill vacancies until a replacement can be found. Temporary employees are not eligible for employee benefits except where mandated by law.

Dress Code

All employees must maintain a professional appearance within the office and when representing FIRM NAME at outside meetings and events. Make sure to look professional for all client meetings or outside events. You must be able to conceal exposed tattoos by wearing appropriate business attire as needed for client interaction. Exposed tattoos cannot contain offensive material and any image that promotes intolerance and/or sexual harassment or is considered to be offensive is prohibited from exposure at work and at any FIRM NAME sponsored function or event where you are representing the business..

Office

The appearance of our office sets the tone and expectations of our clients and staff. To create a welcoming environment and setting a standard of professionalism, all employees must work to maintain a clean and organized workplace. This includes limiting clutter, and keeping all common areas clean by organizing their personal work areas. The goal is to have an office that is calming and helps us to focus on our work as well as presents a professional image to our clients and potential clients.

Pets

Pets are not allowed in the office, with the exception of pet Friday, bring your alligator! Pet owners are responsible for cleaning up after their pet. No toys, food, or other pet items are to be left out after the end of the day. All pets must be tied up if there are any clients, visitors, or meetings scheduled. Clients or visitors must initiate interaction with a pet.

Person Items

If there is a personal item that you would like to have in the office or on your desk ask permission from the Partners or office manager. For packages or personal deliveries, recycle any packaging on the day of delivery and bring the item home at the end of the day it is received.

Furniture, Fixtures and Equipment

All furniture and office equipment will be provided by FIRM NAME. If there is something you need in order to be more comfortable and productive bring it up with one of the Partners. In general, all workstations should match and be supplied with the same furniture and equipment. Please don't bring in your personal items without prior permission from a partner or office manager.

Flex Work Schedule

All employees are afforded a flexible work schedule in order to balance the needs of the company as well as work/life balance. However, in a team environment and with variable project schedules each employee shall maintain a schedule that is respectful of their roles and responsibilities on their projects and the schedules of the people they are collaborating with, both within the office and outside clients and consultants. Guidelines for the creation and maintenance of your personal schedule follow.

Business Office Hours

FIRM NAME's office is open to the public from 9am to 5pm Monday through Friday. Full time employees are expected to work at least 40 hours a week and should be available to clients and for office functions during those hours at the minimum. On a regular basis, employees should expect to fulfill their billable targets and job requirements during the core office hours of the firm. Employees may opt to work varying hours or from home from time-to-time but must inform their project teams, as well as the partners and/or office manager if they plan to work remotely.

Creating Your Schedule*

Because of the goals for life/work balance of FIRM NAME, coupled with the varying nature of our business needs, FIRM NAME requests each individual to assist in establishing their personal work schedule. Your personal work schedule needs to be predictable for office management and set one month in advance. Basic requirements of your work schedule include:

1. You must schedule a minimum of 40 hours per week
2. At least 4 weekdays and 32 hours of each workweek must be scheduled 'in office' during core office hours. In-office is defined as:
 - a. in the office
 - b. on a job site
 - c. in offsite meetings, etc.
3. In a deadline driven office, you must be fully available to complete project on schedule, meaning PTO or remote working may be limited or denied at certain times.
4. Any employee who will be late or absent for any reason is to advise the office by email, or telephone as soon as possible.
5. The long term financial health of the firm is top priority. In response to changing business/project needs and deadlines, all schedules are subject to change at the discretion of management.

**Part-time employees shall set their schedule with approval by the partners and/or office manager.*

Working Lunches

Employees are paid for required lunch meetings, i.e. Lessons Learned, team meetings, etc..
Employees are not paid for non-required meetings such as lunch and learns - these are personal time and should not be included in your weekly time sheets.

Timesheets

Each employee shall keep an accurate record of his or her time on a weekly basis using the Monograph software. Timesheets are the basic documents for the employee's pay, billings to clients, project costs and overall firm efficiencies.

The work week is from Monday to Sunday. It is the employee's responsibility to make sure his or her time is entered and submitted no later than 12am, midnight, on the Sunday of the given week. Project, phase, role and activity must be completed for each billable project worked on. Non-billable overhead time shall also be recorded and must include notes to describe and account for each specific activity. When in doubt about what to categorize a specific task, ask one of the Partners or office manager.

We will be reviewing timesheets at weekly and/or monthly management meetings and will highlight the individuals that did not make the timesheet deadline, regardless of who they are. Timesheets will also be used to assess employees and discuss efficiency and productivity during employee reviews. Note: When staff scheduling and reporting is run with missing data, it is highly compromised, and actually not useful, and it is not cost effective to re-run it multiple times in order to access full data for previous time periods.

Overtime

Time worked beyond 45 hours in a week will be recorded and taken under consideration for annual bonuses. Additional hours worked is just one of the measures used in determining the bonus level and staff should not expect an hour-for-hour bonus. For hourly employees, all overtime must be authorized in advance by the employee's project manager, studio manager or Partner in charge.

Paid Personal Time Off (PTO) / Vacation Policy

FIRM NAME believes its employees are its most important asset. To demonstrate this belief, we apply a high level of trust that all employees will do their best for our clients and keep the success of the business in mind when organizing their time. We also trust that all employees will maintain a healthy personal life so their professional lives can flourish. FIRM NAME provides an unlimited vacation program for all full-time employees. This benefit requires employees to plan their vacations in advance, in conjunction with their supervisor and/or teams, and to ensure they continue to meet company objectives, project schedules, and fulfill our commitment to clients.

Other elements of the program include:

- Schedule any known PTO, Leave Without Pay, Sick leave, etc., with approval by the partners and/or office manager.
- Any supervisor may decline a vacation request if the timing jeopardizes company objectives or project schedules.
- PTO is permitted for up to 10 consecutive business days. Any time beyond 10 consecutive days will be considered Unpaid Time off and will be reflected in compensation for that pay period
- Taking vacation of more than one week requires a request at least one month in advance
- Employees will not "accrue" vacation days under this program, therefore you will not receive compensation for unused vacation if you leave the company
- Time off due to illness or injury, or leaves of absence such as those covered under the Family and Medical Leave Act are handled separately
- If an employee's performance declines significantly due to an abuse of this policy, the company reserves the right to review the employee's use of this policy and determine if a disciplinary action, or termination, is appropriate.

- FIRM NAME withholds the right to change the PTO policy at any time for any reason.

Scheduling PTO

Employees are encouraged to request PTO as far in advance as possible so that PTO schedules can be prepared to best accommodate all considerations. Seniority will normally govern in cases where multiple requests for the same PTO time cannot be granted. Employees are reminded that there may be certain periods when PTO requests may not be granted because of business considerations or company commitments.

Leave of Absence

Employees who are unable to work due to an extended illness or hospitalization will be on leave without pay and the employee is encouraged to pursue short and/or long term disability options.

Holidays

All regular full-time staff members are eligible to take specified paid holidays each year. Holiday pay for regular, part-time employees will be prorated. You must be an employee of FIRM NAME on the day preceding a holiday and the day following a holiday to be eligible for holiday pay. If a holiday falls on a Saturday, the holiday will be observed the preceding Friday. If the holiday falls on Sunday, it will be observed the following Monday. Employees on approved, unpaid leave will not receive holiday pay for holidays that fall within their unpaid leave period. FIRM NAME recognizes the following days as paid holidays:

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

Inclement Weather

FIRM NAME will be open for business on all regularly scheduled working days. Decisions regarding closing of the office due to inclement weather will be made by the Partners. If a staff member feels it is necessary to leave early or not report to work at the expected time because of weather conditions, he or she should feel free to do so and should be guided by their concern for personal safety. Time missed will be charged as PTO unless made up later in the week.

Unpaid Leave

Employees are eligible to take up to 12 weeks of unpaid federal family/medical leave within any 12 month period and be restored to the same or equivalent position upon return provided you have worked for FIRM NAME for at least one year and worked for at least 1250 hours in the preceding 12 months. Leave entitlement is based on a 12 month rolling period measured backward from the date an employee applies for FMLA leave. Each time an employee takes leave, FIRM NAME will calculate the amount of leave available. Under the Oregon Family Leave Act, employees must be employed 180 days and worked an average of 25 hours per week.

Reasons for Leave

Employees may take FMLA/OFLA leave for any of the following reasons:

1. The birth of a child and in order to care for such child
2. The placement of a child with you for adoption or foster care and in order to care for the newly placed child
3. To care for a spouse, child, parent, parent-in-law, domestic partner, same-sex domestic partner, domestic partner's child or parent, grandparent(s) or grandchildren with a serious health condition
4. Your own serious health condition which renders you unable to perform the essential functions of your position.
5. To conduct research or pursue interests related to your work that would have some benefit to the firm and/or profession.

Leave due to the birth, adoption or foster care of a child must be completed within the 12 month period beginning on the date of birth or placement. OFLA also allows employees to stay home to care for a sick child who does not have a serious health condition but requires home care. OFLA also entitles employees who take a pregnancy disability leave and an additional 12 weeks of parental leave and an additional 12 weeks of sick child leave if needed after the 12 weeks of parental leave.

Requesting Leave/Providing Notice

If your need for family leave is foreseeable, you must give FIRM NAME at least 30 days prior written notice. If this is not possible, you must give notice as soon as practical. Also, if you are planning medical treatment you must consult with FIRM NAME regarding the dates of treatment. Where the need for leave is not foreseeable, you are expected to notify FIRM NAME within 1 to 2 business days of learning of your need for family leave, except in extraordinary circumstances.

Medical Certification

If you are requesting leave because of your own or a covered relation's serious health condition, you and the relevant health care provider must supply appropriate medical certification. When you request leave, FIRM NAME will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days of notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided, and any absence would then be unauthorized.

If you submit medical documentation to support another form of time off such as workers compensation leave, a short term disability leave or a long term disability leave and such paperwork also supports family leave, your leave will be designated as family leave which will run at the same times as these forms of paid leave.

Reporting While on Leave

If you take leave because of your own health condition or to care for a covered relation, you must contact FIRM NAME regularly as advised by FIRM NAME regarding the status of your health condition and your intention to return to work. You also must give as much notice as practical (within 2 business days if possible) if the dates of leave change or are extended or were initially unknown.

Family leave is unpaid leave, although you may be eligible for short-term disability payments, long-term disability payments and/or workers compensation benefits. If you are entitled to receive monies from these sources, your leave will be considered "paid leave" for the period during which you received pay. If your leave is unpaid, you will be required to use PTO concurrently with unpaid family leave. If you request leave any accrued paid PTO first will be substituted for unpaid family leave. Paid PTO does not reduce FMLA or OFLA weeks taken.

Benefits

During an approved family leave, FIRM NAME will maintain your health benefits. Employees on leave must be given the same benefit options as active employees. Family leave is considered a qualifying event entitling you to change benefit elections outside the open enrollment period. If you do not return to

work at the end of the leave period, you may be required to reimburse FIRM NAME for the cost of the health benefit premiums paid by FIRM NAME for maintaining coverage during your unpaid leave.

Personal Time Off and short-term disability benefits will continue to accrue during paid family leave in the same manner as active employment.

Intermittent and Reduced Schedule Leave

Leave due to a serious health condition may be taken intermittently or on a reduced leave schedule (reducing the number of usual hours per workweek or per workday) if medically necessary. If your leave is unpaid, FIRM NAME will reduce your salary based on the amount of time not worked. FIRM NAME may also temporarily transfer you to an alternative position which better accommodates your recurring leave.

Returning From Leave

The employee returning from this leave will be reinstated to the "same or equivalent position" as held prior to the leave, providing all procedures of the policy have been followed as stated. When you are returning from leave, you are asked to provide FIRM NAME with at least two weeks notice of your return date and medical certification that you are fit to return to work. Pursuant to our EEO Policy, FIRM NAME will make reasonable accommodations to allow employees with disabilities to return to work. Employees requesting accommodations will be asked to provide medical documentation supporting the request.

All provisions of FMLA/OFLA regulations regarding reemployment and maintenance of benefit programs cease at the end of the FMLA/OFLA leave or the end of the maximum 12-week period.

Being employed at another job while on FMLA or OFLA is grounds for immediate termination unless otherwise prohibited by law. Where state, local and medical leave laws offer more protection or benefits, those will apply.

Bereavement Leave

Time off with pay is granted to regular full-time employees during a period of bereavement for the death of any member of their immediate families as defined in this policy. Staff members will be paid regular earnings for a maximum of three days. Arrangements for bereavement leave should be made with a Partner. In cases in which additional time off is requested by the staff member, such time may be granted and will be charged as personal time off (PTO) or leave without pay.

Immediate family member is defined as spouse, domestic partner/child/parent, parent, grandparent, child, sister, brother, and equivalent step and in-law relationships. Requests outside of this list need to be approved by a Partner.

Personnel Files/Emergency Contact

FIRM NAME maintains a basic personnel file for each employee. Your file contains, at minimum, your resume, letters of employment offer, salary set up and change forms, performance reviews, policy manual acknowledgement, recognition statements, disciplinary actions and separation of employment forms. You are entitled to view your personnel file. Contact any Principal to arrange a time to review your file in their presence. You will not be allowed to remove your file from the office or our digital Drive.

Emergency Information

Keep your contact information up to date. Emergency contact information includes your personal phone number and phone numbers for at least one other who would be able to assist us in contacting you should an emergency arise. Emergency information, along with your home address and the name of your spouse or significant other, is maintained in the Drive.

Performance Review Process

The performance review process is intended to fulfill two crucial requirements for the firm and for the employee. FIRM NAME has a mission and we set annual business goals and long range strategic plans to ensure we carry out our mission. The review process helps each employee focus on individual critical action items necessary to the support of the overall firm's mission and business success.

Feedback

We all need feedback in order to improve, and the review process ensures we get feedback from our managers and teammates. This formal process is intended as a supplement to the ongoing discussions and communications that happen during the course of our everyday work. Managers and employees each have responsibilities in this process. Managers need to coach and mentor employees, serve as a resource, and provide opportunities. Employees must take ownership of their goals and feedback and help initiate the process.

New Employees

New employees may receive a management review during the period between their first 90 and 180 days of employment. This review will be attended by the employee's immediate manager or Partner. The purpose of the review will be to assess the employee's professional and interpersonal skills as applicable to their position.

Formal Review Process

All employees will receive formal performance feedback at least annually and more often as deemed necessary by Management. Performance feedback is a two part process consisting first of a peer review including a Stop, Start & Continue session, followed by a formal Management review.

After the Stop, Start & Continue session, the employee will meet with the Partners to review progress on current performance goals and expectations as well as establish future performance goals and expectations. This review is documented, prior to the meeting, by the employee and manager using the Skills Assessment Form. Both assessments are compared, marked for comment, and become part of the employee's permanent record. The time period to the next formal Performance Feedback will also be established at this review.

The above formal process does not preclude interim reviews and discussions as may be deemed necessary by either the employee or management. Instructions and forms for the Performance Review process are in Firm Culture > Reviews on the Drive.

Professional Development

FIRM NAME encourages employees to continue learning and to identify ways to share that learning experience with the rest of the company. The firm will support education and professional development activities such as seminars, trade shows, conferences, tuition and related travel expenses. If you are interested in a course, attending a conference or another opportunity mention it to a firm Partner. We will review the request and deem whether it is beneficial to your career development, the success of the firm, and determine how we can financially support your involvement.

All full-time employees are eligible to receive up to a \$500 annual allowance to cover professional development classes, study materials, testing and continuing education costs. Employees are required to discuss each Professional Development cost with a Partner for approval.

Professional Memberships

FIRM NAME encourages its employees to be active in the community and become members of relevant technical/professional organizations of their choice. Involvement could include activities from regular attendance at meetings to becoming the president of the organization. Benefits could range from simply keeping up with current practices to attaining the knowledge to achieve licensure or certification.

All full time employees are eligible to receive up to a \$500 annual allowance to cover professional membership costs. Employees are required to discuss each professional membership cost with a Partner for approval.

Technology Use

Use of FIRM NAME owned equipment, computers, printers, telephones, internet access, etc., is provided to FIRM NAME employees for business purposes. Personal files and media shall only be stored on employee provided external storage devices. FIRM NAME assumes no responsibility for employee personal files or media.

Employees who use this property and its contents in a manner inconsistent, or in conflict, with the values and policies of the firm may be subject to discipline up to, and including termination.

FIRM NAME reserves the right to monitor computer and telephone communications as well as e-mail transmissions and messages. Communications may be monitored at any time and employees should have no expectation of privacy while using FIRM NAME technology systems.

Employees are strictly prohibited from setting up passwords and codes on FIRM NAME equipment without first obtaining permission. All password and code changes must be disclosed to the IT manager prior to implementation. Employees are also strictly prohibited from sharing or writing down their passwords and are wholly responsible for all transactions made using their passwords.

Expense Reimbursement

FIRM NAME provides reimbursement to employees for business related expenses. Requests for reimbursement must be accompanied by receipts. Expenses must be submitted to Accounting within 30 days of the date they are incurred. Reimbursement for expenses submitted more than 30 days after the expense is incurred will be disallowed. Expenses may require approval upon review.

Project Related Expenses

The practice of staff members paying for expenses that normally would be paid directly by the client is strongly discouraged. If you choose to pay for a service (such as a permit) with your personal funds you are taking a risk that you may not be reimbursed timely or at all. FIRM NAME will not reimburse you until we have received payment from the client. FIRM NAME is not responsible to reimburse you for any interest you may incur while awaiting payment from the client. FIRM NAME will reimburse you immediately upon receipt of payment from the client.

Personal Expenses

Employees are required to reimburse FIRM NAME for expenses incurred while using any FIRM NAME equipment, supplies or services for personal use. This includes, but is not limited to office supplies, photocopies, postage and long distance phone calls. Under no circumstances may employees use FIRM NAME equipment, supplies or services in conducting any outside employment or business activity. Personal expenses must be reimbursed to FIRM NAME within 30 days of when they were incurred and can be paid by cash, check or online payment.

Reimbursement Forms and Receipts

Receipts and expense details are required for all reimbursements and must detail the project names, numbers, persons, events, types of expense, dates and any other pertinent information. Foreign currency exchanges should be listed as the US dollar value in the amount column and the foreign dollar amount on the description line. Foreign currency receipts should also indicate US dollar amount.

Auto Use for Business

You may have occasional need to drive on company business to attend a meeting, visit a jobsite, etc. In all cases, FIRM NAME is not responsible for any violations you may incur while on company business. Employees must observe all laws including use of seat belts and you must employ reasonable and safe driving standards. If you are behind the wheel, focus on driving - use of cell phones or any other activity which distracts from safe driving is prohibited. Personal belongings and other personal property are not insured. Therefore, do not leave items of this nature in the car, unattended, at any time.

Use of Personal Autos for Business

We want employees to use public transportation and/or car sharing (Car2Go, ReachNow, Lyft, Uber, Zipcar, etc) or other forms of transportation (bikes, walk, bikeshare, scooters, etc.) for business uses. However, in the event of using a personal vehicle, FIRM NAME will reimburse employees to use their own cars for firm business. Qualifying mileage, other than for normal commuting, will be reimbursed at the current IRS allowable limit. In addition, reimbursement will be made for toll and parking charges attributable to company business.

The reimbursement outlined above represents full payment for the use of a privately owned vehicle. No additional payment will be made if there are traffic violations or damages to an employee's vehicle caused by collision, accident, or wear and tear. To avoid misunderstanding, note that if you choose to use your personal vehicle for company business you should be certain that your personal auto insurance carrier is aware that you may occasionally use your vehicle for business purposes. A personal vehicle not covered by liability insurance will not be used by an employee on company business. You are required by law to carry liability insurance on your vehicle.

In case of a vehicular accident causing bodily injury or property damage, the owner of the car has the primary responsibility, and the owner or their insurance carrier must respond to any legal action, even if the personal vehicle was being used for FIRM NAME business at the time of the accident. The firm's Automobile Liability Insurance protects only the firm and does not cover the personal liability of the employee.

Use of Rental Cars for Business

If your situation arises where a rental car is needed to conduct FIRM NAME related business, employees must get approval prior to renting the vehicle. Further, the rental guidelines are:

- Rent the most fuel efficient vehicle available and appropriate to the need.
- Do not rent luxury or premium automobiles. The value of the rental vehicle should not exceed \$50,000.
- The rental period must not exceed 30 days. Use of either your personal credit card or a FIRM NAME credit card is acceptable.
- Fill the fuel tank before returning the car to the rental agency.
- The collision damage waiver, personal accident insurance and supplemental liability protection should be declined for rentals in the U.S., Puerto Rico and Canada. For business rentals in other countries, purchase the insurance offered by the rental company.

Use of Carshare for Business

FIRM NAME has a company Car2go account. We will add full-time employees to our company account and if you are driving on company business you may login to the car using the FIRM NAME account. The cost of that rental will be automatically billed to FIRM NAME. Update the business manager, bookkeeper, and/or one of the Partners upon using the company account and identify what project it was for.

Traffic Violations/Parking Tickets

Employees are to notify FIRM NAME management of any traffic violations incurred while using vehicles rented under FIRM NAME. Employees are personally responsible for paying any fines incurred while driving company rented vehicles.

Confidentiality/Proprietary Information

It is the policy of FIRM NAME to ensure that the operations, activities and business affairs of our firm and our clients are kept confidential to the greatest extent possible. During employment, employees acquire confidential or proprietary information about our firm and our clients. Such information is to be handled in strict confidence and not to be discussed with outsiders. Employees are also responsible for the internal security of that information. Information of a confidential nature is not to be discussed inside or outside the firm, except during the normal course of business operations, and then only with the utmost discretion.

Data, plans and specifications, reports and worksheets are not to be removed from the firm's offices or to be shown or released to anyone without proper approval from the Project Manager or a Partner.

Information relating to clients, promotional plans, financial data, projected goals, and business plans is critical to the firm's success. Such matters should not be discussed outside the firm except by those individuals who are specifically authorized to do so.

Responses to inquiries about projects or potential projects from the press, contractors, other professionals, or the public should not be given other than by those individuals specifically authorized to do so. If unsure as to whom to address inquiries, refer the inquiry to the Project Manager or a Partner. Employees violating this policy are subject to disciplinary action, up to and including termination.

Smoke Free Policy

It is the policy of FIRM NAME to provide smoke-free areas for employees and visitors to the maximum extent possible. FIRM NAME does not permit smoking inside any workplace locations, including all temporary and permanent offices, all client, consultant and other job related locations. FIRM NAME also prohibits smoking within 25 feet of the perimeter of the FIRM NAME office and requests that those who do smoke give themselves time to "air-out" before returning to the office.

Substance Abuse

FIRM NAME is committed to maintaining a drug and alcohol free workplace. We have an obligation to provide and maintain a safe, healthful and productive work environment for our employees and a responsibility to our clients. The use, possession, manufacturing and/or distribution of illegal drugs or controlled substances or the use of alcohol to the extent that it may impair the business judgment, personal safety, work performance or the safety of others, are strictly forbidden in the work environment.

It is a violation of this policy to consume, or be under the influence of alcohol at the workplace or while conducting or perceived to be conducting official FIRM NAME business, unless specifically sanctioned by a company sponsored event. Any person believed to be impaired under the influence of drugs, narcotics

or alcohol will be required to leave the working premises. The employee may be subject to disciplinary action, up to and including termination.

Drugs prescribed by a physician or dentist should be used according to instructions for the purpose for which they were prescribed. If a prescription drug causes adverse side effects that might affect performance or safety (e.g., drowsiness or impaired reflexes or reaction time), the employee should inform his or her manager that such medication is being taken on the advice of a physician or dentist.

Staff members who are experiencing work-related or performance issues from drug, narcotic or alcohol use or dependency may request, or be required to seek, counseling and/or rehabilitation treatment. As a condition of employment, staff members agree to abide by this policy. Failure to comply will result in disciplinary action, up to and including termination.

Should an employee be charged with, or convicted of, a violation of any criminal drug statute that occurs in the workplace, he or she will notify the Human Resources Department of the charge or conviction no later than five (5) days after such charge or conviction. Within thirty (30) days of receiving notice of charge or conviction, the employee may be subject to disciplinary action, up to and including termination.

There may be occasions, classified by the firm, as social gatherings or special events that are removed from the usual work setting, at which it is permissible to consume alcohol in moderation with firm approval on firm property or while at a firm function such as picnics, holiday parties, staff celebrations, etc.

Firearms/Weapons

FIRM NAME is a weapons free workplace. To this end, the possession or use of firearms and weapons is strictly prohibited in any place of FIRM NAME business or any FIRM NAME sponsored event. Consider an item to be a weapon if it is manufactured with the intent to cause bodily harm.

Moonlighting

Moonlighting is not encouraged because of the potential for conflict of interest, unfavorable reflection on the firm and interference with the employee's daily workload at the firm. However, since the employee's time spent outside the office is a matter of personal discretion and cannot be mandated by the firm, we do have a list of rules for employees to follow in making any outside professional commitment. Violation of These Rules or the Ethical Standards of the Firm or the Architectural Profession is Strictly Prohibited.

1. A letter from the FIRM NAME employee must be written to the client informing them that the work being done is entirely independent of FIRM NAME. The letter will state that the employee and the client indemnify and hold harmless FIRM NAME against any and all claims arising out of the performance of professional services by the employee. This letter must be signed by the client and given to an officer of the firm for approval; and
2. All outside employment or business activities shall be done outside of the FIRM NAME office and shall not encroach on time which should be devoted to performing FIRM NAME duties. Using FIRM NAME equipment, supplies, or facilities for any outside employment or business activity is not permitted; and
3. Outside employment or business activities shall not adversely affect the employee's work performance or ability to work overtime at FIRM NAME or FIRM NAME reputation or standing in the community; and
4. The employee may not compete against the firm for projects in which the firm has expressed an interest; and
5. Outside professional services must not be performed for other architectural, interior design, or construction management firms; and

6. No outside employment or business activities should compete with FIRM NAME services or imply sponsorship or support of FIRM NAME. The professional liability insurance carried by the firm does not cover any independent outside services performed by any staff member.

We would rather you just bring the project to the firm and work on it as part of your duties for FIRM NAME, while contributing to the financial success of the firm. Projects brought into FIRM NAME by an employee will be considered when raises and bonuses are assessed.

Political Activities

FIRM NAME encourages employees to take an active interest in the political process. Employees who participate in politics do so independently and not as a representative of FIRM NAME. Posting or placement of political signs, brochures or other partisan propaganda on FIRM NAME premises is prohibited. All political activities must be performed on the employee's personal time and may not interfere with an employee's duties on the job.

Personal Property

FIRM NAME is not responsible for any loss or damage to an employee's personal property at any FIRM NAME place of business. Personal property on display is subject to the same standards expressed in other FIRM NAME policies. Nothing that could be considered sexually suggestive, offensive, or demeaning to any race, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other protected class will be allowed.

Phone Use

FIRM NAME understands that employees have obligations outside of work and that phones are an essential item and therefore employees will need to use their cell phones from time to time. However, it is necessary to be considerate of others in that usage. A ringing phone that is set to something distracting could disturb others. Phone ringers should be set to a low volume, set to vibrate, or shut off - especially when the employee is away from their desk. Additionally, employees need to avoid ringtones that are crude, vulgar, or could be construed as harassment or discriminatory behavior.

FIRM NAME employees are forbidden from using a hand held cell phone for any personal or business reason while operating a motor vehicle on FIRM NAME business. This also extends to employees use of a cell phone for work purposes while operating a personal vehicle.

Base Salary

FIRM NAME seeks to attract and retain the best qualified employees. Our compensation policy is designed to ensure that all employees are paid wages and benefits that are equitable within the company and competitive with the rates paid for similar work in the marketplace.

FIRM NAME has established salary ranges based on the salaries paid by other employers for similar work in the geographic area. The basis of information for competitive salaries may include, but is not limited to, independently published salary surveys from sources such as Dietrich or the AIA.

In determining an employee's starting salary or adjustments for annual reviews or promotions, consideration is given to the individual's experience, level of responsibility, job performance, initiative, internal equity, the external marketplace and other factors. Final authorization for all initial salary offers and interim salary changes rests with the Partners. FIRM NAME reserves the right to modify, at any time and for any reason, an employee's compensation.

Pay Periods

Paychecks are issued monthly, at the beginning of the month for work performed the prior month. For your convenience, direct deposit of your paycheck to your bank account(s) is available. If you have direct deposit, your check will be deposited into your bank account and your earnings statement will be available online. If a payday falls on a holiday, the paycheck will be issued on the preceding business day. In emergencies and special situations, pay advances may be approved. All pay advances are deducted from the month-end check for that pay period.

Commute Benefits

FIRM NAME's commute benefit is intended to provide employees with a monetary incentive to get to and from work by means other than driving a Single Occupancy Vehicle (SOV). To this end, FIRM NAME provides each employee with a Trimet Hop Card that will be paid for by the company. Other transit options such as bike share or car share memberships may be available on a case-by-case basis.

Jury and Witness Duty

FIRM NAME accepts the need of employees to meet their civic responsibility by serving on a jury or appearing as a witness in a court proceeding if summoned. Time off will be granted to employees who provide appropriate documentation showing subpoena to serve as a juror or a witness. Time off will cover the initial subpoena and any involuntary extension of it.

Employees who are subpoenaed are expected to promptly notify their supervisor so that work coverage during their absence can be arranged. In cases where extreme business necessity exists, the firm may ask that you request to be excused from serving.

An employee will receive regular compensation for up to 80 hours when he or she is absent from a regularly scheduled work day to appear in court as a witness or as a juror. The employee must sign over to the firm any compensation received for witness or jury service.

Group insurance benefits will continue for the entire period that a staff member is expected to serve on jury duty. Other benefits will not accrue to the employee for duty beyond 10 days.

Insurance Benefits

FIRM NAME offers health and dental insurance benefits for its full time employees who are not covered by another policy. Qualifying employees are eligible on the first day of the month after 90 days of employment. FIRM NAME will cover the cost of the premium for the employee only. Employees are welcome to add a spouse, domestic partner and/or child(ren) and are responsible for the additional premium. This amount will be taken out of the employee's paycheck each month of coverage on a pre-tax basis. You must have a qualified life event to add any family members to the plan after you have enrolled, unless it is during open enrollment (November 1 - December 15).

SIMPLE IRA Plan

FIRM NAME has a SIMPLE IRA plan through Charles Schwab. Each monthly paycheck, regardless of your contributions, we contribute into this IRA the equivalent of 2% of your gross monthly wages.

Charitable Contributions and/or Volunteer Work

FIRM NAME encourages all employees to play an active role in the support of our surrounding community and shared charitable causes such as:

- Firm wide fundraisers for common or community causes and non-profit organizations
- Individually supported charitable causes
- Pro-bono design work
- Volunteer activities

Requests for such contributions must be proposed to and approved by the Partners. To request fund contributions for either firm wide or individually supported causes, present a summary of the charity to benefit as well as the amount requested and why. To request compensation for FIRM NAME organized volunteer time, present a summary of the charity to benefit as well as an estimate of the hours requested for compensation and why.

Termination of Employment

Voluntary Termination

Some staff members will choose to leave the firm voluntarily. Voluntary terminations include resignations and retirement. Employees voluntarily resigning are requested to do so in writing at least two weeks in advance of their termination date. Two week notice is requested, in order to give management adequate time to find a replacement, so that service to our clients will not be affected.

Involuntary Termination

Involuntary terminations are those initiated by FIRM NAME and include but are not limited to, an employee's absence from work for three consecutive work days without notifying management, an employee's failure to return from an approved leave of absence at the expiration of the leave, or a reduction or lack of billable work. All FIRM NAME employees serve at the request of FIRM NAME and may be terminated at any time, for any lawful reason, without cause or notice. While employees generally are given an opportunity to correct problems before termination, FIRM NAME reserves the right to determine appropriate disciplinary action based on the employee's conduct, past record, length of service, the surrounding circumstances and the business concerns of the firm. In situations where a decision to terminate an employee has been made, FIRM NAME will attempt to make every reasonable effort to ensure that the termination is carried out in a manner protective of the dignity of the individual being discharged.

Return of FIRM NAME Property

FIRM NAME provides employees with various equipment necessary for carrying out the business of the firm. Some equipment, like keys or laptop computers, are given to every employee, while other equipment, like cameras and laptop computers, are shared among all the staff and checked out for short periods of time by those employees using them. Employees are responsible for returning all FIRM NAME property (including keys, credit cards, computers, equipment, etc.) prior to their last day of employment.

Final Paycheck

Employees who terminate their employment with FIRM NAME, either voluntarily or involuntarily, will receive their final paycheck on the following regularly scheduled pay period.

Employee Portfolio

It is FIRM NAME's practice to allow terminated employees to gather images which they deem to be useful in their portfolio. Arrangements need to be made with the Partners to compile the images needed and

which FIRM NAME deems appropriate. Depending on the scope and type of materials required, the employee may be required to pay for the cost.

Benefits Conversion

Information about continued health coverage (COBRA) will be provided to terminating employees. Employees will normally be eligible to continue their health coverage for themselves and their covered dependents for a period of 18 months, (36 months under special circumstances), at group rates. FIRM NAME will continue to pay the employee's premium through the end of the month in which the employee separated. Thereafter, future monthly premiums must be paid by the employee if continued health coverage is desired. Employees have 60 days from the date they would lose coverage to inform FIRM NAME that they want continued health coverage.

Payment for continued health coverage should be made out in full to FIRM NAME. It is due in FIRM NAME's office by the first of each month (for the subsequent month's premium). FIRM NAME will in turn make payment for the coverage to the insurance company. At the end of the specified continuation period, separated employees will be allowed to enroll in an individual conversion plan provided under the insurance company.

SIMPLE IRA benefits will be distributed in accordance with plan provisions and government regulations.

Exit Interview

Employees who are leaving FIRM NAME, may participate in an exit interview in order to go over any final paperwork and provide an opportunity for FIRM NAME and/or the employee to receive feedback.

Acknowledgment

I hereby acknowledge that I have received this employee handbook. I also acknowledge that FIRM NAME reserves the right to modify, amend or withdraw any or all provisions in this handbook. Such action becomes effective when a copy of such modification is distributed to me. I understand that a copy of this acknowledgment form will be placed in my employee file.

I also understand and acknowledge that employment is "at-will", and both FIRM NAME and I have the right to terminate my employment at any time for any lawful reason, with or without cause or notice. I further acknowledge that my employment-at-will status can only be altered by a written employment agreement between FIRM NAME and me, which must be signed by a partner.

Signature

Date