

Family Friendly and Parental Leave Policy

Effective April 15, 2019

Bassetti Architects supports family-friendly policies for the benefit of our employees, recognizing that a solid and healthy family life enhances employee retention, employee productivity and employee morale. Bassetti Architects has implemented the following family-friendly policies:

FLEXIBLE WORK LOCATION

An employee in good standing, with a proven work ethic, may be allowed to work from home with prior management approval. Employees who work from home must adhere to Company rules, standards of conduct, and performance expectations. Due to the collaborative nature of our projects, working from home will be considered a last option. Working remotely is only allowed when agreed to in advance by a project Principal.

- An employee working from a home office must follow safety protocols consistent with a traditional working environment, and have a home working setup that allows an effective work flow.
- When working remotely we expect employees to be available during our core business hours, by phone, and/or e-mail, be focused on their work, and not interspersing personal tasks with work tasks.
- Notify your project leaders (Principals and Project Managers) when you are starting and finishing your work day.
- Report your billable and non-billable time accurately on your time sheet no less than daily.
- As when using company technology in the office, employees working remotely can expect the company to monitor computer activity.

Privileges may be revoked if abused or according to business needs. An employee who is not productive or cannot meet the above requirements should use PTO, rather than attempt to work remotely.

PAID PARENTAL LEAVE

The intent of the Bassetti Paid Parental Leave Policy is to provide parents of newborn or adopted children time to adjust and bond with their new family member and support their return to work at the firm.

Paid Parental Leave is available to full-time employees whose date of hire is 12 months prior to the parental event and who have worked a minimum of 1,250 hours during the 12 months prior to the parental event. A full time employee is someone who is hired to work 40 hrs/week and 2080 hrs/year. A parental event under this policy is defined as the birth of an employee's own child or

the placement of a child with the employee in connection with adoption. Stillbirth or other pregnancy loss after 12 weeks' gestation is considered a parental event.

The amount of Paid Parental Leave is 4 weeks equivalent of the employee's average compensation over the 12 months prior to the parental event. **Beginning January 1, 2020 this benefit will increase to 6 weeks equivalent.** Paid Parental Leave is provided in addition to the employee's other paid time off and is not deducted from other paid time off. Timing of Paid Parental Leave is at the employee's discretion, with approval from a Principal, within the 12 months after a parental event. When the parental event is the birth of the employee's own child, the Paid Parental Leave can begin up to 12 weeks prior to the expected birth date.

If both parents are employees, both are eligible for Paid Parental Leave.

Temporary and contract employees are not eligible for Paid Parental Leave under this policy.

REQUIREMENTS FOR OBTAINING PAID PARENTAL LEAVE

The employee must provide, to a Principal, 30 days' written notice of the requested leave (or as much notice as practicable if the leave is not foreseeable), complete the necessary forms, and file them with the Business Manager.

Paid Parental Leave under this policy will run concurrently with all applicable laws and other unpaid leave. Paid time off (vacation, holiday, and sick leave) can be applied prior to or after the Paid Parental Leave and will run concurrent with all applicable laws and other unpaid leave. The employee determines the order in which paid time off and Paid Parental Leave are taken.

CONTINUATION OF BENEFITS

Health insurance benefits will continue to be provided during any unpaid leave required by state and federal law at the same rate as in effect before the leave was taken. Paid time off benefits such as sick, holiday, and vacation leave will NOT continue to accrue during unpaid leave.