

CAMBRIDGE
real estate services

EMPLOYEE
handbook

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Core Policies

1.1 Welcome

If you have recently joined us, welcome! We are happy you have joined our team.

As an employee of Cambridge Real Estate Services (Cambridge), you are very important, and your contributions cannot be overstated. Your work and professional attitude directly influences the Company's reputation. Our goal is to provide the finest quality services to our clients and residents professionally, efficiently, and economically. By satisfying our clients and residents' needs, we ensure they will continue to do business with Cambridge and recommend us to others.

This Employee Handbook (Handbook) is designed to help you become acquainted with our Company and contains very useful information that outlines the basic rules and guidelines concerning your employment including benefits, paid time off, paydays, timekeeping, leave of absences, dress code, and more. The Company complies with all federal and state employment laws, and this Handbook reflects those laws. The Company also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the Employee Handbook. Understand that no Handbook can address every situation in the workplace.

This Handbook supersedes previously issued Handbooks or policy statements dealing with the subjects discussed herein. The Company reserves the right to interpret, modify, or supplement the provisions of this Handbook at any time. Neither this Handbook nor any other communication by a management representative, whether verbal or written, is intended in any way to create a contract of employment.

Take the time to read your Handbook carefully now. Note there are four (4) sections in the back of the Handbook with policies specifically related to the state you work in, that you also need to be familiar with. Sign the Employee Handbook Acknowledgment of Receipt and Review to indicate you have read, understand, and agree to the contents of this Handbook, and forward to the Human Resources Department.

If you have questions about your employment or any provisions in this Handbook, contact your Portfolio Supervisor or the Human Resources Department.

We are glad you are our employee, and we hope you will find your work to be both challenging and rewarding.

All the best,
Jeff Passadore
President

1.2 At-Will Employment

Your employment with Cambridge is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Company at any time, with or without notice and with or without cause.

Nothing in this Handbook or any other Company document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the President has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the President.

If a written contract between you and the Company is inconsistent with this Handbook, the written contract is controlling.

Nothing in this Handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

2.0 Introductory Language and Policies

2.1 About the Company

Cambridge Real Estate Services manages approximately 10,000 multifamily units in Oregon, Washington, California and Idaho, and consists of affordable housing, conventional communities and historic properties. Staffed by dedicated and responsive property management and maintenance professionals, we strive to exceed expectations.

2.2 Ethics Code

Cambridge will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services and operations and maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices.

We expect that officers, directors, and employees will not knowingly misrepresent the Company and will not speak on behalf of the Company unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, customer lists, etc.) about the Company or operations, or that of our customers, partners and owners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics may result in disciplinary action, up to and including termination of employment. The degree of discipline imposed will be influenced by the existence of voluntary disclosure of an ethical violation, whether the employee cooperates in any subsequent investigation and the severity of the violation.

2.3 Mission Statement

It is the mission of Cambridge Real Estate Services to provide superior property management for our owners, safe, high quality apartment communities for our residents, and a fair and equitable workplace for our employees.

2.4 Revisions to Handbook

The purpose of our Employee Handbook is to keep you informed of the terms and conditions of your employment, as well as our policies and procedures. Please understand that the Handbook is not a contract, and Company reserves the right to revise, add, or delete from this Handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook, an email or in a posting on company bulletin boards.

3.0 Hiring and Orientation Policies

3.1 Conflicts of Interest

Cambridge is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale.

A Company's reputation for integrity is its most valuable asset and is directly related to the conduct of its employees. Therefore, you must never use your positions with the Company, or any of its clients and residents, for private financial gain, to advance personal financial interests, to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities, or engage in activities, investments or associations that compete with the Company, interferes with your business judgment concerning the Company's best interests, or exploits your position with the Company for personal gain.

The Company adheres to the highest legal and ethical standards applicable in our business. The Company's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the Company shall conduct their personal affairs such that their duties and responsibilities to the Company are not jeopardized and/or legal questions do not arise with respect to their association or work with the Company.

If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor of the Company, you must disclose it to your Portfolio Supervisor or the Human Resources Department. If an actual or potential conflict of interest is determined to exist, the Company will take such steps as it deems necessary to reduce or eliminate this conflict.

3.2 Disability Accommodation

Cambridge complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Company will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Portfolio Supervisor or the Human Resources Department with the following information:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Company will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Company in connection with a request for accommodation will be treated as confidential.

The Company encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be provided without imposing an undue hardship on the Company.

Where state or local law provides greater protections to employees than federal law, the Company will apply the law that provides the greatest benefit to employees.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Company will not discriminate or retaliate against employees for requesting an accommodation.

3.3 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Cambridge.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration to remain employed.

3.4 Job Descriptions

Cambridge maintains job descriptions for each position. If you do not have a current copy of your job description, you may request one from the Human Resources Department.

Job descriptions prepared by the Company serve as an outline only. Due to business needs, you may be required to perform duties that are not within your written job description. Furthermore, the Company may revise, add to, or delete job duties per business needs. On occasion, the Company may need to revise job descriptions with or without advance notice to employees. If you have any questions regarding your job description or the scope of your duties, please speak with your Portfolio Supervisor or the Human Resources Department.

3.5 New Hires and Introductory Periods

The first 90 days of your employment are considered an introductory period. During this period, you will become familiar with Cambridge and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary

adjustments in your job description or responsibilities. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

3.6 Rehires

Employees who are rehired following a break in service in less than 6 months will not be required to serve a new introductory period and PTO will be reinstated. Health benefits including medical, dental, vision and HSA will be reinstated if the break in service is less than 3 months. FSAs will be reinstated if the break in service is 30 days or less. For breaks in service longer than these will require reenrollment and a new waiting period be met.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

3.7 Posting of Openings

Cambridge desires to promote qualified employees from within where it believes is possible and consistent with the need to ensure that positions are staffed by highly competent individuals. New job openings are generally posted on the Cambridge website at <http://cresapts.com>.

3.8 Employment Understanding (EU)

At hire and for each change related to your employment status or personal information will result in the creation of an Employment Understanding. Employment Understandings, which are maintained in the personnel files, contain employment details such as work location, pay rates, hire date, working hours, etc.

3.9 Employee Referral Bonus

The Company may pay a referral bonus to any employee who refers an applicant to our Company who is ultimately hired by the Company. The bonus amount which varies is payable upon completion of the new hire's introductory period and is based on them being in good standing at the end of the 90 days. The referring employee must also still be employed with the Company at the time the bonus is due to be paid. Direct questions regarding Employee Referral Bonuses to the Human Resources Department. Human Resource Department staff members and Property Managers are not eligible for referral bonuses for positions at their own properties.

3.10 Religious Accommodation

Cambridge recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all employees, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the Company complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The Company will reasonably accommodate the sincerely held religious beliefs of employees if the accommodations resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

Requesting a Religious Accommodation

If you need an accommodation because of your religious beliefs or practices, make the request with your Portfolio Supervisor or the Human Resources Department. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need the accommodation.

- How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

After receiving your request, the Company will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. The Company encourages you to suggest specific reasonable accommodations. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be provided without imposing an undue hardship on the Company.

The Company will not discriminate or retaliate against employees who, in good faith, request a religious accommodation under this policy.

3.11 Training

In most cases, and for most departments, training employees is done on an individual basis by the department manager. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your Portfolio Supervisor or the Human Resources Department.

4.0 Wage and Hour Policies

4.1 Attendance and Punctuality

Attendance and punctuality are very important factors when it comes to being successful in your job. You are expected to be on time for your scheduled workday. If for any reason you are unable to report to work at your scheduled time you are expected to notify your direct supervisor before the start of your shift so that arrangements can be made to cover your responsibilities. Except for emergencies, relatives and friends cannot notify your supervisor on your behalf.

Cambridge reserves the right to request medical certification for absences from work, as permitted by law.

Personal issues requiring time away from work, such as medical or business appointments, as much as possible should be scheduled during your non-working hours.

Cambridge reserves the right to apply paid time off (PTO) or sick time to cover the missed time, where permitted by applicable law.

Excessive absenteeism or tardiness may result in disciplinary action up to and including termination of employment.

4.2 Business Expenses

The purpose of this policy is to define approved business expenses and the authority for incurring and approving such expenses at Cambridge.

Approved business expenses are the reasonable and necessary expenses incurred by an employee to achieve legitimate business purposes that are not covered by other Company procurement processes.

Business Meetings (Employer-Sponsored Events and Meetings)

The Company pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors, or other Company employees. The most senior Company individual present shall pay for and report the expenses.

The Company will make every effort to have a master account set up for Company-wide and large group events. However, if you are at a small meeting or staying by yourself at a hotel, pay individually and submit for reimbursement accordingly.

Entertainment

The Company pays for entertainment expenses only when they clearly benefit the Company and include customers and are promotional in nature. The most senior individual present shall pay for and report all expenses.

Technical and Training Seminars

The Company pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Prior approval from your direct supervisor and Portfolio Supervisor is required.

Reporting

Report approved expenses on the standard expense report form and include a description of the expense, its business purpose, date, place, and the participants. Receipts shall be included.

4.3 Travel Expenses

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at Cambridge.

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved Cambridge business trips. Travel is limited to business activities for which other means of communication are inadequate and for which prior approval from your Portfolio Supervisor has been received.

Advances

The Company does not generally provide cash travel advances. Normally, you will be expected to use personal credit cards and/or your own cash and submit approved expenses on the standard Expense Report Form for reimbursement.

Expenses

The Company pays the actual amounts incurred for appropriate expenses when you are on travel assignment. Examples of typical expenses include the following:

- Airline tickets
- Meals
- Lodging
- Car rental, bus, taxi or personal vehicle (if approved in advance)
- Parking
- Telephone and fax
- Laundry and dry cleaning (trips exceeding 1 week only, unless emergency)
- Business supplies and services
- Associated gratuities.
- Other expenses necessary to achieve business purposes.

This list is not all-inclusive. Contact your Portfolio Supervisor or the Human Resources

Department regarding additional reimbursable business expenses.

Family Members

The Company will pay the travel expenses of spouses or other family members only when their presence is necessary to the business purpose of the trip and when approved in advance in writing by the President or Chief Financial Officer.

Air Travel

Use economy or tourist class airfares when traveling on Company business. Private, non-commercial aircraft or chartered aircraft are not permitted. Company leadership will be restricted to a maximum of 3 travelling together on the same flight.

Airfares shall be charged to a company credit card to anyone issued one, otherwise a personal credit card can be used and subsequently submitted for reimbursement on a monthly expense report.

Hotels

Neither in-room movies nor refreshment bars are approved Company expenses.

Insurance

The Company does not pay for personal travel insurance for employees.

Rental Cars

Employees shall use rental firms that have existing relationships with the Company and, where feasible, have negotiated discount rates.

Work Travel Mileage Reimbursement

You will be reimbursed for personal vehicle use at the standard IRS mileage rate. The Company reserves the right to update the mileage reimbursement rate to conform with the current IRS reimbursement rate. You are responsible for properly and promptly submitting your mileage for reimbursement.

Travel between your home and primary office is not considered to be business travel.

Reporting

Report approved expenses and include a description of the expense, its business purpose, date, location and participants. You must include receipts.

Travel to Company Events

If a Cambridge sponsored event is scheduled to begin at 9:00am or earlier and/or expected to end at 5:00pm or later and you must travel more than 65 miles from their property to attend, Cambridge may provide accommodations for the night prior and/or the night of the training. Cambridge also reimburses for mileage driven to Company events. Consult your Portfolio Supervisor for approval and assistance with arrangements. Please note that the 65-mile radius is a general guideline to help with accommodation arrangements.

4.4 Direct Deposit

Cambridge encourages all employees to enroll in direct deposit. To take advantage of direct deposit, enter the information directly into ADP or if necessary, request a direct deposit form from the Payroll Manager. Typically, your earnings will be direct deposited after 1 to 2 pay periods.

When enrolled in direct deposit you will be able to review and/or print your paystub from ADP.

Advances

Cambridge allows employees to receive a draw on earned wages once every 6 months. Draws are based on earned wages and 25% will be deducted for estimated taxes.

4.5 Employment Classifications

The Company designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law:

- Exempt employees are generally paid a fixed salary and not entitled to overtime pay
- Nonexempt employees are entitled to overtime pay

The Company also assigns each employee based on their assigned schedule and authorization to work one of the following categories:

- Regular Full-Time (Package A): At least 30 hours per week.
- Regular Part-Time (Package C): 20 to 29 hours per week.
- Regular Part-Time (Package D): 19 hours or less per week.
- Temporary (Package E): Employees generally hired on a temporary or project-specific basis – either on a full or part-time basis.
- Seasonal (Package E): Seasonal employees hired on a temporary basis during a specific time of the year when work is available.

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification or status changes. These classifications do not alter your employment at-will status. If you have a question, contact the Human Resources Department.

4.6 Introduction to Wage and Hour Policies

At Cambridge, pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, overtime, benefits, or paycheck deductions, contact the Human Resources Department.

4.7 Recording Time

Cambridge is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure the Company has complete and accurate time records and employees are paid for all hours worked, nonexempt employees are required to record all work hours in ADP, our online payroll system.

You must accurately record all your time to ensure you are paid for all hours worked and must follow established Company procedures for recording your hours worked. Your exact times must be recorded in real time as below. Hours shall not be rounded.

- Immediately before starting your shift
- Immediately after finishing work before your meal period
- Immediately before resuming work after your meal period
- Immediately after finishing work
- Immediately before and after any other time away from work, and
- Any other compensable time required by state law

Examples of other compensable time includes:

- Opening and/or closing a public area and community amenities
- Discussing a work-related issue with a resident or coworker whether you are scheduled to work or not
- Picking up rental checks from the office outside of scheduled work hours

- Reading, creating or responding to work-related emails/texts outside of scheduled work hours

Notify the Payroll Department of any pay discrepancies, unrecorded or mis-recorded work hours, and any involuntarily missed meal or rest breaks.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to disciplinary action up to and including termination. Immediately report to the Payroll Department, any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

If you as a non-exempt employee are called to respond to an after-hours emergency, you will be paid at a minimum of 2 hours at the overtime rate. After-hours emergency calls are also eligible for mileage reimbursement.

4.8 Job Abandonment

If you are absent from work for 3 consecutive days or on 3 separate occasions without notifying the Company, your absence will be considered job abandonment, and you have voluntarily resigned.

4.9 Use of Employer Credit Cards

All employees in possession of a credit card issued by Cambridge will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit card purchases related to Company vehicle use (gas, oil, etc.) under \$100 do not require prior approval. Credit card purchases for vehicle use of over \$100 and any other business purchases over \$25 must receive prior approval from your direct Supervisor.

Submit all sales receipts generated by use of the Company credit card monthly to your immediate supervisor. Use of the Company credit card is restricted to approved business-related expenses and may not be used for personal reasons.

Any unauthorized purchases made with a credit card issued by the Company will be the cardholder's responsibility. You must reimburse any such purchase to the Company within 10 days.

Immediately report lost or stolen Company cards to your direct supervisor. Failure to follow this policy may result in disciplinary action up to and including termination of employment.

4.10 Workday/Workweek

Cambridge's workweek runs from Saturday through Friday. The workday begins at 12:00am and ends at 11:59pm. Employees may be required to come in early, work late, or work overtime from time to time, depending on various factors, such as workloads, staffing needs, and special projects.

4.11 Emergency On-Call Response

If your job requires you to respond to after-hour emergencies, you are subject to the following requirements:

- By Phone: You must return an emergency call within 15 minutes
- In Person (when required): You must show up to make the repair as soon as possible, but the repair must be started no later than within 60 minutes
- You also must live a maximum of 25 miles or 60 minutes away from the furthest property

you cover

5.0 Performance, Discipline, Layoff, and Termination

5.1 Criminal Activity/Arrests

Cambridge reserves the right to report employee criminal activity to law enforcement. Involvement in criminal activity while employed by the Company, whether on or off Company property, may result in disciplinary action including suspension or termination of employment. Employees are subject to rescreening approximately every 4 years.

5.2 Exit Interview

You may be asked to participate in an exit interview or complete an exit questionnaire when you leave Cambridge. The purpose of this information is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the Company in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

5.3 Open Door/Conflict Resolution Process

Cambridge strives to provide a comfortable, productive, legal, and ethical work environment. To this end, problems, concerns, or grievances should be handled according to the problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Cambridge, management, employees, vendors, customers, or any other persons or entities related to the Cambridge, bring your concerns to the attention of your Portfolio Supervisor and the Human Resources Department without delay. You will be asked to describe the issue, the people involved, any efforts you have made to resolve the problem and suggested solutions.

5.4 Outside Employment

Outside employment that creates a conflict of interest or affects the quality or value of your work performance or availability at Cambridge is prohibited. The Company recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your duties and obligations to the Company should be reported to your Portfolio Supervisor and Human Resources.

While on a leave of absence, you may not work or be gainfully employed for yourself or by another employer.

Violations of this policy will be subject to disciplinary action up to and including termination of employment.

5.5 Pay Raises

Pay raises will be consistent with Cambridge profitability, job performance, the consumer price index and other factors. The Company may also provide individual pay raises based on merit or promotion.

5.6 Bonus Programs

Various bonus programs may be offered at the Company's discretion to recognize employee contributions.

5.7 Performance Reviews

Cambridge may periodically review your work performance on an annual basis or as business needs dictate. The performance review is a tool used to evaluate employee performance over the review period by assessing:

- Your performance of assigned job duties and responsibilities
- Your achievement (or lack of achievement) of specific targets and goals
- Other aspects of your performance, including communication skills, professionalism, ability to collaborate, reliability, willingness to take initiative, etc.
- Performance reviews are intended to increase the quality and value of your work performance and may be used:
 - As a basis for employment decisions, such as promotions and demotion
 - To improve the performance of underperforming employees
 - To document employee growth at the Company

A positive performance review does not guarantee a pay raise or continued employment.

5.8 Employment References

Cambridge policy is to confirm dates of employment and job title only, except for when a signed release is provided for instances of verifying income for home loans, state benefits, and other related inquiries.

Forward all requests for employment verification or referrals to the Human Resources Department.

5.9 Promotions

You may be transferred to another job if you are better suited to excel and that will also meet the business needs of the company. It is our policy to promote from within when the current employee is the most qualified candidate available. Promotions are made on an equal opportunity basis with skills, education, experience, and other qualifications that are required for the job considered.

5.10 Resignation Policy

Cambridge hopes that your employment with the Company will be a mutually rewarding experience; however, the company acknowledges that varying circumstances may cause you to resign your employment. Company intent is to handle resignations in a professional manner with minimal disruption to the workplace.

Notice

The Company requests that you provide a minimum of 2 weeks' notice of your resignation. If you are a manager or above, you are requested to provide a minimum of 4 weeks' notice. Employees are requested to provide a written resignation letter to your direct supervisor and the Human Resources Department. If you provide less notice than requested, the Company may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

The Company reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

Separation of Employment

Upon notification of resignation, except for in the case of illness, employees must work the remaining time and may not use PTO or holiday pay.

Cambridge will pay separated employees in accordance with applicable laws and other sections of this Handbook.

Notify the Payroll Manager if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

Return of Property

Company property must be returned no later than the final day of employment, including logo-branded uniforms, cellphones, keys, tools, laptops, credit cards, etc. Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, Company may pursue criminal charges for failure to return company property.

5.11 Code of Conduct

Cambridge wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, clients, customers, and other stakeholders.

Each employee has an obligation to observe and follow the Company's policies and to maintain proper standards of conduct at all times. While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in disciplinary action, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this Handbook
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances
- Being under the influence of alcohol during working hours on Company property (including in Company vehicles), or on Company business
- Inaccurate reporting of the hours worked by you or other employees
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Company or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-Company communications, or expense records
- Taking or destroying Company property
- Possession, use or sale of potentially hazardous or dangerous property including weapons, firearms, explosives without prior authorization, whether the employee possesses a valid permit to carry a firearm or not
- Harassment (as defined in our EEO policy), assault or disrespecting any fellow employee, vendor, customer, or resident
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace
- Disclosure of Company trade secrets and proprietary and confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the Company or its customers, contractors, suppliers, or vendors
- Refusal or failure to follow directions or to perform a requested or required job task
- Refusal or failure to follow safety rules and procedures
- Excessive tardiness or absences
- Smoking or vaping in non-designated areas
- Working unauthorized overtime

- Solicitation of fellow employees on Company premises during work hours
- Failure to dress according to Company policy
- Engaging in outside employment that interferes with your ability to perform your job at this Company
- Gambling on Company premises
- Lending keys or keycards to Company property to unauthorized persons
- Acting improperly in residents' apartments, including looking through their personal items and removing their personal items from the residence
- Using family members or friends as vendors without prior approval

This list is not all inclusive.

If you are aware of violations or threats of violations of this policy, you are required to immediately report such violations or threats of violations to your Portfolio Supervisor and the Human Resources Department.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

5.12 Disciplinary Process

Violation of Cambridge's policies or procedures may result in disciplinary action, including demotion, transfer, leave without pay, or termination of employment. The Company encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Company is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis consistent with applicable law. Note that the specific terms of your employment relationship, including termination procedures, are governed by the laws of the state in which you are employed.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. You will be given the opportunity to respond to any disciplinary action taken. Understand that while the Company is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and, depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

5.13 Transfers

Cambridge may transfer your employment from one position to another with or without notice, as required by production or service needs, or upon request by you and with management approval. Transfers in excess of 90 days may be considered final and your paycheck may be increased or decreased consistent with the pay scale for your new position.

5.14 Workforce Reductions

If necessary, based upon business needs, Cambridge management may decide to implement a reduction in force (RIF) or layoff. We acknowledge that RIFs can be a trying experience for all involved, and the Company will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

6.0 General Policies

6.1 Authorization for Use of Personal Vehicle

Employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage.

Cambridge may run a motor vehicle department check at any time to determine if your driving record remains acceptable. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file.

Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to the Company.

If you use your personal vehicle in the course and scope of employment, you may not operate such vehicle while:

- Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive, or
- While texting, emailing, or using a cell phone or other handheld device without utilizing a hands-free device

6.2 Bulletin Boards

Bulletin boards are for official Company notices, including wage and hour laws, changes in policies, and other employment-related notices only. At times the Company may also post information of general interest to employees. You are responsible for being informed about the materials posted. Only authorized personnel may add and remove notices from the bulletin board.

6.3 Computer Security and Copying of Software

Software programs purchased and provided by Cambridge are to be used only for creating, researching, and processing materials for Company use. By using Company hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Company policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Company or developed by Company employees or contract personnel on behalf of the Company, is and will be deemed Company property. It is the policy of the Company to respect all computer software rights and to adhere to the terms of all software licenses to which the Company is a party.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Company to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your Portfolio Supervisor's approval. All software acquired by the Company must be purchased through the Company's IT vendor.

You may not duplicate, copy, or give software to any outsiders, including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Company.

6.4 Driving Record

All employees required to operate a motor vehicle as part of their employment duties at

Cambridge must maintain a valid driver's license and acceptable driving record. The Company may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including but not limited to driving infractions, must be reported to the Company.

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. If you use your own vehicle as a part of your employment duties, you must provide management with a current proof of insurance statement or card. New proof of insurance is required each time your policy expires and renews.

6.5 Telephone and Mobile Devices

While Cambridge permits employees to bring personal cell phones and other mobile devices such as tablets and laptops to the workplace, the use of such devices must not interfere with your job duties or impact workplace safety and health. And since the use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity, they should be primarily used during nonworking time, such as rest and meal breaks. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only.

If you have a device that has a camera, audio or video recording capability, you are restricted from using those functions on Company property unless authorized in advance by your Portfolio Supervisor and when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

You are expected to comply with Company policies regarding the protection of confidential and proprietary information when using personal devices.

Desk Phones

Cambridge telephone use should be limited to work-related communications, except for emergencies.

Company Provided Cell Phones

Cambridge issues certain employees cell phones for work-related communications and should not be used for personal purposes.

Voice Mail and Monitoring

We recognize your need to be able to communicate efficiently with fellow employees and clients. Therefore, we have a voice mail system to facilitate the transmittal of business-related information within the Company and our clients. The voice mail system is intended for business use only. The use of the Company's voice mail system to solicit fellow employees or distribute non job-related information to fellow employees is prohibited to the extent allowed by applicable law.

Passwords

The Company owns and remains entitled to all cell phone/mobile devices issued to employees, including passwords controlling access to them. You may not change those passwords except with permission.

Proper Care

You are expected to demonstrate proper care of your cell phones. If you lose, break or damage your Company cell phone, report it to your direct supervisor immediately.

At Separation

No later than the last day of employment, cell phones (along with accessories and passwords) must be returned to the Company in operable condition.

Personal Cell Phone Usage

Employees are expected to make business calls from the office whenever possible. However, if you need to use your personal cell phone for Cambridge business purposes and have not been issued a Company cell phone you may request to be reimbursed for the use of your personal cell phone by completing a “Cell Phone Reimbursement Request” form and submitting it to your Portfolio Supervisor for approval.

Safety

While operating a vehicle on work time, the Company requires that the driver's cell phone be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device in compliance with applicable state laws.

General Phone Usage

Our Company’s policies against sexual and other types of harassment apply fully to the voice mail system, and employees are prohibited from the transmission of sexually explicit messages, ethnic slurs, racial epithets, or anything that could be construed as harassment or disparaging to others.

For business purposes, management reserves the right to enter, search and/or monitor the Company’s private voicemail system and the voice mail of any employee without advanced notice and consistent with applicable state and federal laws. Employees should expect that communications they send and receive by the Company’s private voice mail system will be disclosed to management. Employees should not assume that communications that they send and receive by the Company’s private voice mail system are private or confidential.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

6.6 Mail Use

With the exception of an occasional piece of mail or package, Cambridge mail service is limited to business purposes only. The use of a Company postage meter for personal mail is prohibited. Immediately report suspicious mail to your Portfolio Supervisor or the Human Resources Department.

6.7 Non-Solicitation/Non-Distribution Policy

Cambridge prioritizes a harmonious work environment that minimizes disruption to business operations and respects the focus of employees, visitors, and others. Our non-solicitation/ non-distribution policy aims to ensure a balanced approach to interactions within the workplace.

Solicitation

For the purposes of this policy, solicitation includes various activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in writing, or electronically, falls under this policy's scope.

During your assigned working hours, soliciting other employees is prohibited. Working hours refers to periods when either you or the employees you intend to solicit are expected to be actively engaged in work-related activities. You are permitted to engage in solicitation during authorized nonworking times, such as breaks, provided that the recipients of the solicitation are also on nonworking time.

Distribution

To ensure cleanliness, organization, and safety, the distribution of nonwork-related literature or items within working areas is prohibited at all times. Working areas do not include break/rest areas, lunchrooms, and parking lots. Electronic distribution of materials during work hours is also not allowed. Any literature that violates the Company's equal employment opportunity (EEO) and non-harassment policies, or knowingly spreads false information, is strictly prohibited. Nonemployees are not permitted to distribute materials on Company premises under any circumstances.

Statutory Rights and Communication

This policy is not meant to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

Reporting Violations

If you become aware of violations of this policy, report them to your Portfolio Supervisor or the Human Resources Department.

Your cooperation in maintaining a respectful and focused work environment is appreciated.

6.8 Changes in Personal Information

In case of a personal emergency, the Company needs up-to-date contact information for you. It is your responsibility to ensure the Human Resources Department has current information on file including name, address, telephone number, beneficiaries, and emergency contacts by updating ADP whenever you have a change.

6.9 Social Media

Cambridge acknowledges that social media has become an integral part of modern life that provides us with unique opportunities to communicate and share information with others. However, we also want to educate employees that their social media use can:

- Pose risks to the Company's confidential and proprietary information, reputation, brand, and
- Expose the Company to discrimination, harassment, and other claims, and
- Jeopardize the Company's compliance with business rules and laws.

To minimize legal risks, avoid loss of productivity and distraction, and ensure that the Company's IT resources and communications systems are used appropriately, all employees must abide by the following policy regarding social media use.

Social Media

For purposes of this policy, social media refers to any means of posting content on the internet, including personal websites, social networking sites, blogs, chat rooms, and other online platforms, whether affiliated with the Company or not.

Use Good Judgment

While the Company respects your right to personal expression, you should assume that anything you do on social media—whether on a business or personal account—could be viewed by a colleague, supervisor, partner, supplier, competitor, investor, customer, or potential customer. As such, any social media activity, even from your personal account, reflects on the Company as well as on yourself. It is important to remember that anyone can see what you post (or what you posted 5 years ago).

Guidelines for Posting on Social Media

When posting:

- Protect trade secrets, intellectual property, and confidential information related to the Company
- Do not make statements that are maliciously false or defamatory or would constitute unlawful harassment or discrimination
- Do not make express or implied threats of violence
- Avoid linking personal accounts to the Company as an official source
- Respect copyright, trademark, and third-party rights
- Do not use the Company's email addresses to register on social media platforms for personal use
- If you identify yourself as an employee of Cambridge on your personal account and are posting about the Company, make it clear that your views are your own and that you are not speaking on behalf of the Company

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your Portfolio Supervisor or the Human Resources Department or consistent with policies that cover equipment owned by the Company.

Media Contacts

If you are not authorized to speak on behalf of the Company, do not speak to the media. Instead direct all media inquiries for official Company responses to the President.

Retaliation

Retaliation against those reporting policy violations or cooperating in investigations is prohibited. Retaliatory actions may lead to disciplinary measures.

Violations

Violations of this policy may result in discipline, up to and including termination of employment. This policy does not limit employees' rights to discuss wages, hours, or other terms and conditions of employment. All employees have the right to engage in or refrain from such activities.

6.10 Suggestion Policy

Cambridge welcomes suggestions for continued improvement and welcomes your ideas for better ways to do your job, save money, market the communities we manage, meet customer and client needs, etc. We encourage you to share suggestions derived from personal experiences, seminars, or other outside sources, with your Portfolio Supervisor if you believe the information would add value to the Company. We will carefully consider each suggestion in our continuing effort to improve operations.

Any suggestions, innovations, inventions, or other matter created by you on work time or with Company equipment or materials, are the property of the Cambridge.

6.11 Dress & Professional Appearance

Cambridge aims high to create a professional environment. Your appearance is a reflection of you and Cambridge and is collectively important to our residents, clients and visitors. The Company maintains a business casual environment. Part of the impression you make on others depends on your choice of dress and personal hygiene, therefore you are expected to wear clean, appropriate dress according to the requirements of your position. Appropriate shoes must be worn at all times.

Consult your direct supervisor or the Human Resources Department if you have questions.

Uniforms

All maintenance staff are required to wear Company issued uniforms while on duty. Uniforms should not be worn while off duty.

Hair

Bright unnatural hair colors are not permitted in the workplace. If you choose a color that is not permitted, it must be concealed so that it does not create a workplace distraction.

Earrings should be small or moderate sized and no more than 3 piercings per ear. Ear gauges should be 10mm or smaller. One small nose stud is allowed, no rings, or septum piercings. No other facial or visible pierced jewelry or body adornments are allowed without prior approval by management.

Tattoos

We want your professional interactions to be free from distraction. Tattoos are allowed, but not on your face or neck. Treat tattoos as you would speech, you are not allowed to swear, make hateful or sexual comments or lewd jokes in the workplace and neither can your tattoos.

6.12 Smoking, Vaping, and Nicotine Use in the Workplace

Cambridge is strongly committed to maintaining and improving the health and well-being of all employees. Therefore, employees have the right to work in an environment free of the hazards of nicotine and tobacco smoke.

Accordingly, smoking, vaping, or using other nicotine products is not permitted in Company buildings and facilities, except in specially designated areas. Site offices, clubhouses, model apartments, vacant apartments and all outdoor common areas including parking lots and courtyards are specifically designated as smoke-free unless otherwise posted. This policy also includes the use of marijuana in any form.

Smoking is permitted only during established meal and rest breaks in designated areas or off property. Smoking is not permitted in areas where there is sensitive or hazardous material and in other places designated by Cambridge as "smoke free."

Cambridge offers an incentive plan for those who want to quit smoking. For more information, please contact the Human Resources Department.

Violations of this policy may result in disciplinary action, up to and including termination of employment. The Company will not discriminate against employees based on their off-premises, off-duty tobacco usage.

6.13 Petty Cash Guidelines

Reimbursements for legitimate business expenses are subject to preapproval by your direct supervisor, and your Portfolio Supervisor. To receive reimbursement, submit relevant receipts evidencing payment as well as a summary of the legitimate business purpose for the expense. Reimbursements will be issued within 30 days by the Accounting Department unless other arrangements have been approved by the CFO.

6.14 Business Hours

Because of the nature of our business, your work schedule may vary depending on your job. Generally, property offices are open between the hours of 8:00am to 6:00pm, although some properties may have weekend hours and/or winter hours. Check with your direct supervisor if you have questions about your hours of work.

6.15 Property Visitors

If you are expecting a visitor, please notify your direct supervisor. All visitors must first check in at the property office. Visitors are not allowed in any area of the property without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized, or potentially hazardous areas.

6.16 Workplace Relationships

To prevent conflict of interests or the appearance of a conflict of interest, the following relationships are prohibited without disclosing and receiving consent from your Portfolio Supervisor and the Human Resources Department:

- Employees and residents of Cambridge managed properties for reasons unrelated to work, including dating as socializing either onsite or off the job
- Employees and their direct reports

6.17 Use of Company Technology

This policy is intended to provide Cambridge employees with the guidelines associated with the use of the Company information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at the Company, and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Email systems and accounts
- Internet and intranet access
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers
- Printers, photocopiers, and scanners
- Fax machines, e-fax systems, and modems
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs

General Provisions

Company IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in Company IT resources and communications systems are the property of the Company. Therefore, you should have no expectation of privacy in any message, file, data,

document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on Company electronic information and communications systems.

The Company reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Company IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that the Company will exercise this right periodically, without prior notice and without prior consent.

The interests of the Company in monitoring and intercepting data include, but are not limited to protection of Company trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.), managing the use of the computer system and/or assisting employees in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on Company IT resources and communications systems.

Do not use Company IT resources and communications systems for any matter that you would like to be kept private or confidential.

Violations

Protecting our Company's information is the responsibility of every employee. Do not discuss the Company's confidential business or proprietary business matters, or share confidential, personal employee information (such as social security numbers, personal banking or medical information) with anyone who does not work for us such as friends, family members, members of the media, or other business entities.

Confidential information does not include information pertaining to the terms and conditions of an employee's employment, including wages. Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

Violations of this policy are subject to disciplinary action up to and including termination of employment. As necessary, the Company will also advise law enforcement officials of any illegal conduct.

6.18 Workplace Privacy and Right to Inspect

Cambridge property, including but not limited to lockers, phones, computers, tablets, desks, workplace areas, vehicles, and machinery, remain under the control of the Company and is subject to inspection at any time, without notice to employees, and without your presence, subject to state law. The Company also reserves the right to conduct personal searches consistent with state law, by inspecting packages, handbags, briefcases, lunch boxes or any other possessions or articles carried to and from the Company's property.

The Company assumes no responsibility for the loss of or damage to your property maintained on Company premises, including that kept in lockers and desks.

7.0 Benefits

7.1 401(k) Plan

Eligible employees (as determined by the terms of the plan) may participate in the Cambridge 401(k) plan. The Company provides employee pre-tax deferral contributions and also provides for employer matching funds of 100% for each dollar you contribute up to a maximum Company contribution of 10%. Refer to your Summary Plan Description (SPD) for specifics.

Employees are eligible to participate in the Company 401(k) plan the 1st of the month following 60 days of employment. New employees will be automatically enrolled at 6% in the Plan when eligible.

This benefit, as well as other benefits, may be canceled or changed at the discretion of the Company, unless otherwise required by law.

Cambridge has developed a comprehensive set of employee benefit programs which represent additional value to our employees.

The Company reserves the right to cancel or modify its benefits at any time. We will keep you informed of any changes.

7.2 Bereavement Leave

Cambridge recognizes the importance of taking leave when there is a death of a loved one. The Company provides full-time employees (Package A) with up to 24 hours of paid bereavement and part-time employees (Package C) with 12 hours of leave for the death of an immediate family member. Miscarriages of the employee or spouse are covered.

For purposes of this policy, immediate family member includes the following:

- Spouse
- Domestic Partner
- Parent or Stepparent
- Sibling or Stepsibling
- Children or Stepchildren
- Grandchildren or Step-Grandchildren
- Grandparent or Step-Grandparent
- Mother / Father-in-law
- Brother / Sister-in-law
- Members of your Household

Requests for bereavement leave should be made to the Human Resources Department as soon as possible. The Company may require documentation supporting your need for bereavement leave.

You may use or may be required to use PTO or unpaid time off if additional time off is needed.

7.3 Educational Reimbursement

Our Company believes in supporting the individual growth of its employees. To encourage employee development, our Company offers a professional development reimbursement program to eligible employees who attend job-related seminars and classes leading to a degree of up to \$1,500 per calendar year.

If you are interested in attending an outside class and having the Company reimburse you for your attendance, complete a Request for Educational Reimbursement form in advance which describes the class, subject matter, length, and cost and submit to your Portfolio Supervisor for approval. Upon receipt of proof of completion and passing the class (if applicable), you will be reimbursed for your eligible expenses.

To keep our Company informed of new developments, we ask that you share any new information presented at the seminar with the rest of the applicable staff.

7.4 Employee Assistance Program (EAP)

Cambridge provides confidential assistance through its employee assistance program (EAP) to all eligible employees and dependents. The EAP provides confidential access to professional counseling services to help with personal concerns that may impact job performance. These concerns may include, but are not limited to, health, marital, family, financial, legal, emotional, alcohol abuse, and drug use. The EAP can help assess the problem, offer guidance, and provide a referral to quality care.

Voluntary participation in the EAP will not jeopardize your opportunities for promotion or employment. You can contact the EAP directly and information about your contact, participation, or any recommended treatment is confidential and will not be disclosed to the Company.

In certain circumstances, you may be referred to the EAP for assessment and rehabilitation recommendations by the Company due to job performance issues, or due to testing positive on an alcohol and/or drug test. Your decision to participate in the recommended treatment, successful completion of the program, and additional treatment recommendations will be communicated to Cambridge.

EAP services are available to eligible participants without charge. However, the cost of referrals to treatment or rehabilitation is your responsibility if not completely covered by insurance.

EAP services can be initiated by contacting the provider, GuidanceResources at: (800) 311-4327.

7.5 Family and Medical Leave (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (FMLA), Cambridge provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period to covered employees in certain circumstances.

Eligibility

To qualify for FMLA leave, you must have worked:

- For the Company for at least 12 months, although that time need not be consecutive,
- At least 1,250 hours in the last 12 months, and
- Be employed at a worksite that has 50 or more employees within 75 miles.

Reasons for Leave

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period, which is a rolling 12-month period, for any of the following reasons:

- The birth of a child and to care for that child (leave must be completed within 1 year of the child's birth),
- The adoption or foster care placement of a child with you and in order to care for the newly placed child (leave must be completed within 1 year of the child's placement),
- To care for a spouse, child, or parent with a serious health condition,

- To care for your own serious health condition that makes you unable to perform the essential functions of your position, or
- A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave, to care for a spouse, child, parent, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service. As used in this policy:

- Spouse means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage took place.
- Child means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child, for the purposes of military exigency or military care leave can be of any age.
- Parent means a biological, adoptive, step, or foster parent, or any other individual who stood in loco parentis to you when you were a child.
- Next of kin for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as their caregiver, that individual will be the only next of kin. In appropriate circumstances, you may be required to provide documentation of next of kin status.

Notice

If the need for leave is foreseeable because of an expected birth, adoption, or a planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not possible, give notice as soon as practical (within 1 – 2 business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.

In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to a planned medical treatment or a series of treatments for yourself, a family member, or covered service member, you must first consult with the Company regarding the dates of this treatment to work out a schedule that best suits your needs or the needs of the covered military member, if applicable, and the Company.

If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including requests for absences under this policy. Failure to provide appropriate notice may result in the delay or denial of leave.

Contact the Human Resources Department to request leave of absence forms.

Certification

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant healthcare provider must supply appropriate medical certification. You may obtain medical certification forms from the Human Resources Department. When you request leave, the Company 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' 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 FMLA-covered leave until it is provided.

At our expense, the Company may require an examination by a second healthcare provider designated by us. If the second healthcare provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practical, may delay further leave until it is provided.

The Company also reserves the right to require certification from a covered military member's healthcare provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Paid Leave Utilization During FMLA Leave

FMLA leave is unpaid; however, you will be required to use available PTO or sick pay during FMLA leave as permitted by law.

FMLA leave runs concurrently with other leaves, such as accrued paid leave that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by applicable law. The substitution of paid leave for unpaid FMLA leave does not extend the 12 or 26 weeks (whichever is applicable) of FMLA leave. In addition, the substitution of paid leave for unpaid leave may not result in you receiving more than 100% of your salary.

If you are receiving short- or long-term disability or workers' compensation benefits during a personal medical leave, you will not be required to use accrued paid leave. However, where state law permits, you may elect to use accrued paid leave to supplement these benefits.

Leave Increments

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As FMLA leave is unpaid, the Company will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, the Company may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Parental Leave

Leave for the birth or placement of a child may be taken in a single block or intermittently with the Company's approval. Parental leave must be completed within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

Family Care, Personal Medical, Military Exigency, and Military Care Leave

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a healthcare provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced schedule basis.

Fitness for Duty Requirements

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide

medical certification that you are fit to resume work. You will not be permitted to resume work until certification is provided.

Health Insurance

Your health insurance coverage will be maintained by the Company during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. If this occurs, you will be notified 15 days before the date coverage lapses that coverage will terminate unless payments are promptly made.

Payment of Premiums

Alternatively, at our option, the Company may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not return to work at the end of leave, the Company may require reimbursement for the health insurance premiums paid during the leave.

Reinstatement

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

Spouse Aggregation

If both you and your spouse work at the Company, you are collectively eligible for 12 weeks of leave for the birth or placement of a child or to care for a parent with a serious health condition. Similarly, spouses employed by the Company will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment. The Company is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

Alternative Employment

Consistent with the Company's Outside Employment Policy, you may not work or be gainfully employed for yourself or another employer while on a leave of absence unless express, written permission to perform such work has been granted by the Company]. If you are on a leave of absence and are found to be in violation of this policy, you will be subject to disciplinary action up to and including termination of employment.

Interaction with State and Local Laws

Where state or local laws intersect with the FMLA, the Company will comply with the law that is the most favorable to you.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action, up to and including termination.

Designation of Leave

If the Company becomes aware of any qualifying reason for FMLA leave, the Company will designate it as such. You may not refuse FMLA designation under this policy.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Required Notice

The Company is required to provide you with a copy of the Your Employee Rights Under the Family and Medical Leave Act notice, which is attached as an addendum at the end of this handbook.

7.6 Federal Jury Duty Leave

Cambridge encourages employees to fulfill their civic duties related to federal jury duty service. If you are summoned for federal jury duty, notify your direct supervisor and the Human Resources Department as soon as possible to make scheduling arrangements.

Cambridge will pay employees up to 24 hours of jury duty pay for federal jury duty service. Exempt employees will not incur any deduction in pay for a partial week's absence due to jury duty. You may opt to use PTO for any unpaid time off.

The Company will not discriminate or retaliate against employees for missing work due to federal jury service. Upon return to work, you will be reinstated to your prior position without loss of seniority and will be treated as if you have been on a leave of absence or furlough.

7.7 Health Insurance

Cambridge offers group health insurance benefits to eligible full-time employees and their eligible dependents effective the first of the month following 60 days of employment.

Employees group health benefits are paid in part by the Company. Your dependent portion and the remainder of the employee portion are paid by you through deductions from your paycheck.

Participating employees will be covered under our comprehensive insurance package which includes medical, dental, vision, life, disability and an employee assistance program.

Eligible employees may enroll in the following levels of medical and dental coverage:

- Employee only
- Employee plus spouse
- Employee plus domestic partner (same or opposite sex)
- Employee plus child or children
- Employee plus domestic partners child or children
- Employee plus family or domestic partner family

Refer to your Benefits Guide and/or the Summary Plan Descriptions (SPD) or contact the Human Resources Department for further information. The SPD is the controlling document.

Benefits may be canceled or changed at the discretion of the Company, unless otherwise prohibited by law.

Health Savings Account (HSA)

Each pay period, Cambridge makes a deposit into an HSA account for employees who are

enrolled in a Cambridge high deductible medical plan. The money in these accounts can be used to pay for your deductibles, copayments, and other expenses. This account is yours and any balances will remain yours upon separation from the company.

In certain cases, you may also set aside additional money on a pre-tax basis as well.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible Cambridge employees and their beneficiaries to continue health insurance coverage under the Company health plan when a "qualifying event" results in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact the Human Resources Department to learn more about your COBRA rights.

7.8 Flexible Spending Account (FSA)

Cambridge provides Flexible Spending Account (FSA) benefits for eligible employees. All regular full-time employees are eligible for the above FSA benefits. FSAs provide tax-free reimbursement to employees for health care and/or dependent care expenses that are not reimbursed by any other insurance or reimbursement program.

A Health Care FSA provides eligible employees the opportunity to pay for medical expenses, on a pretax basis, that are not reimbursed by an insurance plan. Both the amount you contribute and the amount you are reimbursed from your Health Care FSA are income tax free.

A Dependent Care FSA provides eligible employees the opportunity to pay for dependent care expenses for a child, disabled spouse, or dependent parent, on a pretax basis. Both the amount you contribute and the amount you are reimbursed from your Dependent Care FSA are pre-tax.

If eligible, you may elect an annual amount to contribute, which will be divided and deducted from your pay each pay period and may be used to pay for eligible expenses. Annual elections are limited by established plan maximums and are subject to applicable IRS forfeiture and rollover provisions.

Contact the Human Resources Department for a copy of the plan summary and for questions about this benefit.

7.9 Holidays

Cambridge offers the following paid holidays each year:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- 3 Floating Holidays of your Choice

Based on your Employment Understanding (EU) hours you are eligible for paid holidays as follows:

- Full-Time Employees (Package A = 30 - 40 hours per week): 8.00 hours of Holiday Pay

- Part-Time Employees (Package C = 20 - 29 hours per week): 4.00 hours of Holiday Pay

Package A employees must take Floating Holidays in 8.00 hour increments while Package C employees must take Floating Holidays in 4.00 hour increments.

Floating Holidays reset each January 1st and do not carry over to the following calendar year.

When a holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

If one of the above holidays falls on your scheduled day off, you shall take another day off as the holiday within the same pay period. The specific day off must be approved by your direct supervisor.

To be eligible for holiday pay you must work the day before and after the holiday unless the day off is preapproved for PTO, or your time off is excused with a note from your medical provider.

Employees on leave of absence (including FMLA and Workers Compensation) are not eligible for holiday pay.

If your site or department is required to be open on a Company holiday, you will receive the holiday in addition to your regular rate of pay for any hours worked on the holiday.

In the event you are called on to respond to an after-hours emergency on a holiday and your site is closed, you will be paid your regular holiday hours, as defined above, as well as your hours actually worked to respond to the situation, at a minimum of 2 hours at your overtime rate.

7.10 Military Leave (USERRA)

Cambridge complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law. You must submit documentation of the need for leave to the Human Resources Department. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify the Human Resources Department of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact the Human Resources Department.

7.11 Paid Time Off (PTO)

Cambridge provides and encourages employees to use PTO for vacation, illness or personal matters.

Usage

PTO is accrued each pay period at the rate shown in the chart below. New employees will begin accruing PTO on the first day of their employment and can begin using PTO on the first of the month following 60 days of employment.

You must request PTO from your direct supervisor as far in advance as possible. Requests will generally be granted whenever possible, taking business needs into consideration. Time off

requests are approved on a first-come, first-served basis. When requesting time off, adhere to these guidelines whenever possible:

- For up to 3 days off, submit your request at least 5 business days in advance
- For requests of 4 to 8 days off, submit your request at least 10 business days in advance
- Absence requests for longer than 8 scheduled workdays require 30 days' pre-approval.

In order to provide the greatest number of employees with an opportunity to utilize PTO during peak holiday periods, employees working in similar positions (or within the corporate office) shall be limited to either the day before or the day after a Company-observed holiday, unless mutually agreed between you and your direct supervisor.

PTO Accrual

PTO is calculated according to your work anniversary date

Package A (30+ Hours Scheduled Per Week)	Years of Service	Hours Accrual Per Pay Period	Hours Accrual Per Year	Maximum Accrual Hours
	0-1	3.34	80.00	120.00
	1-3	3.67	88.00	132.00
	3+	5.00	120.00	180.00
	10+*	6.67	160.00	240.00

Package C (20-29 Hours Scheduled Per Week)	Years of Service	Hours Accrual Per Pay Period	Hours Accrual Per Year	Maximum Accrual Hours
	0-1	1.67	40.00	60.00
	1-3	1.84	44.00	66.00
	3+	2.50	60.00	90.00
	10+*	3.34	80.00	120.00

Package D and E employees accrue state or city required sick leave pay.

*10-Year+ Employees

You have the option of taking the increased accrual or a 2% rate increase. Please notify the Payroll Department of your decision.

Maximum Accrual and Carryover

Because scheduling conflicts can occur, unused PTO can be carried over into the following calendar year. The maximum PTO balance for each employee is equal to no more than 150% of the employee's annual accrual. Once the maximum balance is reached, employees will no longer accrue PTO until the balance falls below the maximum.

Inactive Employees

You will not accrue PTO during unpaid leaves of absence, or other periods of inactive service, unless PTO accrual is required by applicable federal, state, or local law.

Cambridge may require you to use any unused PTO during disability or family medical leave, or any other leave of absence, where permissible under local, state, and federal law.

PTO Advances

With Portfolio Supervisor preapproval, PTO may be used in advance of actual accrual to a maximum of 33% of what will be earned in a 12-month period. Employees must be in good standing to qualify for an advance.

Time Off Applied to PTO

When you take time off work of 4.00 hours or more and there is an accumulated PTO balance, Payroll will automatically deduct hours from your balance. Accumulated PTO cannot be saved or banked for future use.

PTO With Apartment Value (AV)

Special arrangements may be required when you have partial or full AV and are absent from work. For employees who have PTO, the balance will be used to the extent needed to cover your AV.

Exempt Employees

As much as it is practicable, PTO should be requested in advance.

PTO will generally not be charged for sporadic absences of less than 4 hours per day.

If you work at least 40.00 hours after your time off, you will not be required to use PTO.

If you do not have enough PTO available to cover all or a portion of your absence, you will be allowed to take PTO in advance in accordance with Company policy.

PTO Payouts

In cases where there is an ongoing impediment to utilizing PTO, and you have requested in writing and been denied time off, you may request a partial payout on an annual basis by submitting a PTOP Payout Request Form. Approval is at Cambridge's discretion.

Upon separation for any reason, you will be paid out all earned but unused PTO.

7.12 Personal Leave of Absence

Cambridge recognizes that you may need time off from work in special circumstances that other leave policies may not address. In such cases, you may request a personal leave of absence. Personal leave of absences are unpaid absences that are expected to last more than 5 days and do not fall under another leave category.

Eligibility

All regular employees in good standing and employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Generally, personal leave will be granted for a maximum of 60 days.

Notice

Advance notice of at least 30 days is preferred, however if circumstances prohibit advance notice, the request must be submitted as soon as the need is known. In emergency situations, written notice must be provided as soon as possible. The request should include the reason for the leave as well as the dates you expect to begin and end your leave.

Requesting Leave

Forms to request a personal leave of absence can be obtained from the Human Resources Department.

The granting of a personal leave requires approval from your Portfolio Supervisor and the Human Resources Department. Approval will be based on business needs and your job performance. Requests for personal leave may be denied or granted for any reason and are within the sole discretion of the Company.

You will be required to use any PTO balance prior to taking an unpaid personal leave of absence.

Employees' jobs when on a personal leave of absence are not protected. Meaning your same job or any job may no longer be open or available upon your return to work.

Benefits While on Leave

It is important to note that personal leave of absence will affect eligibility for benefits. Your benefits will be cancelled after 30 days of personal leave and you will be offered insurance through the continuation of benefits program, COBRA. PTO will not accrue during your unpaid personal leave of absence, and holidays that occur during your leave of absence are not paid.

Medical Provider Notes

Anytime an employee is off work for 3 or more days for what is regarded to be a health-related matter, a medical provider's note must be submitted to the Human Resources Department before you are allowed to return to work:

The note must excuse you for the time you were off work and release you to return to work. If you are released to return to work but have restrictions and the Company can accommodate the restrictions, an Offer of Modified Work Letter listing the specific duties you are able to perform, and we can accommodate will be developed by the Human Resources Department.

Employees who receive medical care after suffering an injury or illness or injury on the job will be required to provide a note to the Human Resources Department before returning to work. Employees off work for a medical-related leave of absence will be required to submit a Certification of Health Provider form to commence the leave and provide a release to return to work prior to returning to work.

7.13 Site-Based Employee Housing and Apartment Value (AV)

Site-based employees may be required or given the option of living onsite. The full or partial AV will be reflected on your paycheck. All laws, rules and regulations apply to employees living onsite that apply to residents.

Prior Occupancy

In the event your occupancy at a specific property precedes your employment at that property, upon the execution of the Employment Understanding, you and the Company mutually agree to the cancellation of the existing Rental or Lease Agreement and the substitution of an Employment Understanding as the document establishing your rights as an occupant of the property. You will not be authorized or required to sign a Rental or Lease Agreement.

Housing falls into one of 2 categories:

Market-Rate Housing (a unit in a market-rate priced property)

Income Restricted Housing (a "set aside" is a low-income unit in an income restricted property)

During a Leave of Absence

If you are an employee living onsite that is approved for a leave of absence that includes pay periods in which you have no earnings, the accrued rent value as follows must be paid as

follows:

- Deducted from available PTO during your leave of absence
- Deducted from paychecks in an amount mutually agreeable upon returning from leave of absence, or
- A combination of both above

At Separation

Unless your occupancy preceded your employment with Cambridge, upon the termination of your employment subject to other written agreements including the EU, the Company reserves the right to request the immediate surrender of your apartment.

7.14 Accommodations for Pregnancy, Childbirth, and Related Medical Conditions

Cambridge recognizes the importance of supporting employees experiencing limitations related to pregnancy, childbirth, or related medical conditions by providing reasonable accommodations. We are committed to complying with the federal Pregnant Workers Fairness Act (PWFA) and any applicable state or local laws offering additional protection. Examples of reasonable accommodations include:

- Additional break time for restroom use, meals, hydration, and rest.
- Seating options allowing for sitting or standing as needed.
- Schedule changes, part-time work, and paid and unpaid leave.
- Flexible work hours to accommodate medical appointments and physical needs.
- Telework (remote work).
- Closer parking spots to the workplace entrance.
- Light duty.
- Making existing facilities accessible or modifying the work environment.
- Job restructuring.
- Temporarily suspending one or more essential functions of your job.
- Acquiring or modifying equipment, uniforms, or devices.
- Adjusting or modifying examinations or policies.

If you require an accommodation, notify your direct supervisor who will contact your Portfolio Supervisor or the Human Resources Department. In instances where the need for a particular accommodation is not obvious, you may be asked to provide:

- The reason an accommodation is needed.
- A description of the proposed accommodation.
- Information on how the accommodation will effectively address your limitations.

Medical documentation will not be required in the following situations:

- When the limitation and need for an accommodation is obvious.
- If the Company is already aware of the limitation due to previous disclosures.
- When requesting accommodations such as additional restroom breaks, fluid intake, food breaks, or seating arrangements, which are considered presumptively reasonable.
- For any lactation accommodations.
- When a similar accommodation has been provided to other employees without requiring documentation.

The Company will engage in an interactive process with you to identify suitable accommodations. While we strive to accommodate all requests, certain accommodations may not be provided if it results in undue hardship to the Company. Factors considered include the nature and cost of the accommodation, the overall financial resources of the facility, and the impact on operations,

including safety and efficiency.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act (FMLA) and/or any other applicable leave as permitted by law.

The Company strictly prohibits retaliation against employees who request or utilize an accommodation under this policy.

7.15 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work-related injuries. If you are injured on the job while working at Cambridge, no matter how slightly, you must report the incident immediately to your direct supervisor and the Human Resources Department. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

You will be required to complete an On the Job Injury and Incident Packet. Additionally, you will be required to submit a medical release before you can return to work.

7.16 Uniforms

The Company provides Maintenance staff with seasonal appropriate uniforms, which generally includes shirts, hats and jackets. With Portfolio Supervisor approval, office staff who also perform maintenance tasks will be eligible for an appropriate number of uniforms, if desired. Maintenance employees are eligible to receive reimbursement for work pants or work boots at a maximum of \$200.00 per year.

Employees provided with Company uniforms are reminded that when in uniform, working or not, their conduct reflects on the Company. Uniforms are expected to be clean and presentable - free from rips, stains, or holes. Please contact the SERC office if a replacement is needed.

All uniforms, accessories or name tags issued by our Company must be returned upon leaving our Company.

Employees provided with Company uniforms are reminded that when in uniform, working or not, your conduct reflects on the Company. Uniforms are expected to be clean and presentable - free from rips, stains, or holes. Please contact the SERC office if a replacement is needed. You must not wear your uniform while off duty.

All uniforms, accessories and name tags issued by the Company must be returned upon separation.

8.0 Safety and Loss Prevention

8.1 Business Closure and Emergencies

Events such as inclement weather and natural disasters such as earthquakes and fires may occur from time to time and Cambridge recognizes they may affect your ability to get to work. In such situations, your safety is paramount, and we expect you to use your best judgment to determine if you can safely make it into the office.

Company Closure Notification

The corporate office as well as individual properties will make every effort to notify you when it is necessary to close for an emergency such as storm conditions, icy roads, power outages, etc.

In the case of a power outage, there may not be internet access and/or phone service to notify you. In this case, use your best judgement to assess the safety and practicality of attempting to drive to work.

In some instances, the corporate office or a property may need to close midday. When this happens you will be instructed to leave immediately so that the conditions do not further deteriorate and affect your ability to travel home safely.

Time taken off due to poor weather conditions while the business remains open is unpaid, although PTO may be used.

Working from Home

Work at home arrangements will be considered during periods of inclement weather or natural disasters where commuting to work presents an unreasonable risk to the employee. Generally, work-at-home arrangements cease upon the restoration of a reasonable environment for commuting to the primary place of employment.

If you find yourself in a situation where you think it is safer to work from home, contact your Portfolio Supervisor to discuss arrangements to work from home for a limited duration. If your work from home request is denied, you have the option of:

- Taking the time off and using PTO hours to receive pay for the absence, or
- Scheduling work to occur on days you are normally scheduled to be off duty, for example, working on a weekend day to compensate for a mid-week absence

Extension

When the closure ends, you are expected to report to work. Contact your supervisor if you cannot return to work at the end of the closure. The Company recognizes that you may need additional time off to repair damage to your home or for other emergency situations. These will be assessed on a case-by-case basis.

Pay During Closures

If you are exempt and are working at home with prior permission, or at the office on the day of the partial day closure, you will be paid your normal salary for the week.

If you are nonexempt, you will be paid for the hours you worked, unless state law dictates otherwise. If you are nonexempt and are notified of closure prior to reporting to work, you will not be paid during the closure, unless state law dictates otherwise.

Benefits Coverage

Your health insurance coverage will be maintained during the closure on the same basis as if you were still working.

If You Cannot Get to Work

Unique circumstances may affect your ability to come to work even when the Company is able to remain open. Company recognizes that in a severe national or regional disaster, all methods of communication may be unavailable; however, you should continue to try and contact your direct supervisor, by any method possible.

Time missed under circumstances where Company remains open, and you are unable to report to work is to be used as paid time off (PTO) or is unpaid.

8.2 Drug and Alcohol Policy

Cambridge is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Company to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others and will not be tolerated.

Prohibited Conduct

The Company expressly prohibits employees from engaging in the following activities when they are on duty or conducting Company business or on Company premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The Company does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the Company Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Portfolio Supervisor or HR if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Employer-Sponsored Events

From time to time, the Company may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times.

Treatment and/or Rehabilitation

The Company may assist you in seeking treatment or rehabilitation for drug or alcohol dependency. In such cases, the Company may consider your continued employment as long as concerns regarding safety, health, production, communication, or other work-related matters are adequately addressed. The Company may also require you to obtain a medical clearance and agree to random testing and a "one-strike" rule as a condition of continued employment.

Violations

Violations of this policy may result in disciplinary action up to and including termination of employment.

8.3 General Safety

Emergencies

Your direct supervisor must be notified immediately when an emergency occurs. Emergencies include accidents, medical situations, bomb threats, other threats of violence, fire, and the smell of smoke. In the absence of your direct supervisor, contact your Portfolio Supervisor.

Should an emergency result in the need to communicate information to employees outside of business hours, your direct supervisor will contact you.

When events warrant an evacuation of the building, you should follow the instructions of your direct supervisor or other member of management. You should leave the building in a quick and orderly manner. You should assemble across the street from the front entrance of your building or other pre-determined location to await further instructions or information.

Safety Manual

It is the responsibility of all employees to maintain a healthy and safe work environment, report any health or safety hazards, and follow the Company health and safety rules. The Company also requires that all work-related illnesses or injuries be reported to your direct supervisor and the Human Resources Department as soon as reasonably possible.

The Cambridge Safety Manual is an integral part of our Company's safety plan and reinforces safe work practices, promotes employee awareness of safety practices, and assists site staff in communicating safety-related issues.

Each Cambridge managed property has a printed copy of our Safety Manual. The manual is stored in an accessible place and all site staff should know where it is located. The Safety Manual is a reference guide for employees as well as a guide for staff safety meeting topics and a training tool for new employees.

Safety violations may lead to disciplinary action up to and including termination of employment.

8.4 Workplace Violence

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of Cambridge, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The Company has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.

- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Company property or while performing Company business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your direct supervisor, Portfolio Supervisor and the Human Resources Department, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as disciplinary action up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination of employment.

If you believe you have been wrongfully retaliated against, immediately report the matter to the Human Resources Department.

9.0 Trade Secrets and Inventions

9.1 Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, Cambridge employees are required to protect the confidentiality of Company trade secrets, proprietary information, and confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to Company. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that an employee is sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your Portfolio Supervisor and the Human Resources Department.

Violation of this policy may result in disciplinary action up to and including termination of employment and may subject the violator to civil liability.

9.2 Inventions

Any invention created, in whole or in part, during your work hours, or from the use of equipment or facilities belonging to Cambridge, is "work for hire" and is the property of Company.

If you intend to develop and maintain property rights to any invention that relates in any way to products or services of the Company, you are required to obtain a written waiver of this policy, signed by both you and the President.

10.0 Customer Relations

10.1 Customer, Client, and Visitor Relations

Cambridge strives to provide the best products and services possible to our customers and clients. Our customers and clients support this business and generate your wages. You are expected to treat every customer, client, or visitor with the utmost respect and courtesy during your working time. Never argue or act in a disrespectful manner towards a visitor or customer during your working time. Lastly, make every effort to be prompt in following up on their requests or questions. Positive customer, client, and visitor relations will go a long way to establishing our Company as a leader in its field. If you are having a problem or receive a complaint or concern regarding our products or services notify your Portfolio Supervisor immediately.

10.2 Products and Services Knowledge

As a representative of Cambridge, you are expected to be familiar with the products and services we offer. Take every opportunity to learn about your property as well as other properties that Company manages. We consider our employees to be the best reflection of our business brand and company success.

California Policies

Hiring and Orientation Policies

Accommodations for Victims of Crime or Abuse

Cambridge will provide reasonable accommodations to employees who are the victims of domestic violence, sexual assault, or stalking who request an accommodation for their safety while at work, provided the accommodation does not create an undue hardship on Company.

Reasonable accommodations may include the implementation of safety measures such as:

- A transfer, reassignment, or modified schedule.
- A change in telephone number, workstation or installed lock.
- Assistance in documenting domestic violence, sexual assault, stalking, or other crime that occurs in the workplace.
- An implemented safety procedure or other adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other crime.
- Referral to a victim assistance organization.

Upon receiving a request, Company will engage in a timely, good faith, and interactive process with you to determine effective reasonable accommodations.

If you no longer need an accommodation, you must notify Company that the accommodation is no longer needed. If circumstances change and you need a new accommodation, you must request one.

Certification

When requesting a reasonable accommodation, you will be asked to submit a signed, written statement certifying that the accommodation is for an authorized purpose. You may also be asked to provide documentation that demonstrates your status as a victim of domestic violence, sexual assault, stalking, or ongoing circumstances related to the crime or abuse, such as:

- A police report showing that you were a victim.
- A court order protecting you from the perpetrator or other evidence from the court or prosecuting attorney that you appeared in court.
- Documentation from a medical professional, domestic violence counselor, sexual assault counselor, victim advocate, health care provider, or counselor showing that your absence was due to treatment for injuries from the crime or abuse.
- Any other form of documentation that reasonably verifies that the crime or abuse occurred.

Unpaid Leave

If you are a victim, Company will also provide you with unpaid leave to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of you or your child. For purposes of unpaid leave, **victim** includes:

- A victim of stalking, domestic violence, or sexual assault.
- A victim of a crime that has caused physical injury, or mental injury and a threat of physical injury.
- A person whose immediate family member is deceased as the direct result of a crime.

Crime means a crime or public offense anywhere that would constitute a misdemeanor or a felony if the crime had been committed in California by a competent adult, regardless of whether any person is arrested or prosecuted for, or convicted of, committing the crime.

Immediate family member means:

- Your spouse or domestic partner.
- Your child, which includes, regardless of age, a biological, adopted, or foster child; stepchild or legal ward; the child of your domestic partner; a child to whom you stand in loco parentis; or a person to whom you stood in loco parentis when the person was a minor.
- Your (or your spouse's or domestic partner's) biological, adoptive, or foster parent, stepparent, or legal guardian, or a person who stood in loco parentis of you or your spouse or domestic partner when you or they were a minor child.
- Your biological, foster, or adoptive sibling, stepsibling, or half-sibling.
- Any other individual whose close association with you is the equivalent of a family relationship described above.
-

You may use available paid time off (PTO) or paid sick leave for your leave.

Notice

You must provide reasonable advance notice of your intent to take leave for the above reasons, unless advance notice is not feasible. If an unscheduled absence occurs, you must provide the following documentation within a reasonable amount of time after your absence:

- A police report indicating that you were a victim,
- A court order protecting or separating you from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney stating that you have appeared in court, or
- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed health care provider, or counselor stating that you were undergoing treatment or receiving services for physical or mental injuries or abuse resulting from the crime or abuse.

Confidentiality

Company will maintain the confidentiality of anyone requesting time off or requesting an accommodation under this policy, except as required by federal or state law or as necessary to protect your safety in the workplace.

Retaliation

Company will not retaliate against any employee for their status as a victim of crime or abuse or for requesting or taking leave or a reasonable accommodation in accordance with this policy.

Drug and Alcohol Rehabilitation Accommodation

Cambridge will reasonably accommodate employees who wish to voluntarily participate in an alcohol or drug rehabilitation program, provided that the accommodation will not impose an undue hardship on Company.

A reasonable accommodation may include unpaid time off. If you have a serious health condition and are otherwise eligible, time off for alcohol and/or drug rehabilitation may also be covered by the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA). If so, Company will request approval and medical certification as it would for FMLA and CFRA leave requests, and the leaves will run concurrently. You may use accrued sick days, if any, for all or part of the time spent entering or participating in a rehabilitation program.

Company may discharge or refuse to hire an individual because of their current use of alcohol and/or drugs, because they are unable to perform their duties, or because they cannot perform their duties in a manner that would not endanger their own or another's health and safety.

Requests to participate in a rehabilitation program will be kept confidential. Direct all requests to participate in a rehabilitation program to the Director of Human Resources.

Company will not retaliate against an employee who requests or obtains an accommodation in accordance with this policy.

EEO Statement and Non-Harassment Policy

Equal Opportunity Statement

Cambridge is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of unlawful harassment, discrimination, or retaliation based on the following protected classes: age (40 and over), race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, reproductive health decision-making, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, off-duty and off-premises use of cannabis, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Company will conduct a confidential, prompt, and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of the Equal Employment Opportunity Policy. The Company will take appropriate corrective and remedial action, if and where warranted. The Company prohibits retaliation against any employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Portfolio Supervisor or the Human Resources Department.

Policy Against Workplace Harassment

Cambridge has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment, based upon an individual's membership in a protected class.

This policy protects all applicants and employees (including managers and supervisors) from unlawful harassment and discrimination. This includes harassment by employees, managers, supervisors, contractors, interns, volunteers, vendors, suppliers, and customers. In addition, this policy extends to conduct connected with an individual's work, even when the conduct takes place away from the workplace, such as a business trip or business-related social function.

Harassment

Harassment means disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on an individual's membership in a protected class.

While it is not possible to list all the circumstances that may constitute other forms of workplace harassment, some examples of conduct that may constitute workplace harassment include:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above-protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above-protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Sexual Harassment

Sexual harassment means harassment based on sex or conduct of a sexual nature and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, or gender expression. It may include all the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into the following 2 types:

- Quid pro quo sexual harassment ("this for that"), which includes:
 - Submission to sexual conduct when made explicitly or implicitly a term or condition of an individual's employment.
 - Submission to or rejection of the conduct by an employee when used as the basis for employment decisions affecting the employee.
- Hostile work environment sexual harassment is conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile, or otherwise offensive working environment. Examples include:
 - Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails, or gifts.
 - Sex, gender, or sexual orientation-related comments, slurs, jokes, remarks, or epithets.
 - Leering, obscene or vulgar gestures, or sexual gestures.
 - Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons or posters or any such items.
 - Impeding or blocking movement, unwelcome touching, or assaulting others.
 - Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
 - Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Retaliation

Retaliation means any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.

Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy include, but are not limited to: demotion, suspension, reduction in pay, denial of a merit salary increase, failure to hire or consider for hire, refusing to promote or consider for promotion because of reporting a violation of this policy, harassing another employee for filing a complaint, denying employment opportunities because of making a complaint or cooperating in an investigation, changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace, treating people differently such as denying an accommodation, not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Reporting Discrimination, Harassment, and/or Retaliation

If you feel that you have witnessed or have been subjected to any form of discrimination, harassment, or retaliation, immediately notify the Human Resources Department.

The Company prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate corrective and/or remedial action where we find a claim has merit. If the Company begins an investigation, we will endeavor to conduct the investigation in a timely manner and will keep the investigation confidential to the extent possible. In the same way, anyone involved in an investigation of harassment has an obligation to keep all information about the investigation confidential. That is why the Company will only share information about a complaint of harassment with those who need to know about it. Failure to keep information about an investigation confidential may result in disciplinary action. Investigations will be documented and tracked for timely resolution.

When the investigation has been completed, the Company will normally communicate the results of the investigation to the complaining individual, to the alleged harasser, and, if appropriate, to others who are directly involved. If our policy against harassment is found to have been violated, appropriate corrective action, up to and including termination, will be taken against the harasser so that further harassment will be prevented. Both the rights of the alleged harasser and the complainant will be considered in any investigation and subsequent action.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation. In addition to our internal complaint procedure, employees may also contact either the Equal Employment Opportunity Commission (EEOC) or the California Civil Rights Department (CRD) to report unlawful harassment. You must file a complaint with the CRD within 3 years of the alleged unlawful action. The EEOC and the CRD serve as neutral factfinders and will attempt to assist the parties to voluntarily resolve their disputes. For more information, contact the Office of Human Resources or the nearest EEOC or CRD office.

Filing of Complaints Outside Company

You may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Contact these agencies directly for more information about filing processes.

California Civil Rights Department

2218 Kausen Drive, Suite 100

Elk Grove, CA 95758

Voice: 800-884-1684 | TTY: 800-700-2320

California Relay Service: 711

Email: contact.center@dfeh.ca.gov

Main website: <https://www.calcivilrights.ca.gov>

Online sexual harassment training courses: <https://www.calcivilrights.ca.gov/shpt/>

U.S. Equal Employment Opportunity Commission

450 Golden Gate Avenue 5 West

P.O. Box 36025

San Francisco, CA 94102-3661

Phone: 800-669-4000 | Fax: 415-522-3415

TTY: 800-669-6820 | ASL Video Phone: 844-234-5122

Website: <https://www.eeoc.gov/field-office/sanfrancisco/location>

Wage and Hour Policies

Accommodations for Nursing Mothers

Cambridge is required by law to provide requesting employees who are nursing mothers with certain accommodations to express milk. Accordingly, the Company will provide nursing mothers with:

- Reasonable break time to express milk for their infant child each time the mother has the need to express milk; and
- A private room or other location, other than a restroom, in close proximity to their work area that is shielded from view and free from intrusion to express breast milk.

Requesting Accommodation

If you have the need for accommodation and the Company cannot provide break time or a location that complies with the above, the Company will provide you with a written response.

Break Times

Regarding break times, employees may use regular paid rest breaks or may take other reasonable break time when needed. If possible, the break time should run concurrently with scheduled meal and rest breaks already provided to you. If the break time cannot run concurrently with meal and rest breaks already provided or additional time is needed, break times will be unpaid except where federal or state law dictates otherwise.

Lactation Room or Location

The provided lactation room or location will:

- Be safe, clean, and free of hazardous materials.
- Contain a surface to place a breast pump and personal items.
- Contain a place to sit.
- Have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump.

Multipurpose rooms may be used as lactation space if they satisfy the above requirements; however, use of the room for lactation purposes must take priority over other uses.

Milk Storage

Expressed milk can be stored in company refrigerators. Sufficiently mark or label your milk to avoid

confusion for other employees who may share the refrigerator. If a refrigerator cannot be provided, the Company will provide another cooling device suitable for storing milk. You may also elect to bring a personal cooler for storage.

Retaliation

The Company will not retaliate against employees who request or obtain an accommodation in accordance with this policy.

Right to File Complaint

If you feel the Company is not providing you with adequate break time and/or a place to express milk as provided for in Labor Code § 1030, you may file a report/claim with the Labor Commissioner's Bureau of Field Enforcement (BOFE) at the BOFE office nearest your place of employment. The complaint must be filed within 3 years of the alleged unlawful action.

In addition, if you believe you have been a victim of retaliation for either asserting a right to lactation accommodation or for complaining to the Labor Commissioner about the failure of the Company to provide this accommodation, you may file a retaliation claim with the Labor Commissioner's Office pursuant to Labor Code § 98.7. This claim must be filed within 6 months of the alleged retaliation.

Meal and Rest Periods

Cambridge strives to provide a safe and healthy work environment and comply with all federal and state regulations regarding meal and rest periods. Check with your Portfolio Supervisor or the Human Resources Department regarding procedures and schedules for meal and rest periods.

The Company requests that employees observe and accurately record meal periods in time and attendance records. If you know in advance that you may not be able to take an uninterrupted scheduled meal or rest period, let your direct supervisor know; in addition, notify your Portfolio Supervisor and the Human Resources Department as soon as possible if you were unable to take or were prohibited from taking an uninterrupted scheduled meal or rest period.

Meal and rest periods are intended to provide employees with an opportunity to be away from work, and employees are not permitted to perform any work during meal and rest periods.

Meal Periods

If you are nonexempt and work more than 5 hours in a workday, you will be provided an unpaid, uninterrupted 30-minute meal period no later than the end of your fifth hour of work and will be required to "clock out" from the timekeeping system. If you work fewer than 6 hours in a workday, you may mutually agree with your direct supervisor to waive the meal period.

If you are nonexempt and work more than 10 hours in a workday, you will be provided a second unpaid, uninterrupted 30-minute meal period no later than the end of your tenth hour of work. Depending on your occupation, if you work no more than 12 hours in a workday and have taken the first meal period, you may mutually agree with your direct supervisor to waive the second meal period.

See the Human Resources Department for procedures related to requesting to waive a meal period in the above circumstances.

Rest Periods

If you are nonexempt, you will also be provided paid 10-minute rest periods based on total hours worked daily and you are not required to "clock out" from the timekeeping system. You will receive 10

minutes of uninterrupted rest time for every 4 hours of work, or major portion of each 4 hours worked. Accordingly, if you work:

- Less than 3 1/2 hours, you are not entitled to a rest period.
- Three and a half to 6 hours, you are entitled to a 10-minute rest period.
- Six to 10 hours, you are entitled to 2 10-minute rest periods.
- Ten to 14 hours, you are entitled to 3 10-minute rest periods.

Rest periods are to be taken in the middle of the 4-hour work period when possible. Rest periods cannot be combined or added to meal periods or used to start work late or end work early.

One Day Rest in Seven

In accordance with California law, nonexempt employees are generally permitted, on average, one day of rest for every 7 days of work depending upon scheduling and business needs as well as availability and interest in additional hours of work.

Overtime

If you are nonexempt, you qualify for overtime pay. All overtime must be approved in advance, in writing, by your direct supervisor.

At certain times Cambridge may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in disciplinary action, up to and including termination of employment.

If you are nonexempt and work more than 8 hours in any workday or more than 6 days in any workweek, you will be paid overtime at a rate of:

- One and one-half times your regular rate of pay for all hours worked in excess of 8 hours up to and including 12 hours in any workday, and for the first 8 hours worked on the 7th consecutive day of work in a workweek.
- Two times your regular rate for all hours worked in excess of 12 hours in a workday or in excess of 8 hours on the 7th consecutive day of work in a workweek.

If you are nonexempt and work more than 40 hours in a workweek, you may be entitled to overtime after any daily overtime hours are subtracted. The same hours are never counted against different overtime limits.

Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Pay Period

Cambridge pays employees twice per month on the 10th and 25th of each month. If a payday falls on a weekend or holiday, you normally will be paid on the last business day before the 10th or 25th.

Reporting Time Pay

Cambridge provides reporting time pay to nonexempt employees in all circumstances required by applicable law, including when you report to work for your scheduled shift but are asked to work, or are given, less than half of the hours you were scheduled to work. Reporting time pay may also be available for employees who are asked to call in or verify whether they will be required to work through online resources. Reporting time pay will be paid at your regular rate of pay. Reporting time pay for hours not actually worked is not counted for purposes of determining overtime.

Reporting time pay is not provided under certain circumstances, including, but not limited to:

- When Company operations cannot begin or continue due to threats to employees or property, or when civil authorities recommend that work not begin or continue.
- When public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities or sewer system.
- When the interruption of work is caused by an "act of God" or other cause outside the employer's control, such as an earthquake.

Speak with the Human Resources Department for more information regarding reporting time pay.

Wage Disclosure Protection

In accordance with California law, Cambridge will not:

- Prohibit you from:
 - Disclosing your own wages,
 - Discussing the wages of others, or
 - Inquiring about another's wages.
- Require you to sign a waiver or other document that proposes to deny you the right to disclose the amount of your wages.
- Discharge, formally discipline, or otherwise discriminate or retaliate against you for disclosing the amount of your wages.

However, if you have access to or knowledge of the private compensation information of other employees as a part of your role and essential job functions, you may not disclose that information to individuals who do not otherwise have access to it, unless the disclosure is:

- In response to a formal complaint or charge,
- Part of an investigation, proceeding, hearing, or action, including an investigation conducted by Company; or
- Consistent with the legal duty of Company to furnish information.

If you believe that you have been discriminated or retaliated against in violation of this policy, immediately report your concerns to the Human Resources Department.

Nothing in this policy will be enforced to interfere with, restrain or coerce, or retaliate against employees regarding their rights under the National Labor Relations Act.

Workday/Workweek

Cambridge's workweek runs from Saturday through Friday. The workday begins at 12:00am and ends at 11:59pm. Employees may be required to come in early, work late, or work overtime from time to time, depending on various factors, such as workloads, staffing needs, and special projects.

General Policies

Access to Personnel and Medical Records Files

In compliance with applicable laws, Cambridge maintains separate medical records files and personnel files for employees. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. Additionally, employees have the right to inspect and receive a copy of their personnel records. Company will make such records available for inspection and/or will be provided a copy within 30 calendar days of a written request. Payroll records will be made available to inspect or be provided a copy within 21 calendar days of a verbal or written request.

Direct all requests by an outside party for information contained in your personnel file to the Human Resources Department, which is the only department authorized to give out such information.

Whistleblower Protections

When employees notify a supervisor, manager, or an appropriate government or law enforcement agency that they have reason to believe their employer is violating a state or federal statute, rule or regulation, those employees are protected from retaliation. As such, Cambridge has a strict policy that prohibits retaliation against employees who make such reports while employed in any form of employment. The Company also does not permit retaliation against employees who refuse to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by Company, we encourage you to report it immediately to the Human Resources Department, the President, or the CFO. Alternatively, you may contact the California State Attorney General's Whistleblower Hotline at (800) 952-5225. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

Benefits

Bereavement Leave

Cambridge will provide eligible employees up to 5 days of unpaid bereavement leave in accordance with the California Fair Employment and Housing Act.

Eligibility

To be eligible for bereavement leave, you must be employed by the Company for at least 30 days prior to the start of leave.

Reasons for Leave

Eligible employees may take bereavement leave for the death of a family member. As used in this policy:

- **Family member** means your child, parent, grandparent, grandchild, sibling, spouse, or domestic partner.
- **Child** means a biological, adopted, or foster child; a stepchild; a legal ward; a child of a domestic partner; or a person to whom you stand in loco parentis.
- **Parent** means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or other person who stood in loco parentis to you when you were a child.
- **Sibling** means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.

Use of Leave

Eligible employees will be provided up to 5 days of unpaid bereavement leave in the event of the death of a family member.

The 5 days of bereavement leave do not have to be taken consecutively. Bereavement leave must be completed within 3 months of the date of the family member's death.

You may elect to use any accrued paid time off that you are eligible to take during the otherwise unpaid bereavement leave.

Bereavement leave will run concurrently with other federal/state laws where permitted by law.

Notice

If your need for leave is foreseeable, provide as much advance notice as possible. If unforeseeable, provide notice as soon as practical.

You may be required to provide reasonable documentation of your need for leave. This may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. This documentation must be provided within 30 days of your first day of leave.

All information received by the Company regarding your request for bereavement leave will be treated as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Bone Marrow and Organ Donation Leave

Cambridge will provide employees who have been employed with Company for at least 90 days, with a paid leave of absence for the purpose of donating organs or bone marrow. When donating an organ, you may take up to 30 paid business days in any 1-year period. When donating bone marrow, you may take up to 5 paid business days in any 1-year period. The 1-year period for both leaves is measured from the date leave begins.

Company will also provide employees with an additional unpaid leave of absence of up to 30 business days in a 1-year period when donating an organ. The 1-year period is measured from the date leave begins.

You are required to provide as much advance notice as possible if you wish to take leave to donate an organ or bone marrow. Provide Human Resources with verification from a physician that the donation will take place and that there is a medical necessity for the donation.

Leave taken under this policy does not constitute a break in service for health insurance coverage, accrual of PTO, sick pay, or seniority; however, the leave may not run concurrently with federal Family and Medical Leave Act or California Family Rights Act leave.

Company will not retaliate against an employee who requests or takes a leave in accordance with this policy.

California Family Rights Act (CFRA) Leave

Cambridge provides unpaid family and medical leave to eligible employees in accordance with the California Family Rights Act (CFRA).

Eligibility

To be eligible for CFRA leave:

- You must have been employed for at least 12 months (52 weeks) with the Company prior to beginning CFRA leave; and
- You must have worked for the Company for at least 1,250 hours during the 12-month period immediately before the leave is to start.

Reasons for Leave

You may take CFRA leave for the following reasons:

- The birth, adoption, or foster care placement of a child.
- To care for your own or your family member's serious health condition (not including disability due to pregnancy, childbirth, or related medical conditions).
- A qualifying exigency related to your spouse, domestic partner, child, or parent who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).

As used in this policy:

- **Family member** means your child, parent, grandparent, grandchild, sibling, spouse, domestic partner, or designated person.
- **Child** means a biological, adopted, or foster child; a stepchild; a legal ward; a child of a domestic partner; or a person to whom you stand in loco parentis.
- **Designated person** means any person related to you by blood or whose association to you is the equivalent of a family relationship.
- **Parent** means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or other person who stood in loco parentis to you when you were a child.
- **Sibling** means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.

You may identify your designated person at the time you request CFRA leave.

Leave Usage

Eligible employees may take up to 12 workweeks of leave per leave year. For purposes of this policy, the leave year is a rolling 12-month period that is measured backward from the date any CFRA leave is used.

You will be required to use any accrued paid time off that you are eligible to take during the otherwise unpaid portion of the CFRA leave. You also are required to use any accrued sick leave that you are eligible to take during the otherwise unpaid portion of CFRA leave if the CFRA leave is for your own serious health condition, a qualifying exigency, or any other reason mutually agreed to between you and the Company.

CFRA leave will run concurrently with other federal/state laws where permitted by law.

Intermittent Leave

When medically necessary, leave may be taken on an intermittent or a reduced work schedule.

Notice

If the need for leave is foreseeable (such as the birth of a child or planned medical treatment), you must provide reasonable advance notice and make a reasonable effort to schedule leave so that it will not unduly disrupt Company operations. If unforeseeable, provide notice as soon as practical. Notice should include the anticipated timing and duration of the leave.

Failure to comply with these notice rules is grounds for, and may result in, deferral of the request for leave until you comply with the notice requirement.

Certification

Where leave is requested for your own or a covered family member's serious health condition, the Company may require you to provide certification from your own or a Company's health care provider. If leave is for your own serious health condition, certification must include:

- The date when the serious health condition began.
- The probable duration of the condition.
- A statement that, due to the serious health condition, you are unable to perform the function of your position.

If leave is for a covered family member's serious health condition, certification must include:

- The date when the serious health condition began.
- The probable duration of the condition.
- An estimate of the amount of time that the health care provider believes you are needed to care for the family member.
- A statement that the family member's serious health condition requires you to provide care during the period of treatment or supervision.

The Company may require subsequent recertification of your own serious health condition if additional leave is required.

If the Company has reason to doubt the validity of the certification provided, the Company may require, at its own expense, that you obtain a second opinion from a health care provider designated or approved by the Company. If the second opinion differs from the original certification, the Company may again require, at its own expense, that you obtain a third opinion from a different health care provider designated or approved jointly by you and the Company. The third opinion will be considered final and binding.

Return to Work

If you take leave for your own serious health condition, you must obtain certification from your health care provider that you are able to resume work.

Reinstatement

Upon return to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during the period of leave.

Benefits

If the Company provides you with health benefits under a group health plan, the Company will maintain and pay for your health coverage for up to 12 weeks at the same level and under the same conditions as coverage would have been provided if you had not taken CFRA leave.

Failure to Return to Work

If you fail to return to work or fail to request an extension of leave prior to the expiration of the leave, you will be considered to have voluntarily terminated your employment. If you fail to return from leave, the Company may require reimbursement of the health insurance premiums paid during the leave under certain circumstances.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Civil Air Patrol Leave

Cambridge will provide eligible employees with at least 10 days of unpaid Civil Air Patrol leave per calendar year to respond to an emergency operational mission of the California Wing of the Civil Air Patrol.

Eligibility

To be eligible for Civil Air Patrol leave, you must:

- Be employed by the Company for at least 90 days before beginning leave; and
- Be a volunteer member of the California Wing of the Civil Air Patrol.

Use of Leave

Civil Air Patrol leave for a single emergency operation may not exceed 3 days, unless an extension of time is granted by the governmental entity that authorized the emergency operational mission, and the extension of the leave is approved by the Company. You will not be required to exhaust your PTO in order to take Civil Air Patrol leave.

Notice

If eligible, you must provide as much notice as possible of the intended dates leave will begin and end. The Company is not required to grant Civil Air Patrol leave to you if you are required to respond to either the same or other simultaneous emergency operational mission as a first responder or disaster service worker for a local, state, or federal agency.

Certification

The Company may require certification from the proper Civil Air Patrol authority verifying your eligibility for the leave requested or taken. The Company may deny the leave if you fail to provide the required certification.

Restoration

Upon return from leave, you will be restored to your previous position or a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment.

Retaliation

The Company will not retaliate or discriminate against employees who request or take leave in accordance with this policy.

Crime Victim Leave

Cambridge provides employees who are the victim of a violent felony or serious felony (or the family member of a victim of a violent felony or serious felony) with unpaid leave in order to attend judicial proceedings related to the crime. A family member under this policy includes a spouse, domestic partner, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

When the need for leave is foreseeable, you must provide documentation of the scheduled proceeding. Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office, or a victim/witness office. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings will be unpaid, unless you choose to take paid time off, such as accrued vacation paid time off.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Disability Insurance

If you are unable to work for at least 8 days due to a non-work-related illness or injury, or a pregnancy-related disability, you may be eligible for disability insurance benefits. Disability insurance is a

component of California's State Disability Insurance (SDI) program, which is administered by the California Employment Development Department (EDD) and is funded by workers through SDI payroll deductions. Disability insurance provides eligible employees with up to 52 weeks of partial wage replacement benefits. Benefit amounts are based on a percentage of your wages paid during a specific 12-month base period, determined by the date your claim begins.

To apply for this benefit, you must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and your expected date of return to work. The SDI program does not create a right to a leave of absence, job protection, or job reinstatement. You are responsible for filing your claim and other forms promptly and accurately with the EDD. To learn more about the SDI program, including eligibility requirements and benefits, or to make a claim for DI benefits, contact the EDD (www.edd.ca.gov).

Cambridge will be notified that you have submitted a disability insurance claim.

Employee Literacy Assistance

Cambridge will reasonably accommodate and assist employees who reveal that they have a literacy issue and request the Company's assistance in enrolling in an adult literacy education program, provided the accommodation does not impose an undue hardship on the Company.

For purposes of this policy, assistance includes, but is not limited to, providing the employee with the locations of local literacy education programs or arranging for a literacy education provider to visit the jobsite.

Reasonable accommodation does not include paid time off to enroll and participate in an adult literacy education program.

The Company will make reasonable efforts to safeguard the privacy of employees as to the fact that they have a literacy problem.

The Company will not retaliate against employees who request assistance in accordance with this policy.

Jury Duty Leave

Cambridge encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your direct supervisor as soon as possible to make scheduling arrangements.

Cambridge will pay employees up to 24 hours of jury duty pay for jury duty service. Exempt employees will not incur any deduction in pay for a partial week's absence due to jury duty. You may opt to use PTO for any unpaid time off.

The Company reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Leave for Victims of Crime or Abuse

Cambridge provides employees who are victims of crime or abuse with unpaid leave to:

- Seek medical attention for injuries caused by the crime or abuse.
- Obtain services from a domestic violence shelter or program, rape crisis center, or victim services organization or agency as a result of the crime or abuse.

- Obtain psychological counseling or mental health services related to the experience of crime or abuse.
- Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

Victim includes:

- A victim of stalking, domestic violence, or sexual assault.
- A victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury.
- A person whose immediate family member is deceased as the direct result of a crime.

Crime means a crime or public offense anywhere that would constitute a misdemeanor or a felony if the crime had been committed in California by a competent adult, regardless of whether any person is arrested or prosecuted for, or convicted of, committing the crime.

Immediate family member means:

- Your spouse or domestic partner.
- Your child, which includes, regardless of age, a biological, adopted, or foster child; stepchild or legal ward; the child of your domestic partner; a child to whom you stand in loco parentis; or a person to whom you stood in loco parentis when the person was a minor.
- You, or your spouse's or domestic partner's, biological, adoptive or foster parent, stepparent, or legal guardian, or a person who stood in loco parentis of you or your spouse or domestic partner when you/they were a minor child.
- Your biological, foster, or adoptive sibling, stepsibling, or half-sibling.
- Any other individual whose close association with you is the equivalent of a family relationship described above.

You must provide reasonable advance notice of your intention to take leave for the above reasons unless advance notice is not feasible. If an unscheduled absence occurs, you must provide the following documentation within a reasonable amount of time after your absence:

- A police report indicating that you were a victim, or
- A court order protecting or separating you from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney stating that you have appeared in court
- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, licensed health care provider, or counselor stating that you were undergoing treatment for physical or mental injuries or abuse resulting from the crime or abuse, or
- Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to a written statement signed by you, or an individual acting on your behalf, certifying that the absence is for an authorized purpose.

You may use available vacation, personal leave, accrued paid sick leave, or compensatory time off for your leave unless you are covered by a collective-bargaining agreement that states otherwise. Leave under this policy will run concurrently with other types of leave where permitted under applicable law.

The Company will maintain the confidentiality of anyone requesting time off under this policy, except as required by federal or state law or as necessary to protect your safety in the workplace.

The Company will not retaliate against a victim of crime or abuse for requesting or taking leave in accordance with this policy.

Military Spouse Leave

Cambridge provides up to 10 days of job-protected, unpaid leave to employees who are the spouse or registered domestic partner of a military member who is home on leave during a period of military deployment. To be eligible for military spouse leave you must:

- Work an average of 20 or more hours per week; and
- Be the spouse or registered domestic partner of a member of the Armed Forces, National Guard, or Reserves who is on leave from deployment during a period of military conflict.

Notify the Human Resources Department of your need for leave within 2 business days from the day you receive official notice that your spouse or registered domestic partner will be on leave from deployment. You must also provide written documentation certifying that your spouse or registered domestic partner will be on leave from deployment during the time you are requesting leave.

You may elect to use any available paid time off for which you are eligible under Company policy for the purpose of taking military spouse leave, and such paid time off will run concurrently with the leave afforded under this policy.

The Company will not discriminate or retaliate against employees who request or take leave in accordance with this policy.

Paid Family Leave Insurance

California's Paid Family Leave (PFL) insurance program provides eligible employees with up to 8 weeks of partial wage replacement in any 12-month period to take time off from work to:

- Bond with a new child (either by birth, adoption, or foster care placement),
- Care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner), or
- Participate in a qualifying exigency related to the covered active duty, or call to covered active duty, of your spouse, domestic partner, child, or parent in the U.S. Armed Forces.

The 12-month period begins on the day a claim is submitted.

PFL insurance is funded entirely by workers through state disability insurance (SDI) payroll deductions. If you are currently receiving benefits from SDI or workers' compensation insurance, you may not be eligible to receive PFL benefits. The California PFL insurance program does not create a right to a leave of absence, job protection, or job reinstatement.

The PFL insurance program makes benefits available to eligible employees through the California Employment Development Department (EDD). Apply for PFL insurance directly with the EDD. Contact the EDD for information on eligibility or to obtain a claim form. Medical and other documentation may be required.

Paid Sick and Safe Leave (Accrual Method)

Cambridge provides paid sick and safe leave to all eligible employees in accordance with California's Healthy Workplaces, Healthy Families Act.

Eligibility

All employees who have worked in California for at least 30 days within a year after beginning employment are entitled to earn sick and safe leave.

Reasons for Leave

Sick and safe leave may be taken for the following reasons:

- The diagnosis, care, or treatment of an existing health condition, or preventive care for you or your family member.
- If you are a victim of domestic violence, sexual assault, or stalking, to:
 - Seek legal or equitable relief to help ensure the health, safety, and welfare of you or your child (e.g. a restraining order).
 - Seek medical attention caused by domestic violence, stalking, or sexual assault.
 - Obtain services from a domestic violence shelter, domestic violence program, rape crisis center, or victim services organization or agency.
 - Obtain psychological counseling (including mental health services).
 - Participate in safety planning and take other actions to increase safety from future domestic violence, assault, or stalking, including temporary or permanent relocation.

Family member means:

- Your children (including biological, adopted, or foster children; stepchildren; legal wards; children of a domestic partner; or children to whom you stand in loco parentis).
- Your spouse or registered domestic partner.
- Your parents or your spouse's or registered domestic partner's parents (including biological, adoptive, and foster parents; stepparents; legal guardians; or persons who stood in loco parentis when you, or your spouse or domestic partner, was a minor child).
- Your grandparents.
- Your grandchildren.
- Your siblings.
- A person designated by you at the time you request paid sick and safe leave. You will be limited to making this designation once per 12-month period for purposes of paid sick and safe leave.

Accrual and Usage

Eligible employees begin to accrue sick and safe leave upon employment at a rate of 1 hour for every 30 hours worked. You may not accrue more than 80 hours (10 days) of leave for any reason. If you are classified as exempt, you are presumed to work 40 hours per week, unless you are normally scheduled to work fewer than 40 hours, in which case sick leave accrues based on your normal schedule.

You may begin using sick and safe leave on your 90th day of employment. Once you have accrued 80 hours of leave, you will not accrue any more leave until you use some. You may only use up to 40 hours (5 days) of your available sick and safe leave per leave year. For the purposes of this policy, the leave year is a rolling 12-month period. Paid sick and safe leave may be taken in no less than 2-hour increments. You may not use more sick and safe leave than you have accrued or receive an advance of sick and safe leave that has not yet been accrued. Earned but unused sick and safe leave will carry over to the following leave year up to the 80-hour maximum accrual cap.

Compensation

If you are nonexempt, you will be compensated for sick and safe leave at your regular rate of pay. If you are exempt, you will be compensated for sick and safe leave in the same manner as the Company calculates wages for other forms of paid leave time.

Notice

If your need for leave is foreseeable, you must provide reasonable advance notice. If unforeseeable, provide notice as soon as practical. If known, notice should include the expected length of the absence.

Documentation

The Company may request documentation verifying the appropriate use of leave.

Payment upon Termination

You will not be paid for any unused sick and safe leave when your employment ends.

Reinstatement of Leave upon Rehire

The Company will reinstate previously accrued, unused sick and safe leave if you separate and are rehired within 1 year.

Interaction with Other Leave

Sick and safe leave will run concurrently with other types of leave when permitted under applicable law.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Pregnancy Disability Leave

If you are disabled by pregnancy, childbirth, or a related medical condition, Cambridge will provide you with up to 4 months of unpaid pregnancy disability leave (PDL).

Eligibility

To be eligible for PDL, you must suffer from a pregnancy-related disability, which is a physical or mental condition related to pregnancy or childbirth that prevents you from performing the essential duties of your job or would cause undue risk to you or your pregnancy's successful completion.

Conditions for which PDL is available include, but are not limited to:

- Severe morning sickness.
- Prenatal or postnatal care.
- Doctor ordered bed rest.
- Gestational diabetes.
- Pregnancy-induced hypertension.
- Preeclampsia.
- Post-partum depression.
- Lactation conditions such as mastitis.
- Loss or end of pregnancy.
- Recovery from loss or end of pregnancy.

Use of Leave

PDL may be taken before or after birth during any period of time (not to exceed 4 months) where you are physically unable to work due to your pregnancy-related disability. You may take PDL all at once or intermittently.

Where applicable under state and federal law, employees who qualify and are entitled to take PDL may also be eligible for leave under the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA). PDL and FMLA run concurrently. CFRA leave will be counted separately from PDL. CFRA leave will also be counted separately from FMLA leave taken for pregnancy disability, childbirth, or related medical conditions. An additional 12 weeks of bonding leave may also be available for qualified individuals. Speak with the Human Resources Department about your eligibility for these leaves.

Notice and Leave Request Process

Foreseeable Need for Leave

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not practicable, give notice as soon as possible. You are expected to complete and return a leave request form prior to the beginning of leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.

Unforeseeable Need for Leave

If the need for leave is unforeseeable, provide notice as soon as practicable and possible under the facts of the particular case. Normal call-in procedures apply to all absences from work, including those for which leave under this policy may be requested. Complete and return the necessary leave request form as soon as possible to obtain the leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.

Leave Request Process

To request leave under this policy, obtain leave request forms from the Human Resources Department. If the need for leave is unforeseeable, and you will be absent more than 3 days, contact the Human Resources Department by telephone and request that leave forms be mailed to your home. If leave will be fewer than 3 days, complete and return the leave request form upon returning to work.

Call-In Procedures

In all instances of absence, follow the call-in procedures and standards established for giving notice of absence from work.

Paid Leave Utilization During Pregnancy Leave

You will be required to use available sick leave during PDL; however, you may opt to use any available PTO during your PDL in order to receive compensation.

If you are on PDL for 8 or more consecutive calendar days, you may be eligible for partial wage replacement benefits under the California State Disability Insurance (SDI) program. You are responsible for applying for these benefits and can obtain forms from your health care provider.

Certification and Fitness for Duty Requirements

When requesting PDL, you must provide certification from a health care provider to qualify for leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite your diligent efforts. Failure to provide certification may result in leave being delayed, denied, or revoked. At the discretion of the Company, you may also be required to obtain a second and third certification from another health care provider at Company expense (except for military care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

Temporary Transfer and Other Accommodations

If you are suffering from a pregnancy related disability, you are entitled to a temporary transfer to another position or other reasonable accommodation based on the pregnancy-related disability if you request the transfer or reasonable accommodation and the request is based on the medical certification of a health care provider that a transfer or reasonable accommodation is medically advisable, and the request can be reasonably accommodated by the Company. All employees who are transferred to accommodate a pregnancy-related disability have the same reinstatement and other rights described below with respect to pregnancy-related disability leaves.

The Company may also require you to transfer temporarily to an available alternative position with the same pay and benefits in order to accommodate your need for intermittent leave or a reduced work schedule.

Benefits

If the Company provides you with health benefits under a group health plan, the Company will maintain and pay for your health coverage at the same level and under the same conditions as coverage would have been provided if you had not taken pregnancy disability leave. If you do not return to work at the end of your pregnancy disability leave, the Company may recover the payment for your premiums under certain circumstances.

Return to Work

Upon returning to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during leave.

At the completion of PDL, you will be required to obtain a release to return to work from your health care provider stating that you are able to resume your original job or duties.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment.

Alternative Employment

While on leave of absence, you may not work or be gainfully employed either for yourself or others unless express written permission to perform such outside work has been granted by the Company. If you are on a leave of absence and are found to be working elsewhere without permission, you will be automatically terminated.

False Reason for Leave

You will be terminated if you provide a false reason for a leave.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Reproductive Loss Leave

Cambridge will provide eligible employees up to 5 days of unpaid reproductive loss leave in accordance with the California Fair Employment and Housing Act.

Eligibility

To be eligible for reproductive loss leave, you must:

- Be employed by the Company for at least 30 days prior to the start of leave.
- Experience a qualifying reproductive loss event.

Reproductive loss event means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.

Reasons for Leave

Reproductive loss events include:

- A **failed adoption**, which means the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party. To be a qualifying event, you must be a person who would have been a parent of the adoptee if the adoption had been completed.
- A **failed surrogacy**, which means the dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate. To be a qualifying event, you must be a person who would have been a parent of a child born as a result of the surrogacy.
- A **miscarriage**. To be a qualifying event, the miscarriage must have been experienced by you, your current spouse or domestic partner, or another individual that would have made you a parent to the child.
- A **stillbirth**. To be a qualifying event, the stillbirth must result from your pregnancy, the pregnancy of your current spouse or domestic partner, or another individual that would have made you a parent to the child.
- An **unsuccessful assisted reproduction**, which means an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure. To be a qualifying event, the unsuccessful assisted reproduction event must have been experienced by you, your current spouse or domestic partner, or another individual that would have made you a parent to the child.

Use of Leave

Eligible employees will be provided up to 5 days of unpaid leave for a reproductive loss event. The 5 days of leave do not have to be taken consecutively.

Leave must be completed within 3 months of the event entitling you to leave. If you experience more than 1 reproductive loss event within a 12-month period, the maximum amount of reproductive loss leave you can take in a 12-month period is 20 days.

You may elect to use any accrued vacation time or other accrued paid time off that you are eligible to take during the otherwise unpaid reproductive loss leave.

Reproductive loss leave will run concurrently with any other leave entitlement when permissible under applicable law.

Notice

Provide notice of your need for reproductive loss leave as soon as practical.

All information received by the Company regarding your request for reproductive loss leave will be treated as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

School Disciplinary Leave

Cambridge will provide eligible employees with unpaid leave, where permitted by law, to appear at their child's school if the child has been suspended and, for reasons specified in the California Education Code, they have been requested to attend a portion of a school day in the classroom of their child or ward.

Eligibility

All employees who are the parent or guardian of a student are eligible for school disciplinary leave.

Notice

You must provide documentation from the school of your need to take school disciplinary leave.

Retaliation

Company will not retaliate against employees who request or take leave in accordance with this policy.

School and Childcare Activities Leave

Cambridge will provide employees who have 1 or more children that are of the age to attend a licensed childcare provider, kindergarten, or grades 1 through 12, with up to 40 hours of leave per year to participate in the following:

- Finding, enrolling, or re-enrolling the child in a school or with a licensed childcare provider,
- Participating in school or childcare-related activities, or
- Addressing a childcare provider or school emergency.

Leave is limited to 8 hours in any calendar month.

To be eligible for leave, you must be a parent, guardian, stepparent, foster parent, grandparent, or a person who stands in the place of a parent (in loco parentis) to a child.

If you wish to take leave to enroll a child in school or with a childcare provider or to participate in a school or child-care related activity, you must provide reasonable advance notice to your direct supervisor and the Human Resources Department. If you need to take leave to address a childcare provider or school emergency, you must provide notice as soon as practicable. You may be required to provide documentation from the school or childcare provider verifying that you participated in the school or childcare activity.

If both parents of a child work for the Company, only 1 parent — the first to provide notice — may take the time off, unless the Company approves both parents taking time off simultaneously. You will be required to use paid time off for this leave.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Voting Leave

If you vote in person, and your work schedule prevents you from voting in person on Election Day, Cambridge will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your direct supervisor, consistent with applicable legal requirements.

Witness Leave

If you are required by law to appear in court as a witness, you may take unpaid time or paid time off to do so, provided you give Cambridge reasonable advance notice.

Safety and Loss Prevention

Heat Illness Prevention

Cambridge is committed to complying with all applicable laws and ensuring that employees avoid heat illness while working outside. Heat illness may begin with mild symptoms and progress quickly to signs of serious and life-threatening illness. All employees who work outdoors and are reasonably

anticipated to be exposed to the risk of heat illness will be provided detailed training before starting work involving a risk of heat illness.

This policy ensures that employees working outdoors understand they are allowed and encouraged to take preventative cool-down rest periods in provided shaded areas whenever they feel the need to protect themselves from overheating.

You may also be asked to take a cool-down rest period if you are observed having any signs of heat illness. Access to shade is permitted at all times. Cool-down periods are not limited in frequency and are considered time worked. When taking a preventative cool-down rest period:

- You will be monitored and asked if you are experiencing any symptoms of heat illness.
- You will be encouraged to remain in the shade.
- You will not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event sooner than 5 minutes after accessing shade, excluding the time needed to access the shade.

The Company provides fresh, pure, and suitably cool drinking water at no charge. When the work environment is hot, you are encouraged to frequently drink small cups of water, with up to 4 cups (1 quart or more) per hour recommended, to stay hydrated.

The Company has in place effective emergency response procedures if you show signs or report symptoms of heat illness while taking a preventative cool-down rest period. You must immediately report to your supervisor if you experience any symptoms or signs of heat illness or see signs of heat illness in co-workers so that the Company can respond with medical attention, as appropriate.

The Company will not discriminate or retaliate against employees who take preventative cool-down rest periods in accordance with this policy.

Idaho Policies

Hiring and Orientation Policies

EEO Statement and Non-Harassment Policy

Opportunity Statement

Cambridge is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on the following protected classes: age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, other compensation, termination, and all other terms, conditions, and privileges of employment.

The Company will conduct a prompt and thorough investigation of all allegations of discrimination, harassment or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Company will take appropriate corrective action, if and where warranted. The Company prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Portfolio Supervisor or HR or any other designated member of management.

Policy Against Workplace Harassment

Cambridge has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment, based upon an individual's membership in a protected class. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors,
- Lewd or derogatory comments or jokes,
- Comments regarding sexual behavior or another person's body,
- Sexual innuendo and other vocal activity such as cat calls or whistles,

- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature,
- Repeated requests for dates after being informed that interest is unwelcome,
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Company or any government agency,
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's membership in a protected class.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories,
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace, and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify the Human Resources Department.

The Company prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Wage and Hour Policies

Accommodations for Nursing Mothers

Cambridge will provide nursing mothers reasonable break time to express milk for their infant child for up to 1 year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public.

Expressed milk can be stored in company refrigerators, refrigerators provided in the lactation room or other location. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator. You may also bring a personal cooler for storage.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock in and out/ any time taken that does not run concurrently with normally scheduled rest periods. Break time may be unpaid where permissible by applicable law.

You must make reasonable efforts not to disrupt Company operations.

The Company will not discriminate or retaliate against employees who express breast milk in the workplace in accordance with this policy.

Meal and Rest Periods

Cambridge strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your direct supervisor or the Portfolio Supervisor regarding procedures and schedules for rest and meal breaks. The Company requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled meal or rest break, let your direct supervisor know. In addition, notify the Human Resources Department if you were unable to or prohibited from taking a meal or rest period.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your Portfolio Supervisor or the Human Resources Department.

At certain times Cambridge may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including termination of employment.

Unless otherwise required or exempted by law, overtime pay of 1 1/2 times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Pay Period

At Cambridge, the standard pay period is semimonthly for all employees. Pay dates are on the 10th and 25th of each month. If payday falls on a holiday, you will be paid on the preceding workday. If a pay date falls on a Saturday or Sunday, paychecks will be issued on the previous Friday.

Review your paycheck for accuracy. If you find an issue, immediately contact the Payroll Manager.

General Policies

Access to Personnel and Medical Records Files

Cambridge maintains separate medical records, files and personnel files for all employees. Files containing medical records are stored separate and apart from any business-related records in a safe,

locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review your personnel or medical records file, you must give the Company reasonable notice. Inspection must occur in the presence of a Human Resources representative.

All requests by an outside party for information contained in your personnel file will be directed to the Human Resources Department, which is the only department authorized to give out such information.

Benefits

Jury Duty Leave

Cambridge encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your direct supervisor and the Human Resources Department as soon as possible to make scheduling arrangements.

Cambridge will pay employees up to 24 hours of jury duty pay for federal jury duty service. Exempt employees will not incur any deduction in pay for a partial week's absence due to jury duty. You may opt to use PTO for any unpaid time off.

The Company reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Voting Leave

If you vote in person, and your work schedule prevents you from voting in person on Election Day, Cambridge will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your direct supervisor and/or Portfolio Supervisor, consistent with applicable legal requirements.

Oregon Policies

Hiring and Orientation Policies

EEO Statement and Non-Harassment Policy

Equal Opportunity Statement

Cambridge is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older); ancestry; sex; sexual orientation (including transgender status, gender identity or expression); pregnancy (including childbirth, lactation, and related medical conditions); gender; race (including physical characteristics that are historically associated with race, including, but not limited to, natural hair, hair texture, hair type, and protective hairstyles such as hair color or manner of wearing hair that includes, for example, braids, regardless of whether the braids are created with extensions or styled with adornments, locs, and twists); religion; color; national origin; physical or mental disability; genetic information (including testing and characteristics); expunged juvenile record; familial relationship; marital status; veteran status; uniformed service member status; status as a victim of domestic violence, harassment, sexual assault, bias, or stalking; or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Company will conduct a prompt and thorough investigation of all allegations of discrimination, harassment or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Company will take appropriate corrective action, if and where warranted. The Company prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Portfolio Supervisor and the Human Resources Department.

Policy Against Workplace Harassment

Cambridge has a strict policy against all types of workplace harassment (including sexual harassment and sexual assault) and other forms of workplace harassment based upon an individual's age (40 and older); ancestry; sex; sexual orientation (including transgender status, gender identity or expression); pregnancy (including childbirth, lactation, and related medical conditions); gender; race (including physical characteristics that are historically associated with race, including, but not limited to, natural hair, hair texture, hair type, and protective hairstyles such as hair color or manner of wearing hair that includes, for example, braids, regardless of whether the braids are created with extensions or styled with adornments, locs, and twists); religion; color; national origin; physical or mental disability; genetic information (including testing and characteristics); expunged juvenile record; familial relationship; marital status; veteran status; uniformed service member status; status as a victim of domestic violence, harassment, sexual assault, bias, or stalking; or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors
- Lewd or derogatory comments or jokes
- Comments regarding sexual behavior or another person's body
- Sexual innuendo and other vocal activity such as catcalls or whistles
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature
- Repeated requests for dates after being informed that interest is unwelcome
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Company or any government agency
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors, and
- Any unwanted physical touching or assaults or blocking or impeding movements.

Sexual Assault

Sexual assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's age (40 and older); ancestry; sex; sexual orientation (including transgender status, gender identity or expression); pregnancy (including childbirth, lactation, and related medical conditions); gender; race (including physical characteristics that are historically associated with race, including, but not limited to, natural hair, hair texture, hair type, and protective hairstyles such as hair color or manner of wearing hair that includes, for example, braids, regardless of whether the braids are created with extensions or styled with adornments, locs, and twists); religion; color; national origin; physical or mental disability; genetic information (including testing and characteristics); expunged juvenile record; familial relationship; marital status; veteran status; uniformed service member status; status as a victim of domestic violence, harassment, sexual assault, bias, or stalking; or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories,
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace, and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment (including sexual assault), document the conduct and immediately report it to the Human Resources Department.

The Company prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

State and Federal Remedies

In addition to the Company reporting process, if you believe you have been subjected to discrimination or harassment, you may file a formal complaint with the government agencies listed below. Using the Company complaint process does not prohibit you from filing a complaint with these agencies.

Claims must be filed within the following timeframes:

- Complaints filed with the Oregon Bureau of Labor and Industries (BOLI) must be filed within 5 years after the occurrence of the alleged discrimination.
- Complaints filed with the federal Equal Employment Opportunity Commission (EEOC) must generally be filed within 180 days of the alleged discrimination. This deadline is extended to 300 days if BOLI or a local agency enforces a law that prohibits employment discrimination on the same basis.

If the basis for filing the complaint is covered by both state and federal law, a complaint filed with BOLI is automatically filed with the EEOC.

EEOC Seattle Field Office

Address: 909 First Avenue, Suite 400, Seattle, WA 98104-1061

Phone: 800-669-4000 | Fax: 206-220-6911

TTY: 800-669-6820 | ASL Video Phone: 844-234-5122

Website: <https://publicportal.eeoc.gov/portal/>

BOLI, Civil Rights Division Offices

Eugene

1400 Executive Parkway, Suite #200

Eugene, OR 97401

541-686-7623

Salem

3865 Wolverine St. NE, Bldg. E-1

Salem, OR 97305

503-378-3292

Portland

800 NE Oregon St., Suite #1045
Portland, OR 97232
971-673-0764

Agreements

The Company may not, as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits, require or coerce you to enter into an agreement that contains a nondisclosure provision, a non-disparagement provision, or any other provision that has the purpose or effect of preventing you from disclosing or discussing any conduct:

- That constitutes unlawful discrimination or harassment (including sexual assault); and
- That occurred between employees or between the Company and an employee in the workplace or at a work-related event that is off the employment premises and coordinated by or through the Company; or
- That occurred between the Company and an employee off the employment premises.

If you have claimed to be a victim of unlawful discrimination or harassment (including sexual assault), the Company may only enter into a settlement, separation, or severance agreement with you that includes one or more of the following provisions, if you request to enter into such an agreement:

- A nondisclosure provision, a non-disparagement provision, or any other provision that has the purpose or effect of preventing you from disclosing or discussing any conduct as outlined in the previous paragraph.
- A provision that prevents the disclosure of factual information relating to a claim of discrimination or conduct that constitutes sexual assault; or
- A no-rehire provision that prohibits you from seeking re-employment with the employer as a term or condition of the agreement.

If the Company makes a good faith determination that you have engaged in unlawful discrimination or harassment, the Company may enter into a settlement, separation, or severance agreement that includes one or more of the provisions described above.

Any settlement, separation, or severance agreement reached by you and Company may be revoked within 7 days of its execution, and the agreement will not become effective until after the revocation period has expired.

Wage and Hour Policies

Accommodations for Nursing Mothers

Cambridge will provide nursing mothers reasonable rest periods to express milk for their infant child, each time the need arises, for up to 18 months following the child's birth.

The Company will provide a private location, other than a restroom, in close proximity to your work area, to express milk. The location will be shielded from view and free from intrusion from coworkers and the public.

Expressed milk can be stored in company refrigerators, refrigerators provided in the lactation room or other location. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator. You may also bring a personal cooler for storage.

The rest periods should, if feasible, run concurrently with any other meal and rest periods already

provided. If you are nonexempt, clock in and out any time taken that does not run concurrently with normally scheduled rest periods. Break time will be unpaid where permissible by applicable law. If you are nonexempt, the Company may allow you to work before or after your normal shift to make up the amount of time used for the unpaid rest period(s).

You are encouraged to discuss the length and frequency of these breaks with your direct supervisor. The Company will not retaliate or discriminate against employees who express breast milk in the workplace in accordance with this policy.

Meal and Rest Periods

Cambridge strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods.

If you are nonexempt, you will be provided unpaid meal periods and paid rest periods as follows, depending on the length of your work period:

Length of Work Period	Number Rest Periods	Number of Meal Periods
2 hours or less	0	0
2 hours 1 min – 5 hours 59 min	1	0
6 hours	1	1
6 hours 1 min – 10 hours	2	1
10 hours 1 min – 13 hours 59 min	3	1
14 hours	3	2
14 hours 1 min – 18 hours	4	2
18 hours 1 min – 21 hours 59 min	5	2
22 hours	5	3
22 hours 1 min – 24 hours	6	3

Meal periods are unpaid and will be at least 30 continuous, uninterrupted minutes. Rest periods are paid and will be at least 10 continuous, uninterrupted minutes. You will not be required to work during your meal or rest periods unless otherwise permitted under applicable law. Rest periods are in addition to and separate from meal periods. Rest periods will not be added to a meal period and may not be deducted from the beginning or end of your work shift.

If the work period is 7 hours or less, the meal period is to be taken after the end of the second hour worked and must be finished before the fifth hour of work begins. If the work period is more than 7 hours, the meal period must be taken after the end of the third hour worked and must be finished before the 6th hour of work begins.

As the nature of your work allows, you will be given a rest period approximately in the middle of each segment of 4 hours, or major part thereof, worked in a work period.

Check with your Portfolio Supervisor or the Human Resources Department regarding procedures and

schedules for meal and rest periods. The Company requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled meal or rest period, let your direct supervisor know; in addition, notify your Portfolio Supervisor or the Human Resource Department if you were unable to take or were prohibited from taking a meal or rest period.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your direct supervisor.

At certain times Cambridge may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including termination of employment.

Unless otherwise required or exempted by law, overtime pay of 1 ½ times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Pay Period

At Cambridge, the standard pay period is semimonthly for all employees. Pay dates are the 10th and 25th of the month. If a payday falls on a holiday, you will be paid on the preceding workday. If a pay date falls on a Saturday or Sunday, paychecks will be issued on the previous Friday.

Review your paycheck for accuracy. If you find an issue, report it to the Payroll Manager immediately.

Travel Time Pay

Some nonexempt positions within Cambridge require travel. The Company pays nonexempt employees for travel time in accordance with state and federal law. For purposes of this policy, the regular workday is based on your scheduled hours.

Home to Work in an Ordinary Situation

If you travel from home before the regular workday and return to your home at the end of the workday, you are engaged in ordinary home to work travel, which is a normal incident of employment, whether you work at a fixed location or at different job sites. Normal travel from home to work is not work time.

Home to Work in an Emergency Situation

If you leave the premises or job site after completing the day's work and are subsequently called out to travel a substantial distance to perform an emergency job, any time spent in excess of time spent in normal home-to-work travel will be considered working time. Call-backs that require only normal home-to-work travel to the Company place of business or job site will not be considered working time. A "substantial distance" means a distance beyond a 30-mile radius of the Company place of business.

Travel That Is All in a Day's Work

Your time spent travelling as part of your principal activity will be counted as hours worked. Where you are required to report at a meeting place to receive instructions or to perform other work there or to pick up and carry tools, the travel from the designated place to the workplace is part of the day's work and must be counted as hours worked regardless of any contract, custom, or practice:

- Example: A construction worker who travels from job site to job site during the workday must be compensated for time spent travelling

- Example: If an employee who normally finishes work on the employer's premises at 5pm is sent to another job at a different site, finishes that job at 8pm and is then required to return to the employer's premises arriving at 9 pm, the employee will be compensated for all time up to 9 pm. However, if the employee goes home instead of returning to the employer's premises, the travel time after 8pm is considered normal work to home travel and is not compensable.

Home to Work on Special One-Day Assignment to Another City

If you regularly work at a fixed official workstation and you are given an assignment to work in another city outside of a 30-mile radius of the official workstation where normally employed, and not required to stay overnight, you will be paid travel time as previously described. This time is considered an integral part of a principal activity.

Travel Away from Home Community

Travel away from home is clearly work time when it cuts across your workday and where you are substituting travel for other duties. The time is not only hours worked on regular working days during normal working hours but also during the corresponding hours on nonworking days. Time that is spent travelling away from home outside of your regular work hours as a passenger on an airplane, train, boat, bus, or automobile is not considered work time.

Private Automobile Used in Travel Away from Home Community

If you are offered public transportation but request permission to drive your own car instead, we may count as hours worked either the time spent driving the car or the time you would have had to count as hours worked during working hours if you had used the public conveyance.

Work performed while traveling includes any work that you are required to perform while traveling and must be counted as hours worked. For example, an employee who drives a truck, bus, automobile, boat or airplane, or an employee who is required to ride therein as an assistant or helper, is working while riding, except during bona fide meal periods or when the employee is permitted to sleep in adequate facilities furnished by the employer.

Calculating and Reporting Travel Time

You are responsible for accurately tracking, calculating, and reporting your travel time.

Wage Disclosure Protection

In accordance with Oregon law, Cambridge will not discriminate or retaliate against you for:

- Inquiring about, discussing, or disclosing your wages or the wages of other employees; or
- Making a charge, filing a complaint, or instituting or causing to be instituted an investigation, proceeding, hearing, or action based on your disclosure of wage information.

If you have access to or knowledge of the compensation information of other employees as a part of your essential job functions, you may not disclose that information to individuals who do not otherwise have authorized access to it, unless the disclosure is:

- In response to a formal charge or complaint, or
- In furtherance of an investigation, proceeding, hearing, or other action (including an investigation conducted by the Company).

If you believe that you have been discriminated or retaliated against in violation of this policy, immediately report your concerns to the Human Resources Department.

Nothing in this policy will be enforced to interfere with, restrain or coerce, or retaliate against employees regarding their rights under the National Labor Relations Act.

General Policies

Access to Personnel and Medical Records Files

Cambridge maintains separate medical records, files and personnel files for all employees. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. Upon reasonable notice, you will be permitted to inspect your personnel file (except for any records and other material exempt from disclosure under state law). Inspection must occur in the presence of a Human Resources Department member. If you wish to obtain a certified copy of your personnel file, you must submit a written request to the Human Resources Department. You may be charged a reasonable fee to cover the costs of obtaining the copies.

All requests by an outside party for information contained in your personnel file will be directed to the Human Resources Department, which is the only department authorized to give out such information.

Benefits

Bone Marrow Donation Leave

Cambridge will provide eligible employees up to 40 hours of leave to undergo a medical procedure to donate bone marrow.

To be eligible for leave under this policy, you must work an average of 20 or more hours per week. You may determine the total length of the leave, but leave may not exceed the amount of your accrued paid leave or 40 work hours, whichever is less, unless the Company agrees otherwise. You may choose to substitute accrued paid leave.

You may be required to provide the Company with verification from a physician of the purpose and length of each leave. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave used prior to the determination is not affected.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Crime Victim Leave

Cambridge will permit eligible employees to take time off to attend a criminal proceeding, a juvenile proceeding, or any other proceeding at which a crime victim has the right to be present. To be eligible for crime victim leave, you must:

- Have worked an average of more than 25 hours per week during the 180 days immediately prior to the leave; and
- Be a crime victim. A crime victim is a person who has suffered financial, social, psychological, or physical harm as a result of a personal felony or is the spouse, domestic partner, parent, sibling, child, stepchild, or grandparent of the victim.

Time off under this policy is unpaid; however, exempt employees will be paid when required under applicable law. You may however request to be paid time off.

The Company reserves the right to limit the amount of leave eligible employees may take, if the leave creates an undue hardship on Company business.

You must provide reasonable advance notice of your intent to take leave under this policy, as well as a copy of any notices of scheduled criminal proceedings provided by a law enforcement agency. All records and information retained by the Company regarding your leave, including the fact that you requested or obtained such leave, will be treated as confidential to the extent possible and will not be released without your express permission, unless otherwise required by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Family Military Leave

Cambridge provides up to 14 days of job-protected unpaid leave to employees who are a spouse or registered domestic partner of a service member who has been called to active duty or has been notified of an impending call to active duty or is on leave from active duty during a period of military conflict. To be eligible for family military leave you must:

- Work an average of 20 or more hours per week; and
- Be the spouse or registered domestic partner of a member of the U.S. Armed Forces, National Guard, or Reserves who:
 - Has been notified of an impending call to active duty
 - Has been ordered to active duty, or
 - Has actually been deployed.

Notify your direct supervisor and the Human Resources Department of your need for leave within 5 days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Upon returning to work at the conclusion of leave, you will be restored to your previous position or a position with equivalent pay and benefits. Except for benefits used during the period of leave, you will not lose any benefit that accrued before the date on which leave commenced.

An employee who takes leave is entitled to be restored to a position of employment and to the continuation of benefits as provided under state law.

The Company will not discriminate or retaliate against employees who request or take leave in accordance with this policy.

Jury Duty Leave

Cambridge encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your direct supervisor and the Human Resources Department as soon as possible to make scheduling arrangements.

Cambridge will pay employees up to 24 hours of jury duty pay for federal jury duty service. Exempt employees will not incur any deduction in pay for a partial week's absence due to jury duty. You may opt to use PTO for any unpaid time off.

The Company reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Juvenile Court Attendance Leave

Cambridge realizes that, on occasion, employees may be summoned to appear at a delinquency proceeding with a youth who is in their physical or legal custody. In such cases, you will be provided unpaid leave to attend. Notify your direct supervisor and the Human Resources Department as soon as possible to make scheduling arrangements.

The Company reserves the right to require employees to provide proof of the need for leave to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Leave for Victims of Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking

Cambridge will provide eligible employees with victim leave in accordance with Oregon law.

Eligibility

To be eligible for victim leave, you must be:

- A victim of harassment, domestic violence, sexual assault, crime of bias, or stalking; or
- The parent or guardian of a minor child or dependent who is a victim of harassment, domestic violence, sexual assault, bias, or stalking.

Reasons for Leave

Victim leave may be taken to:

- Seek legal or law enforcement assistance or remedies to ensure your health and safety or the health and safety of your minor child or dependent (this includes preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault, bias, or stalking)
- Seek medical treatment for or to recover from injuries caused by the harassment, domestic violence, sexual assault, bias, or stalking
- Obtain, or assist a minor child or dependent in obtaining, counseling related to an experience of harassment, domestic violence, sexual assault, bias, or stalking
- Obtain services from a victim services provider, or
- Relocate or take steps to secure an existing home.

Leave Usage

Victim leave is unpaid; however, exempt employees will be paid when required under applicable law. Leave under this policy will run concurrently with other leaves when permissible under applicable law. The Company reserves the right to limit the amount of leave if the leave creates an undue hardship on Company business.

Victim leave may be taken on an intermittent or a reduced work schedule basis. If you take leave on an intermittent or a reduced work schedule basis, the Company may transfer you to an alternate position with the same or different duties to accommodate the leave, provided that the transfer is temporary and voluntary and there is no other reasonable option available that would allow you to use intermittent or reduced schedule leave. You will be returned to your former position upon giving notice of your readiness to return.

While on victim leave, you may be required to periodically report your status to the Human Resources

Department, including the date you intend to return to work.

Notice

You must provide reasonable advance notice of the intent to take leave under this policy, unless providing advance notice is not feasible. In cases of emergency, you or a person acting on your behalf must give notice as soon as practicable.

Documentation

You may also be required to provide certification that you or your minor child or dependent is a victim and that the leave is being taken for a permissible purpose. Such certification may take the form of:

- A copy of a police report indicating that you or your minor child or dependent was or is a victim of domestic violence, harassment, sexual assault, bias, or stalking.
- A copy of a protective order or other evidence from a court, administrative agency, or attorney that you or your minor child or dependent appeared in or is preparing to appear in a civil, criminal, or administrative proceeding related to domestic violence, harassment, sexual assault, bias, or stalking.
- Documentation from an attorney, law enforcement officer, healthcare professional, licensed mental health professional or counselor, member of the clergy, employee of the Department of Justice division providing victim and survivor services, or victim services provider that you or your minor child or dependent was or is undergoing treatment or counseling, obtaining services, or relocating as a result of domestic violence, harassment, sexual assault, bias, or stalking.

Accommodation

Upon request, the Company will provide reasonable safety accommodations needed because of actual or threatened domestic violence, harassment, sexual assault, bias, or stalking, unless such accommodations impose an undue hardship on Company operations. Examples of safety accommodations include a transfer, reassignment, modified work schedule, unpaid leave, changed work telephone number, changed workstation, installed lock or any other adjustment to the job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, harassment, sexual assault, or stalking.

Confidentiality

All records and information obtained by the Company regarding your leave or reasonable safety accommodation will be treated as confidential and will not be released without your express permission, unless required by law.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Legislative Leave

Cambridge will provide employees who are members or prospective members of the Legislative Assembly with an unpaid leave of absence to attend sessions of the Legislative Assembly or to perform other official duties.

This leave of absence is available to non-temporary employees who have been employed by the Company for at least 90 days.

You must provide notice of your intent to take leave as follows:

- At least 30 days before a regular session; and
- As soon as possible, when it is apparent that a special or emergency session will be called.

At the conclusion of the leave of absence, you must apply to be restored to employment within the following timeframes:

- 15 days after adjournment sine die of the regular legislative session, or
- Five days after the assignment is completed, if the leave is for a lesser period than a regular session.

Upon application, you will be restored to your previous position or, if such position no longer exists, to a similar position without loss of seniority, the right to participate in insurance, or any other employment benefits. Restoration may be denied if:

- You fail to apply for restoration within the required timelines; or
- The Company's circumstances have changed during your leave of absence so that restoration is impossible or unreasonable.

The Company will not retaliate or discriminate against employees who request or take leave in accordance with this policy.

Oregon Family Leave (OFLA)

Cambridge provides eligible employees with unpaid leave in accordance with the Oregon Family Leave Act (OFLA).

Eligibility

To be eligible for OFLA leave, you must have:

- Worked for the Company for at least 180 days, and
- Worked at least an average of 25 hours per week during the 180 days before leave begins.

During a public health emergency, you may take OFLA leave for any qualifying reason, provided you have:

- Worked for the Company for the 30 days prior to taking leave, and
- Worked an average of at least 25 hours per week during the 30 days.

Reasons for Leave

If eligible, you may take OFLA leave for any of the following reasons:

- Sick child leave. To care for your child with an illness, injury, or condition that requires home care or who requires home care due to the closure of the child's school or childcare provider resulting from a public health emergency.
- Bereavement leave. To deal with the death of a family member by:
 - Attending the funeral or alternative to a funeral of the family member
 - Making arrangements necessitated by the death of the family member, or
 - Grieving the death of the family member.
- Pregnancy disability leave. Any period of disability due to pregnancy (including childbirth or pregnancy termination) or a period of absence for prenatal care (including fertility or infertility treatment).
- Adoption and foster care placement leave. To facilitate the legal processes required for placement of a foster child or adoption. This reason for leave is only available from July 1, 2024, until December 31, 2024.

Family member means:

- Your spouse or domestic partner
- Your child or your child's spouse or domestic partner
- Your parent or your parent's spouse or domestic partner
- Your sibling, stepsibling, or their spouse or domestic partner
- Your grandparent or grandparents' spouse or domestic partner,
- Your grandchild or your grandchild's spouse or domestic partner, or

- Any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

Child includes a biological, adopted, foster, or stepchild, the child of a registered same-sex domestic partner, or a child with whom you are in a relationship of in loco parentis. For purposes of sick child leave, the child must be under the age of 18 or over 18 and incapable of self-care.

Leave Rules

With limited exceptions, you may generally take up to a total of 12 weeks of OFLA leave in any 1-year period. The 1-year period is a period of 52 consecutive weeks beginning on the Sunday immediately preceding the date on which OFLA leave begins.

Bereavement Leave

You may take 2 weeks of bereavement leave for the death of each family member, up to a maximum of 4 weeks within any 1-year period. Bereavement leave must be completed within 60 days of the date you received notice of the family member's death. All bereavement leave taken counts toward the total OFLA leave.

Pregnancy Disability Leave

You may take up to 12 weeks of pregnancy disability leave and an additional 12 weeks of leave in the same leave year for any other qualifying OFLA purpose, for a total of up to 24 weeks. You need not exhaust either type of leave in order to use the other.

Adoption and Foster Care Placement

From July 1, 2024, through December 31, 2024, you may take up to 2 additional weeks of OFLA leave to facilitate the legal processes required for placement of a foster child or adoption. Beginning on January 1, 2025, this benefit will be provided under Oregon's Paid Family and Medical Leave Insurance Program (Paid Leave Oregon).

Interaction with Other Leave

OFLA does not run concurrently with leave under Paid Leave Oregon. OFLA leave will run concurrently with other leaves when permissible under applicable law.

Notice

If the need for OFLA leave is foreseeable, you must provide at least 30 days' written notice. If unforeseeable, provide notice as soon as practical. Notice must include an explanation of your need for leave and should provide sufficient information for the Company to determine if the leave may qualify for OFLA protection and the anticipated timing and duration of the leave.

If circumstances change during your leave and the leave period differs from the original request, notify the Company within 3 business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, you will be expected to comply with the normal call-in procedures. If you fail to comply with the call-in procedures, you may be disciplined or may have your period of OFLA leave reduced.

Certification

You may be required to provide medical verification from a healthcare provider if leave is taken:

- To care for a child who has an illness, injury, or condition that requires home care (other than home care due to the closure of the child's school or childcare provider resulting from a public health emergency) of
- For a premature birth, unexpected adoption, or unexpected foster placement.

Medical verification may be required before your leave begins. If you take leave without prior notice, you must provide verification within 15 days after the Company requests it.

You will only be required to provide medical verification for leave described in bullet (1) above if leave is taken for more than 3 days during any 1-year period. The Company will pay for the medical verification and will not require you to obtain a second opinion.

You may be required to provide verification for leave to care for a child who requires home care due to the closure of the child's school or childcare provider due to a statewide public health emergency declared by a public health official. Such verification may include a request for:

- The child's name
- The name of the closed or unavailable school or childcare provider
- A statement from you that no other family member is willing and able to care for the child and
- A statement that special circumstances exist requiring you to provide care to the child during the day if the child is older than 14 years old.

Substitution of Paid Leave for Unpaid Leave

You must use any applicable accrued paid time off prior to a period of unpaid leave of absence on OFLA leave. Use of accrued paid leave will run concurrently with OFLA leave. If you have no accrued paid leave available to use during an OFLA leave, the leave will be unpaid.

Benefits

The Company will continue your health coverage under any group health plan through the end of the month in which the OFLA leave began. If you wish to maintain health insurance during a period of approved OFLA leave, you will be responsible for bearing the cost of coverage you paid prior to the beginning of the OFLA leave.

Restoration

Upon return from leave, you will be restored to your former position. If your position has been eliminated, you may be reassigned to an available equivalent position. If an equivalent position is not available at the job site of your former position, you will be offered an equivalent position at a job site within 50 miles of your previous job site, provided such position is available. If equivalent positions are available at multiple job sites, you will first be offered the position that is the closest to your previous job site. Restoration is not guaranteed if the position has been eliminated under circumstances where the law does not require restoration.

You are expected to promptly return to work when the circumstances requiring OFLA leave have been resolved, even if leave was originally approved for a longer period. With the exception of leave as the result of an on-the-job injury or illness or otherwise required by law, reinstatement may not be considered if the leave period exceeds the maximum allowed.

The use of OFLA leave will not result in the loss of any employment benefit that accrued prior to the start of leave.

Reinstatement of Leave

If you are separated from employment with the Company and return or are re-employed within 180 days, you may be eligible for OFLA leave under certain circumstances. If you were eligible for OFLA leave at the time of your separation, you will be eligible to take OFLA leave immediately upon your return. If you were not eligible for OFLA leave at the time of your separation, you will receive credit for time worked prior to your break in service for the purpose of establishing eligibility.

If you are separated from employment with the Company and return or are re-employed more than 180 days after the date of separation, you will not receive any credit toward OFLA eligibility for your prior service.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination of employment.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Paid Family and Medical Leave Insurance

Oregon's Paid Family and Medical Leave Insurance (PFMLI) program, more commonly known as Paid Leave Oregon, allows eligible employees to take up to 12 weeks of paid family, medical, and safe leave per benefit year. The program is administered by the Oregon Employment Department (OED) and funded through payroll taxes.

Eligibility

To be eligible for PFMLI benefits, you must have earned at least \$1,000 in wages in the previous year.

If eligible, you may take leave under the PFMLI program for the following reasons:

- Family leave:
 - To care for a family member with a serious health condition; or
 - To care for and bond with a new child after birth, adoption, or foster care placement.
- Medical leave: For your own serious health condition.
- Safe leave: If you or your minor child is a survivor of sexual assault, domestic violence, harassment, or stalking, to obtain legal or law enforcement assistance, seek medical treatment or recover from injuries, obtain counseling or support services, or relocate or take other steps to secure your (or your child's) health and safety.

Family member means:

- Your spouse or domestic partner
- Your child or your child's spouse or domestic partner
- Your parent or your parent's spouse or domestic partner
- Your sibling, stepsibling, or their spouse or domestic partner
- Your grandparent or grandparents' spouse or domestic partner
- Your grandchild or your grandchild's spouse or domestic partner; or
- Any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

Child includes a biological, adopted, foster, or stepchild, the child of a registered same-sex domestic partner, or a child with whom you are in a relationship of in loco parentis.

Leave Usage

You are entitled to 12 weeks of leave per benefit year in any combination of family, medical, and safe leave. The benefit year begins the Sunday before the period of leave and lasts 52 weeks. You may qualify for up to an additional 2 weeks of paid leave if you have limitations related to pregnancy, childbirth, or a related medical condition.

Bonding leave must be taken within the first 12 months after the birth, adoption, or placement.

You may take paid leave in increments equal to 1 workday or 1 workweek. You can take leave all at once (consecutive) or in separate blocks of time (nonconsecutive). Consecutive leave is taken in one block of time due to a single qualifying event (such as 5 weeks of leave for knee surgery).

Nonconsecutive leave is taken in separate blocks of time due to a single qualifying reason (such as 1 day every week for 12 weeks for chemotherapy).

Use of Other Paid Leave Benefits

PFMLI benefits are in addition to any paid leave that you have earned. You may use any accrued paid leave in addition to receiving PFMLI benefits to the extent that the total combined amounts of accrued paid leave and benefits do not exceed your regular wages. In any week you are eligible to receive workers' compensation, you may not receive PFMLI benefits.

Notice

If leave is foreseeable, you must provide the Company at least 30 days' notice. If leave is unforeseeable, you must provide notice within 24 hours and provide written notice within 3 days of starting leave. If you do not provide the required notice, your first weekly benefit may be reduced by 25%.

Applying for Leave

You must apply for PFMLI benefits with Paid Leave Oregon online at <https://paidleave.oregon.gov> or request a paper application from the OED. The application may be submitted as early as 30 days before the start of leave or up to 30 days after the start of leave.

Compensation

Compensation for PFMLI leave is determined by the OED.

Interaction with Other Laws

PFMLI does not run concurrently with leave under the Oregon Family Leave Act (OFLA). PFMLI leave will run concurrently with other leaves where permissible under applicable law.

Fitness for Duty Requirements

If you take PFMLI leave because of your own serious health condition (except if you are taking intermittent leave), you must provide medical certification to the Company that you are fit to resume work. You will not be permitted to resume work until certification is provided.

Continuation of Health Benefits

If the Company provides you with health benefits under a group health plan, the Company will maintain your health coverage at the same level and under the same conditions as if you had been continuously employed.

Restoration

If you have worked for the Company for at least 90 consecutive calendar days, you will be restored to your previous position when you return from leave. If the position no longer exists, you will be restored to an equivalent or similar position as required under applicable law.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Paid Sick Leave (Accrual Method)

Cambridge provides paid sick leave to eligible employees in accordance with Oregon's sick leave law.

Eligibility

All employees who work in Oregon are eligible for sick leave.

Reasons for Leave

Sick leave may be taken for the following reasons:

- To care for your own or a family member's mental or physical illness, injury, or health condition; need for medical diagnosis, care, or treatment; or need for preventive medical care.
- To care for an infant or newly adopted child under 18 years of age, a newly placed foster child under 18, or an adopted or foster child older than 18 if the child is incapable of self-care because of a mental or physical disability (leave must be used within 12 months after birth or placement of the child).
- To recover from or seek treatment for a health condition that renders you unable to perform at least one of the essential functions of your regular position.
- To deal with the death of a family member within 60 days of receiving notice of the family member's death by:
 - Attending the funeral or alternative to a funeral of the family member
 - Making arrangements necessitated by the death of the family member or
 - Grieving the death of the family member.
- For absences related to domestic violence, harassment, sexual assault, or stalking:
 - To seek legal or law enforcement assistance or remedies to ensure your own or your minor child or dependent's health and safety, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault, or stalking
 - To seek medical treatment for or to recover from injuries you or your minor child or dependent suffered from domestic violence, sexual assault, harassment, or stalking
 - To obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault, or stalking
 - To obtain services from a victim services provider for yourself or your minor child or dependent; or
 - To relocate or take steps to secure an existing home to ensure your own, or your minor child or dependent's, health and safety.
- If during a public health emergency any of the following occur:
 - Your place of business, or the school or place of care of your child, is closed by order of a public official due to a public health emergency
 - A determination is made by a lawful public health authority or a healthcare provider that your presence or your family member's presence in the community would jeopardize the health of others or
 - You are excluded from the workplace under any law or rule that requires the Company to exclude you from the workplace for health reasons.
- The following public health emergencies, unless you are employed as a first responder:
 - An emergency evacuation order of level 2 (SET) or level 3 (GO) issued by an authorized public official, if the affected area subject to the order includes either the location of the Company's place of business or your home address or
 - A determination by an authorized public official that the air quality index or heat index are at a level where continued exposure to such levels would jeopardize your health.

Family member means:

- Your spouse or domestic partner
- Your child or your child's spouse or domestic partner
- Your parent or your parent's spouse or domestic partner
- Your sibling, stepsibling, or their spouse or domestic partner

- Your grandparent or grandparents' spouse or domestic partner
- Your grandchild or your grandchild's spouse or domestic partner or
- Any individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

Accrual and Usage

Eligible employees accrue 1 hour of sick leave for every 30 hours worked or 1 1/3 hours for every 40 hours worked, up to a maximum of 40 hours per leave year. New employees begin accruing sick leave on their first day of employment. For purposes of this policy, the leave year is a calendar year. If you are classified as exempt, you are presumed to work 40 hours per week, unless you are normally scheduled to work fewer than 40 hours, in which case sick leave accrues based on your normal schedule.

You may use accrued sick leave on your 91st day of employment. The smallest amount of sick leave you may take is 1 hour. You may carry over up to 40 hours of unused sick leave to the following leave year. You may accrue a maximum of 80 hours of sick leave per year; however, the maximum you may use per year is 40 hours.

Notice

If the need for leave is foreseeable, including but not limited to medical appointments, provide notice at least 10 days prior to beginning leave or as soon as practical. If unforeseeable, provide notice before the start of the scheduled work shift, or as soon as practical. If known, notice should include the expected length of the absence.

You must make reasonable efforts to schedule planned sick leave in a manner that does not unduly disrupt business operations and should attempt not to schedule sick leave during peak work hours, when work is time-sensitive, or when mandatory meetings are scheduled.

Documentation

The Company may require you to submit documentation to support your use of sick leave under the following circumstances:

- Your leave exceeds 3 consecutive days on which you are scheduled to work
- Your need for leave is foreseeable and is projected to last more than 3 consecutively scheduled workdays
- You began leave without providing notice required by this sick leave policy or
- The Company has sufficient evidence to suspect that you are abusing sick leave, including engaging in a pattern of absenteeism, regardless of whether you have used sick leave for more than 3 consecutive days.

Payment upon Termination

You will not be paid for any unused sick leave when your employment ends.

Interaction with Other Leave

Sick leave will run concurrently with other types of leave where permitted under applicable law.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

State Board or Commission Leave

Cambridge will provide employees who are appointed members of a state board or commission with

unpaid leave to perform the duties of their appointed role.

You must provide at least 21 days' written notice of your intent to take leave. You will not be required to use paid leave for any time spent performing your respective duties.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Veterans Day Leave

Unless doing so would cause the Company to experience significant economic or operational disruption or undue hardship, Cambridge will provide employees who are veterans, as defined by applicable law, with unpaid time off for Veterans Day if they would otherwise be required to work on that day.

You must provide the Company with at least 21 calendar days' notice of the intent to take time off for Veterans Day, along with documentation confirming that you are a veteran. You will be notified at least 14 calendar days before Veterans Day if your time off is approved.

If time off cannot be provided to all employees who requested time off under this policy, the Company will:

- Deny time off to all employees who requested time off; or
- Deny time off to the minimum number of employees needed by the Company to avoid significant economic or operational disruption or undue hardship.

Veterans who do not receive time off for Veterans Day may choose, with Company approval, a single day off within the year after the Veterans Day on which the veteran worked as a replacement day to honor their service.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Voting Leave

If you vote in person, and your work schedule prevents you from voting on Election Day, Cambridge will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your Portfolio Supervisor, consistent with applicable legal requirements.

Washington Policies

Hiring and Orientation Policies

Accommodations for Victims of Domestic Violence, Sexual Assault, or Stalking

Cambridge will provide reasonable safety accommodation to employees who are victims of domestic violence, sexual assault, or stalking, provided the accommodation would not pose an undue hardship on Company business. Reasonable safety accommodations may include, but are not limited to:

- Transfer or reassignment
- Modified job schedule
- Change in work telephone number, email address, or workstation
- Installed locks
- Implementing safety procedures or
- Any other adjustment to a job structure, workplace facility, or work requirement in response to an actual or threatened act of domestic violence, sexual assault, or stalking.

If you require a safety accommodation, notify your Portfolio Supervisor and the Human Resources Department. You may be required to provide documentation verifying that you are a victim of domestic violence, sexual assault, or stalking. This requirement may be satisfied by providing the Company with documents such as a police report, court order, or written statement.

After receiving your request for a safety accommodation, the Company will work with you to explore potential accommodations. The Company encourages you to suggest specific accommodations that you believe would be effective. However, the Company is not required to make any requested accommodation and may provide an alternative accommodation that can be made without imposing an undue hardship on the Company.

The Company will not discriminate or retaliate against employees who are victims of domestic violence, sexual assault, or stalking, or who request an accommodation in accordance with this policy.

EEO Statement and Non-Harassment Policy

Equal Opportunity Statement

Cambridge is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on the following protected classes: age (40 and older); race (including traits historically associated or perceived to be associated with race, which include, but are not limited to, hair texture and protective hairstyles such as afros, braids, locks, and twists); creed; color; national origin; citizenship; ancestry; religion; sex; sexual orientation (including transgender status, gender identity or expression); pregnancy (including childbirth, lactation, and related medical conditions); sensory, physical, or mental disability (including obesity); use of a service animal; genetic information (including testing and characteristics); veteran status; uniformed servicemember status; or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Company will conduct a prompt and thorough investigation of all allegations of discrimination, harassment or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Company will take appropriate corrective action, if and where warranted. The Company prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Portfolio Supervisor or HR or any other designated member of management.

Policy Against Workplace Harassment

Cambridge has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's membership in a protected class. All forms of harassment of, or by, employees, applicants, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors
- Lewd or derogatory comments or jokes
- Comments regarding sexual behavior or another person's body
- Sexual innuendo and other vocal activity such as catcalls or whistles
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature
- Repeated requests for dates after being informed that interest is unwelcome
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Company or any government agency
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors and
- Any unwanted physical touching or assaults or blocking or impeding movements.

Other Harassment

Another workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's membership in a protected class.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories,
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace, and

- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify the Human Resources Department.

The Company prohibits retaliation against applicants or employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Wage and Hour Policies

Accommodations for Nursing Mothers

Cambridge will provide nursing mothers reasonable break time to express milk for their infant child for up to 2 years following the child's birth.

If you are nursing, the Company will provide you a private space, other than a restroom, to express milk. The room will be shielded from view and free from intrusion from coworkers and the public. Expressed milk can be stored in company or other refrigerators. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator. You may also bring a personal cooler for storage.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock in and out for any time taken that does not run concurrently with normally scheduled rest periods. Break time may be unpaid where permissible by applicable law. You must make reasonable efforts not to disrupt Company operations.

You are encouraged to discuss the length and frequency of these breaks with your direct supervisor. The Company will not discriminate or retaliate against employees who express breast milk in the workplace in accordance with this policy.

Meal and Rest Periods

Cambridge strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your Portfolio Supervisor or the Human Resources Department regarding procedures and schedules for rest and meal breaks. You will not be required to work more than 5 consecutive hours without a 30-minute meal break. A 10-minute rest period will be provided for every 4 hours of working time.

The Company requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your direct supervisor know; in addition, notify your Portfolio Supervisor and the Human Resources Department as soon as possible if you were unable to or prohibited from taking a meal or rest period.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your direct supervisor.

At certain times Cambridge may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Unless otherwise required or exempted by law, overtime pay of 1 ½ times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Pay Period

At Cambridge, the standard pay period is semimonthly for all employees. Pay dates are on the 10th and 25th of each month. If a pay date falls on a Saturday or Sunday, your paycheck will be issued on the previous Friday. If a payday falls on a holiday, you will be paid on the preceding business day. Review your paycheck for accuracy. If you find an issue, report it to the Payroll Manager immediately.

Travel Time Pay

Some nonexempt positions within Cambridge require travel. The Company pays nonexempt employees for travel time in accordance with federal and state law. If you have questions about what travel time is compensable, speak with your Portfolio Supervisor or the Human Resources Department.

Wage Disclosure Protection

In accordance with Washington law, Cambridge will not:

- Require, as a condition of employment, that you not disclose the amount of your wages.
- Require you to sign a waiver or other document that prevents you from disclosing the amount of your wages.

Additionally, the Company will not discriminate or in any other manner retaliate against you for:

- Inquiring about, disclosing, comparing, or otherwise discussing your wages or the wages of other employees
- Asking the Company to provide a reason for the amount of your wages or lack of opportunity for advancement or
- Aiding or encouraging other employees to exercise their rights under this policy.

If you have access to or knowledge of the compensation information of other employees as a part of your essential job functions, you may not disclose that information to individuals who do not otherwise have authorized access to it, unless the disclosure is: (1) In response to a formal charge or complaint; (2) In furtherance of an investigation, proceeding, hearing, or other action (including an investigation conducted by the Company); or (3) Consistent with the legal duty of the Company to furnish information. This policy does not require you to disclose the amount of your wages.

If you believe that you have been discriminated or retaliated against in violation of this policy, immediately report your concerns to the Human Resources Department.

Nothing in this policy will be enforced to interfere with, restrain or coerce, or retaliate against employees regarding their rights under the National Labor Relations Act.

General Policies

Access to Personnel and Medical Records Files

Cambridge maintains separate medical records, files and personnel files for all employees. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review your personnel or medical records file, you must give the Company reasonable notice. Inspection must occur in the presence of a Human Resources Department member.

All requests by an outside party for information contained in your personnel file will be directed to the Human Resources Department, which is the only department authorized to give out such information.

Benefits

Family Care Leave

Consistent with the Washington Family Care Act, you may use any paid leave offered by Cambridge, consistent with Company policies, to care for:

- Your child with a health condition that requires supervision or treatment.
- Your spouse, domestic partner, parent, parent-in-law, or grandparent who has a serious or emergency health condition.

For purposes of this policy, child means your biological, adopted, foster, or stepchild, legal ward, or a person to whom you stand in loco parentis who is:

- Under 18 years of age, or
- 18 years of age or older and incapable of self-care because of a mental or physical disability.

Refer to the applicable leave policy for information on how leave will be administered.

The Company will not retaliate or discriminate against employees who request or take leave in accordance with this policy.

Jury Duty Leave

Cambridge encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Direct supervisor and the Human Resources Department as soon as possible to make scheduling arrangements.

Cambridge will pay employees up to 24 hours of jury duty pay for federal jury duty service. Exempt employees will not incur any deduction in pay for a partial week's absence due to jury duty. You may opt to use PTO for any unpaid time off.

The Company reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Leave for Victims of Domestic Violence, Sexual Assault, or Stalking

If you are a victim, or a family member of a victim, of domestic violence, sexual assault, or stalking, Cambridge will provide you with reasonable unpaid leave from work to take care of legal or law enforcement needs or to get medical treatment, social services assistance, or mental health counseling. Family member means a child, spouse, parent, parent-in-law, grandparent, or person you are dating. The Company may request verification of your family relationship.

When possible, you must provide reasonable advance notice of the need for leave. If advance notice cannot be given because of an emergency or unforeseen circumstances due to domestic violence, sexual assault, or stalking, you or someone on your behalf must provide notice no later than the end of the first day you take leave.

You may be required to provide verification that you or your family member is a victim of domestic violence, sexual assault, or stalking and that the leave is being taken for purposes described above. Verification must be provided in a timely manner and will only be used to establish that the leave is legally protected. You may satisfy the verification requirements by providing the Company with documents such as a police report, court order, or written statement.

With exception, information provided by you will be kept confidential. This includes:

- The fact that you or your family member is a victim of domestic violence, sexual assault, or stalking.
- That you have requested or obtained domestic violence leave.
- Any written or oral statement, documentation, record, or corroborating evidence you provide.

Information provided by you will only be disclosed under the following circumstances:

- When requested or consented to by you.
- When ordered by a court or administrative agency.
- Where otherwise required by applicable federal or state law.

Leave under this policy is unpaid; however, you may choose to use any accrued paid time off. Leave may be taken intermittently on a reduced work schedule, or in a single block of time, as the circumstances warrant. During the leave, the Company will maintain any health insurance coverage being provided in the same manner as if you had not taken leave.

The leave must be reasonable in duration, which will be determined by management and you, based upon the circumstances.

Upon return from leave, you will be reinstated to the position held prior to taking leave or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, subject to certain exceptions as provided under Washington law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Military Family Leave

In accordance with the Washington Military Family Leave Act (MFLA), Cambridge will provide employees who are the spouse of a military member up to 15 days of leave from work for each deployment when the military spouse is deployed or called up to active duty. The leave may be used prior to the deployment, or during the period when the military spouse is on leave during the

deployment. As used in this policy:

- Spouse includes same-sex spouses and state-registered domestic partners.
- Military member means a member of the U.S. Armed Forces, National Guard, or reserves.

To be eligible for such leave, you must work 20 or more hours per week.

To take military family leave, you must provide notice of intention to take leave within 5 business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

The leave provided under this policy is unpaid; however, you may substitute any available paid leave. You may split the 15-day leave between different periods of time (pre-deployment or while the military member is on leave during deployment). The total number of days of leave, however, cannot exceed 15 days per deployment.

The Company may count FMLA-qualified leave related to a deployment as state MFLA leave if the leave is taken before the deployment, or during any period when the military spouse is on leave from deployment.

You will be allowed to continue available group health benefits at your own expense.

Upon return from leave, you will be restored to your prior position.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Paid Family and Medical Leave Insurance

Washington's Paid Family and Medical Leave (PFML) program is a mandatory statewide insurance program that provides most employees in Washington with paid time off to give or receive care. Eligible employees are entitled to partial wage replacement benefits of up to 90 percent of their weekly pay, depending on their income. The program is administered by the Washington Employment Security Department (ESD) and is funded by premiums paid by both employees (through payroll deductions) and employers.

Eligibility

To be eligible for PFML you must:

- Have worked at least 820 hours (or about 16 hours a week) in Washington during the qualifying period. The 820 hours are cumulative, regardless of the number of employers or jobs you have had during the year. All paid work in Washington over the course of the year counts toward the 820 hours, including part-time, seasonal, and temporary work.
- Experience a qualifying event.

If you are not eligible for PFML, you may still qualify for leave under the federal Family and Medical Leave Act (FMLA). Refer to the Family and Medical Leave policy for details.

Qualifying Events

You may take **Family Leave** for the following reasons:

- Bond with your newborn child, newly adopted child, or newly placed foster child (bonding leave)
- Care for a family member with a serious health condition
- Prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to the family member's deployment or

- Deal with the death of a newborn or newly adopted/fostered child (bereavement leave).

You may take **medical leave** for the following reasons

- To care for your own serious health condition.

Family member means: Your biological, adopted, or foster child, stepchild, a child's spouse, or a child to whom you stand in loco parentis, are a legal guardian, or are a de facto parent, regardless of age or dependency status.

- Your spouse or state registered domestic partner.
- Your parent or your spouse's parent (including biological, adoptive, de facto, or foster parent, stepparent, or legal guardian or an individual who stood in loco parentis to you or your spouse as a child).
- Your sibling.
- Your grandchild.
- Your grandparent.
- Any individual who regularly resides in your home or where your relationship creates an expectation that you care for the person, and that person depends on you for care. It does not include an individual who simply resides in your home with no expectation that you care for them.

Usage

Eligible employees may generally take up to 12 weeks of PFML per year. If you have more than one qualifying event in the same year, you may be eligible to take up to 16 weeks of PFML. Combined leave cannot exceed 16 total weeks unless there is a serious, incapacitating health issue related to pregnancy, which adds 2 more weeks (18 weeks total).

Bonding leave must be taken during the first 12 months after the child's birth or placement.

Bereavement leave must be used within 7 calendar days of the child's death.

During the first 6 weeks after the birth of a child, any PFML used based on incapacity due to pregnancy or for prenatal care will count as paid medical leave by default, unless you choose to use paid family leave during that period.

PFML may be used intermittently rather than all at once.

You will not be required to use other leave before using PFML.

Requesting Leave

If the need for leave is foreseeable, provide 30 days' written notice of your intent to take leave. Notice must contain at least the anticipated timing and duration of leave. If unforeseeable, provide written notice as soon as practical.

Failure to provide proper notice may result in the denial of leave for a period of time equal to the number of days that notice was insufficient.

Questions and Applying for Benefits

If you have questions regarding this policy, contact the Human Resources Department. If you are eligible for PFML benefits, you may obtain detailed information about the program and apply for benefits through the Washington Employment Security Department (ESD) website at <https://paidleave.wa.gov/>.

Health Insurance

Your health insurance will continue while you are on leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost during your leave.

Interaction with Other Laws

PFML is in addition to any leave for sickness or temporary disability because of pregnancy or childbirth.

The use of FMLA does not reduce your allowed PFML benefit, so it is possible to use both types of leave. PFML and FMLA will run concurrently unless otherwise required by law.

Job Restoration

Unless you have been identified as a key employee (as defined under the FMLA) prior to taking PFML, upon return from leave you will be restored to your previous or an equivalent job, provided you worked for the Company for at least 12 months and worked at least 1,250 hours in the 12 months before taking leave.

Retaliation

The Company will not retaliate against employees who request or take leave under the Washington PFML program.

Paid Sick Leave (Accrual Method)

Cambridge provides paid sick leave to eligible employees in accordance with Washington's Paid Sick Leave Law.

Eligibility

All nonexempt employees are eligible for sick leave.

Reasons for Leave

Sick leave may be taken for the following reasons:

- To care for your own or a family member's mental or physical illness, injury, or health condition, including the need for medical diagnosis, care, or treatment, and preventive medical care.
- If and when the Company closes for a health-related reason or when your child's school closes for a health-related reason.
- For absences that qualify for leave under the state's Domestic Violence Leave Act (DVLA).

Family member means:

- A child, including a biological, adopted, or foster child, stepchild, or a child to whom you stand in loco parentis, are a legal guardian, or are a de facto parent, regardless of age or dependency status
- A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of you or your spouse or registered domestic partner, or a person who stood in loco parentis when you were a minor child
- A spouse
- A registered domestic partner
- A grandparent
- A grandchild or
- A sibling.

Accrual and Usage

Eligible employees accrue 1 hour of sick leave for every 40 hours worked. New employees begin

accruing sick leave on their first day of employment. For purposes of this policy, the leave year is a calendar year. You will not accrue sick leave when using any type of sick pay. You may begin using sick leave on your 90th day of employment, and you may carry over up to 40 hours of accrued, unused sick leave to the following leave year.

Notice

If the need for leave is foreseeable, you must provide notice at least 10 days, or as early as practical, before the first day sick leave is used. If unforeseeable, provide notice as soon as practical before the required start of your shift. If known, notice should include the expected length of the absence.

Documentation

For absences exceeding 3 days, you may be required to provide verification that your use of sick leave is for an authorized purpose. Verification must be provided within 10 or more days after the first day of absence. Verification may not be required if it results in an unreasonable burden or expense to you and may not exceed privacy or verification requirements otherwise established by law.

Interaction with Other Leave

You may be required to use available sick leave during family and medical leave, disability leave, or other statutorily authorized leave that would otherwise be unpaid.

Payment Upon Termination

You will not be paid for any unused sick leave when your employment ends.

Reinstatement of Sick Leave Upon Rehire

The Company will reinstate previously accrued, unused sick leave if you separate and are rehired within 12 months.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Pregnancy Disability Leave

Cambridge will provide employees who are sick or temporarily disabled due to pregnancy or childbirth with a leave of absence for the time they are sick or temporarily disabled. The Company will treat employees on pregnancy-related leave the same as other employees on leave for sickness or other temporary disabilities.

Upon return from pregnancy disability leave, employees will be returned to their previous position or an equivalent position.

The Company will not retaliate against employees who request or take pregnancy disability leave in accordance with this policy.

Voting Leave

If you vote in person, and your work schedule prevents you from voting on Election Day, Cambridge will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your direct supervisor, consistent with applicable legal requirements.

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



Employee Handbook Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Cambridge Employee Handbook (Handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Company has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the Handbook at any time, with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this Handbook. Changes can only be made if approved in writing by the President of the Company. I also understand that any delay or failure by the Company to enforce any rule, regulation, or procedure contained in the Handbook does not constitute a waiver on behalf of the Company or affect the right of the Company to enforce such rule, regulation, or procedure in the future.

I understand that neither this Handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Company representative, I am employed "at-will" (to the extent permitted by law) and this Handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Company representative) or a collective bargaining agreement that conflicts with the terms of this Handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This Handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This Handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this Handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This Handbook supersedes any previous Handbook or policy statements, whether written or verbal, issued by Cambridge.

If I have any questions about the content or interpretation of this Handbook, I will contact direct supervisor or the Human Resources Department.

I understand that checking this box and typing my name below is the legally binding equivalent to my handwritten signature.

Printed Name	Signature	Date

Submit to the Human Resources Department at hr@cambridgeres.com