

NATICK GREEN CONDOMINIUM TRUST EMPLOYEE MANUAL



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AT WILL EMPLOYMENT

This document has been developed by the Natick Green Condominium Trust (the "Trust") in order to familiarize employees with Natick Green and provide information about working conditions, key policies, procedures and benefits affecting employment at Natick Green Condominium.

This handbook is not intended to be an employment contract. Additionally, it is not a guarantee of, or any right to, any specific condition, benefit, or term of employment, nor do the contents of this manual confer any express or implied promises to employees. **As is the case with all employees in Massachusetts, your employment with the Trust is at-will.** This means that you have no contract of employment of definite term of employment with the Trust, and either you or the Trust is free to terminate your employment relationship at any time with or without cause or notice, unless expressly prohibited by law. Any statement to the contrary by anyone at or on behalf of the Trust to you is invalid and should not be relied upon by you for any reason, unless that statement is in writing and signed by both the employee and the Board of Trustees of the Trust.

WELCOME!

Natick Green Condominium is made up of 318 condominium Units, a clubhouse and laundry facilities on over 33 acres in Natick, Massachusetts. The Condominium is managed through the Natick Green Condominium Trust with an elected Board of Trustees.

The *Natick Green Condominium Master Deed* and the *Natick Green Condominium Declaration of Trust* govern the organization and operation of the Trust in conjunction with Chapter 183A of the Massachusetts General Laws. The *Natick Green Rules and Regulations* govern the conduct of Natick Green Unit Owners, Residents and Guests.

The Trustees, among other duties, have the responsibility to manage, maintain, repair and restore the property for the benefit of all Unit Owners. It is our objective to provide a clean, safe, efficient and pleasant living environment to the residents of the Natick Green Condominium.

This booklet has been prepared to help you understand the responsibilities and benefits of being an employee of Natick Green Condominium Trust. Please read it carefully and save it with your other important records. You are responsible for knowing the rules governing your employment. If you have any questions about the content of this handbook, please direct your inquiries to the Board of Trustees. Natick Green Condominium Trust reserves the right to change its employment guidelines from time to time. Every effort will be made to inform you of changes in a timely manner when they occur.

Welcome to the Natick Green Condominium!

DEFINITIONS

When used in this document, the following definitions will apply:

- The Trust - Natick Green Condominium Trust and its Board of Trustees
- Full-time Employee – An employee who is regularly scheduled to work and works at least 32 hours per week
- Part-time Employee – An employee who is regularly scheduled to work and works less than 32 hours per week
- Seasonal Employee – An employee who works on a full-time basis or on a part-time basis but whose annual employment is 6 months or less and for which the period of employment begins each calendar year in approximately the same part of the year, such as summer or winter.
- Probationary Employee—An employee who works full or part time and is in his/her first 90 days of employment
- You – Any full-time, part-time, temporary or seasonal employee

EQUAL EMPLOYMENT OPPORTUNITY

The Trust is an equal opportunity employer. We are committed to ensuring equal employment opportunities to all qualified persons without regard to race, ancestry, color, religious creed, gender, age, sexual orientation, genetic information, service in the military, disability, national origin, gender identity, or any other characteristic protected by state or federal law.

We expect all individuals to treat each other with dignity and respect. We are committed to maintaining an environment in which employees and visitors are not subject to discriminatory treatment because of legally protected characteristics. The Trust will not accept or tolerate any discriminatory treatment of or among employees, customers, or suppliers based upon race, ancestry, color, religious creed, gender, age, sexual orientation, genetic information, service in the military, disability, national origin, gender identity, or any other characteristic protected by state or federal law.

The Trust is also committed to making reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. If you have a disability for which reasonable accommodation is needed, contact your supervisor to discuss possible solutions.

ANTI-HARASSMENT POLICY

I. PROVISIONS

The Trust declares and affirms to its employees and to the public that it is firmly committed to maintaining a working environment free from all forms

of discrimination, intimidation, or harassment, including harassment based on race, age, color, religious creed, national origin, sex, sexual orientation, disability, genetic information, ancestry, military status, gender identity, or any other characteristic protected by state or federal law. Sexual harassment is also unlawful and prohibited.

II. POLICY

Harassment that is prohibited under this policy includes derogatory statements or other offensive treatment, whether physical, verbal, written, or otherwise, that is based on or because of an individual's membership in any of the above protected classes and that is severe and pervasive enough to alter the terms and conditions of an employee's workplace.

Jokes, slurs, personal insults, name calling, intimidation, harassment or any other inappropriate conduct which tends to degrade or embarrass a fellow employee or group of employees cannot and will not be tolerated, regardless of how well-meaning they may be.

"Sexual harassment" is specifically defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- A. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions;
- B. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

Examples of sexual harassment can include but are not limited to: asking for sexual favors in exchange for work benefits; the posting of sexually graphic materials; jokes; stories; comments or innuendoes of a sexual nature; making sexual gestures or expressions; unwanted touching of a person's clothing or hair; whistling or "cat calls"; staring at someone; or blocking a person's path.

III. RESPONSIBILITY

It is the responsibility of any employee who is subjected to harassment of any type, or who witnesses a case of harassment to report any such incident directly to his/her supervisor. If the employee feels uncomfortable reporting to his/her supervisor, then the employee may report to any Board Member of the Board of Trustees.

An investigation of the alleged harassment will be conducted immediately and, if warranted, appropriate corrective action will be taken against the perpetrator up to and including discharge. However, no disciplinary action will be taken without a thorough investigation of the facts, which shall include gathering of statements from all parties and witnesses involved in the matter. Any investigation will be conducted in such a way to maintain confidentiality to the extent practicable under the circumstances.

IV. REPRISAL OR RETALIATION

There will be no reprisal or retaliation against anyone who reports such an incident as it is unlawful to retaliate against anyone for filing a complaint or for cooperating in an investigation of a harassment complaint or specifically a sexual harassment complaint.

V. ADDITIONAL ACTION

We hope there will be no need to file a formal complaint. However, if you feel it is necessary, you can contact the agencies empowered to enforce these laws. Both agencies have a time limit within which complaints must be filed: EEOC: 300 days; MCAD: 300 days.

Massachusetts Commission Against Discrimination
One Ashburton Place, 6th Floor, Boston, MA
02108 Tel: (617) 994-6000

Equal Employment Opportunity Commission
475 Government Center, Boston, MA 02203
Tel: (800) 669-4000

Please note that while this policy sets forth our goals of promoting a workplace that is free of unlawful harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual or other prohibited harassment.

IMMIGRATION LAW COMPLIANCE

All offers of employment are contingent on verification of the candidate's right to work in the United States. On the first day of work, every new employee will be asked to provide original documents verifying his or her right to work and as required by federal law, to complete the federal Form I-9, Employment Eligibility Verification Form.

EMPLOYEE BACKGROUND CHECK

Prior to making an offer of employment, the Trust may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks and education confirmation.

CRIMINAL RECORDS

When appropriate, a criminal record check is performed to protect the Trust's interest and that of its employees and clients.

YOUR WORK

It is the aim of Natick Green Condominium Trust to build and maintain a high quality organization with well-qualified employees and excellent working conditions based on an atmosphere of friendliness and cooperation. This cannot be done without well-informed, intelligent and hardworking employees. For these reasons, we take great care in the selection of our employees.

Every employee will be assigned to a particular position; however, due to the nature of our business, job duties may not be consistent from day to day. Illness, absence, vacations, Unit ownership changes and weather conditions may make your job duties vary from time to time. Your flexibility in adjusting to these changes is necessary in order for Natick Green Condominium Trust to operate efficiently.

ANNIVERSARY DATE

The first day an employee reports to work is his or her official anniversary date. This anniversary date is used to compute benefits, including but not limited to accrued vacation time, and health benefits.

PROBATIONARY PERIOD

You, as a newly hired employee, must successfully complete a 90-day probationary period. This 90-day period is used to evaluate your progress in such areas as attendance, punctuality, organization, attitude and overall quality of work. The Trust will evaluate you during this period and will make a determination by the end of this period whether to continue your employment, continue your probationary period or to terminate your employment. You have been hired pending an acceptable Criminal Offender Record Information (CORI) report. An unacceptable report shall be grounds for immediate dismissal.

ATTENDANCE

Natick Green Condominium Trust expects you to be at your job on time each day. The success of Natick Green Condominium Trust and your personal professional success depend on timeliness. If, for any reason you cannot report for work on time, or if you are ill and will be absent from work, telephone your supervisor (or Board representative for management) as far in advance of your starting time as possible and/or as soon as practicable. Failure to report for work without prior notice may result in disciplinary action up to and including termination.

TIME CLOCK

All Employees who have been instructed to do so, are required to use time cards and punch the time clock. The time clock is located in the Natick Green Office. Under no circumstances is any employee allowed to punch in or out for any other employee.

Supervisors may make written notes on the time card to indicate any anomalies, such as a mis-punch, sick day or a missed clock out. Time cards are viewed and approved for payment by the employee's immediate supervisor.

OVERTIME

Full-time hourly, temporary and seasonal employees are paid overtime at the rate of time and one half of their regular hourly rate for all hours worked in excess of 40 hours per workweek. Up to 40 hours is paid at straight time.

All overtime must be authorized by department heads. This overtime is normally required for those tasks necessary to provide proper site coverage for such things as snow removal, Unit make ready, or emergencies.

REQUESTING TIME OFF OR LEAVING EARLY

If you need to request time off, wish to go out during business hours, or if you find it necessary to leave early, it will be necessary for you to get prior approval from your supervisor, (management must get prior approval from their Board representative, if available). In all cases, you will be required to punch out upon departure and to punch in upon your return that day, if any.

MEAL AND BREAK PERIODS

Any Employee working more than six hours in a calendar day, may take at least one-half hour (unpaid) meal break. Management office employees should stagger the lunch break to maintain continuous telephone coverage for the office. All other employees will have the lunch break scheduled by a supervisor to accommodate the workflow.

HOLIDAYS

The Natick Green Condominium Trust Holiday Schedule and dates are published at the beginning of each fiscal year. If you are a full-time employee or part-time employee you will be paid for all listed holidays. If you are a full-time employee or a part-time employee entitled to holiday pay and you work on a scheduled holiday, you will be paid time and one half for hours worked.

Seasonal and Probationary employees are not entitled to holiday pay.

VACATIONS

All full-time employees earn vacation time off according to the following schedule:

0-5 years	.833 days per month	(Maximum 10 days per year)
5-10 years	1.250 days per month	(Maximum 15 days per year)
10 or more years	1.667 days per month	(Maximum 20 days per year)

Employees during a probationary period will not earn vacation time until they have successfully completed the probationary period. If the probationary period is successfully completed and employment will continue, credit for probationary time will be given according to the above schedule.

If you are a full-time employee and you began on or before the fifteenth of the month, you will be given vacation accrual credit for the entire month. If you began work after the fifteenth of the month, your vacation accrual will not begin until the first of the following month.

VACATION APPROVAL AND SCHEDULING

All vacation time must be requested in writing and approved by your immediate supervisor or the Board of Trustees, and in the case of management, must requested at least two weeks in advance of the vacation. No more than one week of vacation may be taken at one time. Every effort will be made to grant the time requested, provided the operations of Natick Green Condominium Trust will not be disrupted. In the event of conflicting requests between two employees, preference will be given to the employee whose request is dated first, provided the employee is in good standing with respect to job performance.

EARNED SICK LEAVE

All full time and part time employees of the Trust are eligible for forty (40) hours of paid sick leave. Eligible employees will be granted a lump sum of forty (40) hours at the beginning of the calendar year and may begin using accrued leave after they have been employed for 90 days. For purposes of sick leave, the benefit year begins on January 1 and ends on December 31. Sick leave is paid at the employee's current regular pay rate, on the same schedule as regular wages are paid, and does not include overtime, holiday pay, or any other premiums.

An employee may use sick leave to:

1. Care for the employee's child, spouse, parent, or spouse's parent who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
2. Care for the employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
3. Attend the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or spouse's parent;
4. Address the psychological, physical or legal effects of domestic violence; or
5. Travel to and from an appointment, pharmacy, or other location related to the purpose for which the sick leave was taken.

Employees may use earned sick leave in hourly increments. Any sick leave taken will run concurrently with time off provided under other state and federal laws that allow employees to take leave for the purposes listed above. Employees must give the Trust notice of any use of sick leave. For pre-scheduled or foreseeable absences, employees must give notice seven days in advance. If the need for sick time is unforeseeable, employees must report this need as soon as is practicable by telephone call or email to the employee's manager or supervisor.

If an employee is unable to provide notice personally, the employee's spouse, adult family member, or other responsible representative may provide notice. For multi-day absences from work, employees must notify the Trust of the expected duration of the leave or, if unknown, provide notice on a daily basis. Sick leave will not excuse lateness for work unless used for an allowable purpose listed above.

The Trust will never request documentation to explain the nature of an illness or the details of any domestic violence for which an employee has taken leave under this provision. If an employee receives such a request from a manager or supervisor, the employee should not respond to the request and should report it to President of the Board. The Trust may, however, require employees to submit written verification that they have used earned sick time for allowable purposes. When an employee's use of earned sick time results in an absence of more than 24 consecutive work hours (or three consecutive work days), the Trust may also require a written certification from the employee's health care provider that he or she used sick time for an allowable purpose. In addition, the Trust may require certification from a health care provider for sick leave taken within two weeks of an

employee's scheduled termination date or after four unforeseeable and undocumented absences within a three-month period.

If an employee is absent for more than 24 consecutive work hours for reasons related to domestic violence, the Trust may request documentation concerning the need for earned sick time. In such cases, the employee may provide:

- A restraining order issued by a court;
- A police record documenting the abuse;
- Documentation that the perpetrator of the abuse has been convicted of assault, batter, rape or another "crime against the person" under Massachusetts law, where the victim was a family or household member;
- Medical documentation of the abuse;
- A statement provided by a counselor, social worker, health worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abuse; or
- A signed written statement from the individual attesting to the abuse.

The Trust will not disclose any evidence of domestic violence without the consent of the employee.

If the Trust requires certification or documentation concerning the use of earned sick leave, the employee must provide it within seven days of the sick leave for which such certification or documentation is required. The Trust may also delay or deny the future use of an equivalent amount of earned sick time until such certification or documentation is provided.

Any employee who misuses earned sick leave by taking it for a purpose that is not consistent with the allowable purposes listed above will be subject to discipline up to and including termination. The Trust will not base any adverse employment action, including denying use of earned sick leave, on an employee's lawful use of sick leave.

Because sick leave is granted to eligible employees in a lump-sum at the beginning of the calendar year, no carry over of sick time is allowed. No payment will be made for earned, unused sick leave upon separation from employment.

PERSONAL DAYS

The Trust offers the benefit of three personal days to all full-time employees, which starts after one year of service from the date of hire. Personal days cannot

be accumulated. Any unused time will be forfeited at the end of the calendar year.

PAID FAMILY AND MEDICAL LEAVE

I. Explanation of Benefits

Leave Allotments. Under the PFML Law, you may be entitled to up to:

- 12 weeks of paid family leave in a benefit year for the birth, adoption, or foster care placement of a child; to care for a family member with a serious health condition; or because of a qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call to active duty in the Armed Forces;
- 20 weeks of paid medical leave in a benefit year if they have a serious health condition that incapacitates them from work;
- 26 weeks of paid family leave in a benefit year to care for a family member who is a covered service member undergoing medical treatment or otherwise addressing consequences of a serious health condition relating to the family member's military service;
- 26 total weeks, in the aggregate, of paid family and medical leave in a single benefit year.

A "benefit year" is the 12 months preceding the Sunday immediately before your leave begins.

Other Leaves. Any leave you take – paid or unpaid – for the same qualifying reasons listed above will count towards your amount of leave for that benefit year. However, no leave taken before January 1, 2021 will count towards your available leave. Similarly, leave to care for a family member with a serious health condition that was taken before July 1, 2021, also will not count towards your family leave allotment.

Eligibility. You will be eligible for leave and wage-replacement benefits if you meet the earnings test. You must have earned at least \$5,700 in wages in Massachusetts in the four completed quarters before you apply for benefits. In the same time period, you also must have earned at least 30 times your maximum potential benefit amount. (This is the amount calculated in the "Wage Replacement Payments" section below.)

Wage Replacement Payments. When you take leave for any of the reasons described above, you will be eligible to apply to the Department of Paid Family and Medical Leave. These benefits will be a proportion of your average weekly earnings. Your maximum potential benefit amount will be as follows:

- 80% of earnings up to 50% of the State Average Weekly Wage
- 50% of earnings above the State Average Weekly Wage

- In no event more than a maximum amount. For 2022, this maximum benefit amount is \$1,084.31. This amount will be adjusted annually based on increases in the State Average Weekly Wage.

Private plans may choose to provide higher benefits but may not provide lower amounts than what the Department would pay.

Concurrent Benefits Payments. If you receive benefits from other sources while you are also receiving benefits from the Department, the benefits you receive from the Department may be reduced. Certain types of other benefits will cause a one-for-one reduction in benefits you receive from the Department. This means that for each dollar you receive from these benefits, your benefit from the Department will decrease by a dollar. Benefits that will have this effect include:

- Workers' Compensation
- Unemployment Insurance
- Permanent Disability Policies or Programs
- Extended Illness Leave Bank Leave

Other forms of benefits will not reduce the benefits you receive from the Department unless you are receiving more than your average weekly wage in total benefits. Benefits that will have this effect include:

- Temporary Disability Policies or Programs (including both Short-Term Disability and Long-Term Disability)
- Employer-run Family and/or Medical Leave Policies or Programs

WARNING: TAKING PAID TIME OFF AND PFML. Paid Time Off (PTO) includes sick time, vacation days, or personal days (or any other similar form of paid time off not listed in the section above that you earn over time or at a specific time, like at the start of every calendar year). You can *only* take PTO while on paid family and medical leave in specific situations:

1. During your waiting week, when no benefits are paid;
2. In a single, continuous block of time immediately after your waiting week;
3. After you take PFML leave.

If you take PTO at any other point while you receive PFML benefits, your benefits will be cancelled.

II. Employee Rights and Protections

Job Protection. Generally, if you take family or medical leave, once you return to work, you will be restored to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority as of the date you started your leave. This may not apply if your position was eliminated due to economic reasons unrelated to your use of leave.

Continuation of Health Insurance. The Trust will continue to provide for and contribute to your employment-related health insurance benefits, if any, at the level and under the conditions coverage would have been provided if you had continued working for the duration of such leave. The Trust may require you to continue to pay your portion of your health insurance premium on the same terms and conditions as before your leave.

No Retaliation. It is unlawful for any employer to discriminate or retaliate against you for exercising any right to which you are entitled under the paid family and medical leave law. An employee or former employee who is retaliated against for exercising rights under the law may, not more than three years after the violation occurs, institute a civil action in the superior court.

PARENTAL LEAVE

The Trust provides all eligible employees who have finished their probationary period, with eight (8) weeks of unpaid leave for the purpose of giving birth or for the placement of a child under the age of eighteen 18 (or under the age of 23 if the child is mentally or physically disabled) for adoption. Both women and men are eligible.

You must provide at least two (2) weeks' notice of the anticipated departure date and state your intention to return. You may provide notice as soon as practicable if the delay is for reasons beyond your control.

MILITARY TRAINING AND MILITARY LEAVE OF ABSENCE

The Trust agrees to provide up to seventeen days of military leave time for training or duty if you are a member of the Reserve or National Guard. You may choose to use any available Vacation or Personal Time for this purpose.

If you are called to Active Duty with the armed forces of the United States, your right to return to your position and any rights to benefits will be governed by Federal Law. You may contact the United States Department of Labor, Veterans Re-employment Department at (617) 565-2080 for detailed information regarding any rights you may have under USERRA 1994, the Veterans Re-employment Act.

For all military leave you must provide Natick Green Condominium Trust or your supervisor with a copy of your orders.

JURY DUTY

If you are required to serve as a juror, you will be paid your regular pay less any jury fees received. You must be prepared to submit evidence of the amount of jury fees received. You must submit notice of jury duty as soon as you receive such notice.

FUNERAL LEAVE

Reasonable time off with pay will be granted to you as a result of a death in your family. You may be granted up to three days for the funeral of an immediate family member. An immediate family member means: your spouse, a child of you and/or your spouse, a parent of you or your spouse, a grandparent, brother, sister or household member. Any decision to grant additional or other funeral leave will be made at the discretion of the department supervisor with the approval of the Board of Trustees.

JOB PERFORMANCE

PERFORMANCE EVALUATIONS

The success and continued prosperity of Natick Green Condominium depends on you performing your job courteously, efficiently, correctly and promptly. Each job is important to Natick Green Condominium Trust. For this reason, Natick Green Condominium Trust places great emphasis on job performance.

Employees who have completed their probationary period, will receive a performance review by their immediate supervisor or manager near the end of November.

Pay increases are determined by the merits of each particular case with consideration given to your general abilities, the manner in which you have executed your particular duties and the degree of responsibility connected with your particular job. Careful review is made of your attitudes towards your work, your cooperation, your record of punctuality and absence, your neatness in appearance and dress, and the recommendation of your immediate supervisor.

DISCIPLINE AND TERMINATION

PROGRESSIVE DISCIPLINE

Our Progressive Discipline policy outlines the steps we will take to address an employee's misconduct. We recognize that people make mistakes and our employees may not always follow our policies closely. We want to give our employees a chance to correct their behavior when possible and assist them in the process. We also want to ensure that serious offenses are thoroughly investigated and dealt with.

Our disciplinary process has five available steps of increasing strictness. The Trust reserves the right to employ all, or only some of these steps, as dictated by the facts and circumstances of each individual and/or incident. The steps that may be taken are:

1. 1st Written Warning
2. 2nd Written Warning

3. Performance Plan
4. Suspension without pay
5. Termination

NOTICE OF RESIGNATION

While not required by law, in order to be eligible to receive favorable employment references from the Trust, the Trust requests that you give as much notice as possible.

TERMINATION

You may be subject to termination if you cannot, or will not, do satisfactory work after proper instruction and trial, or if your behavior or attendance record is unsatisfactory. It is the policy of the Trust that you be given advance warning, in writing, of the problems with your employment and opportunity to correct them. If you are discharged you are not eligible for rehire.

Due to the nature of the Property, certain behavior and/or conduct deemed inappropriate by the Board of Trustees and/or your supervisor may be considered cause for disciplinary action up to and including termination. Examples of such conduct include, but are not limited to, actions such as the following:

- Illegal activity of any kind
- Any activity involving illegal drugs
- Sexual harassment of any person
- Reckless operation of Trust vehicles or power equipment
- Any action of theft or fraud
- Threats, intimidation or coercion of any person on Condominium Property
- Wanton disregard for the health, safety or comfort of Natick Green Unit Owners, residents, or guests

RETURN OF TRUST PROPERTY

Upon resignation or termination of employment from the Trust, it is expected that you will return all property belonging to the Trust. Failure to do so may result in Natick Green Condominium Trust taking legal action against you.

VANDALISM/THEFT OF TRUST PROPERTY

If you willfully damage or commit theft of Trust property you may be terminated immediately and may be prosecuted to the full extent of the law. Trust property includes buildings, landscaping, furniture, machinery, supplies, computers and all propriety information relative to the operation of Natick Green Condominium

Trust. Proprietary information includes owner lists, canvassing reports, call reports, and all documentation of the Trust necessary to the administration of Trust business.

BENEFITS

EXPENSE REIMBURSEMENT

Employees traveling at the request of the Trust will be reimbursed for all reasonable expenses incurred. If the expenses include travel by personal automobile the reimbursement rate for the use of the automobile will be the current IRS allowed rate for such travel plus any parking fees and tolls. To secure reimbursement you must complete a travel/expense report and submit it to Natick Green Office, once it has been approved by your supervisor. Travel does not include normal expenses associated with commuting to work.

All other reimbursements must be for expenses authorized in advance by the Natick Green Office or the Board of Trustees.

If you are a full-time employee, you are eligible to enroll in the Group Insurance Plan within 31 days after the completion of the 90-day probationary period. If you do not enroll during that time you may be required to pass a medical examination before being accepted into the plan. This is true of any eligible family members as well.

The following types of insurance are provided:

- Life Insurance equal to one time your annual pay up to \$150,000
- Accidental Death and Dismemberment Insurance
- Health Insurance for you and your dependents
- Dental Insurance for you and your dependents
- Long Term Disability Insurance for you up to 60% of pay after 90 days of disability

Rules regarding who is considered a dependent are defined by each of the Insurance plans.

The Group Insurance plans are paid for partly by Natick Green Condominium Trust and partly by your payroll deducted contributions. These contributions may vary from year to year.

The Plans are more fully described in the booklets that are given to all eligible employees. In order to enroll in the plan, you must complete the enrollment card or cards and return them to the Natick Green Office. Employees who enroll are given certificates that become the insurance contract.

GROUP INSURANCE CLAIMS

You must file all of your Insurance Claims directly with the Insurance Company. Claim forms and information are available from Natick Green Office.

OTHER EMPLOYMENT RULES**PERSONAL TELEPHONE CALLS**

You should keep personal telephone calls to an absolute minimum. There may be times when it is necessary for you to make or receive personal calls, but you should limit those calls to emergencies.

PRIVACY

Discussion of your work should be held only with persons directly involved. Occasionally you will come into contact with information that is obviously confidential. In all such instances you are under strict obligation not to convey this information to an outside party without prior written approval from the Natick Green Office or the Board of Trustees. Our Unit owners and residents are entitled to privacy. Each employee is required to sign a Non-Disclosure Agreement.

NO SOLICITATION

Natick Green Condominium Trust prohibits you from soliciting Unit owners, guests or co-workers for purchases or contributions.

DRUGS AND ALCOHOL

As an employee, you are not permitted to use, be under the influence of, purchase, buy or sell alcohol or drugs on the property. Any individual involved in such activity may be subject to immediate termination, and if appropriate, law enforcement officials may be notified.

If you are a resident or guest of a resident as well as an employee, consumption of alcohol while you are not on duty is regulated only by rules governing Natick Green residents or guests.

SMOKING

There is no smoking permitted within any of the "common areas" on the property.

APPEARANCE

We expect our staff to be neat and well-groomed at all times. Attire should be appropriate to the job being performed.

Office staff are required to wear appropriate "business casual" attire. Jeans are not appropriate. The Trust reserves the right to determine whether an employee's attire is appropriate.

PROFESSIONALISM

You are responsible for maintaining the professional atmosphere of Natick Green Condominium Trust in both appearance and all communications, as well as maintaining a neat, tidy work area.

Profanity is inappropriate and will not be tolerated in the work place.

NOTIFICATIONS

You should notify the Natick Green Office whenever you have a change in your:

- Name
- Address
- Phone Number
- Person to notify in case of emergency
- Marital Status
- Number of Dependents
- Insurance Beneficiary
- Military Status

ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Natick Green Condominium Trust's Employee Handbook. I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding the Natick Green Condominium Trust's policies, I should direct them to my supervisor or a member of the Board of Trustees.

I know that Natick Green Condominium Trust's policies and other related documents do not form a contract of employment and are not a guarantee by The Natick Green Condominium Trust of the conditions and benefits that are described within them. Nevertheless, the provisions of such policies are incorporated into the acknowledgment, and I agree that I shall abide by these provisions.

I am also aware that the Natick Green Condominium Trust, may at any time, change, add to, or delete from the provisions of these policies.

Employee's Printed Name

Position

Employee's Signature

Date