

V E R D  C I T Y

JUST Policy

August 1, 2017

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Albuquerque, NM 87102
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The JUST Program

The JUST program is a voluntary disclosure program to provide an innovative social justice transparency platform. It allows organizations to demonstrate their leadership in many areas of corporate social responsibility including the equitable treatment of employees, diversity and inclusion, local sourcing and purchasing, employee benefits, workplace safety and community stewardship. JUST is a program of the Living Future Institute. www.justorganizations.com

Note, portions noted as **FUTURE GOAL:** are not yet established policies. Verdacity will evaluate and endeavor to include these activities in the future.

Non-Discrimination Policy

Verdacity, LLC does not discriminate based on an individual's race, religion, color, sex, national or ethnic origin, citizenship status, age, marital status, veteran status, family status, physical or mental disability, sexual orientation or gender identity, or other such characteristics.

Gender Diversity Policy

Verdacity, LLC seeks to create and maintain a diverse workforce, including gender balance.

Ethnic Diversity Policy

Verdacity, LLC seeks to create and maintain a diverse workforce, including ethnic and racial diversity.

Employment Policy

Verdacity, LLC seeks to hire full-time employees as the primary basis of our workforce. Full-time employment is defined as 40 hours per week.

Compensation Equity Policy

Verdacity, LLC is committed to a compensation scale equity program for all employees, which clarifies employee compensation based upon job classification. The maximum equity limit is 1:15, with 1 representing the compensation of the lowest paid full-time employee and 15 representing the compensation of the highest paid full-time employee or senior executive.

Employee Self-Organization Policy

Verdacity, LLC supports the right of employees to self-organize, and if desired, join or form a union to represent the employees in collective bargaining. Verdacity, LLC will not resist or campaign against unions or take action against employees for involvement or membership in a union or informal self-organization. In the case of conflict, the management team at Verdacity, LLC will meet with the employee or group representatives to discuss a resolution.

Living Wage Policy

Verdacity, LLC is committed to providing a Living Wage for all employees. A Living Wage is defined as financial compensation that is high enough to maintain a normal standard of living in the community in which the employee lives.

The minimum Living Wage is determined by the Living Wage Calculator at livingwage.mit.edu.

Verdacity, LLC will conduct an annual cost of living review.

Gender Pay Equity Policy

Verdacity, LLC does not discriminate based upon gender in regards to wage. Employee pay scale is based upon experience, job responsibilities, and length of service.

Family Friendly Policy

Verdacity, LLC recognizes the importance of a healthy lifestyle and supports work-life balance.

Verdacity, LLC allows up to 12 weeks of employment-protected parental leave within any consecutive 12-month period upon the birth or adoption of a child. To be eligible for parental leave, the employee must have worked for the company for at least 12 months prior to the requested leave, and be in good standing.

Verdacity, LLC allows up to 12 weeks of employment-protected leave within any consecutive 12-month period to care for a child, parent, spouse or domestic partner who has a serious health condition. To be eligible for leave, the employee must have worked for the company for at least 12 months prior to the requested leave, and be in good standing. Verdacity, LLC also allows leave under the same conditions for your own serious health condition which renders you unable to fulfill the function of your position.

You will be required to use acquired PTO prior to being granted leave, and will receive pay to that extent only.

Verdacity, LLC supports flexible working arrangements, including negotiated compressed workweeks, non-standard hours, and occasional telecommuting.

Occupational Health & Safety Policy

Verdacity, LLC's goal is to provide a safe and healthy work environment. Verdacity, LLC strives to provide clean water for employee consumption, acoustic comfort, and ergonomic work stations.

When visiting jobsites, employees are required to follow the safety regulations of the general contractor or governing body, and at a minimum required to wear a hardhat, safety vest, hard-toe shoes and protective eyewear.

Hazardous Materials Policy

Verdacity, LLC's goal is to provide a non-toxic work environment. Verdacity, LLC strives to provide non-toxic interior finishes, air purification systems, and access to fresh air.

Worker Happiness Policy

Verdacity, LLC is committed to creating, maintaining, and supporting a positive work environment that is conducive to employee happiness and job satisfaction.

Verdacity, LLC will facilitate regular feedback, as well as conduct annual worker happiness surveys to remediate any shortcomings.

Worker Happiness Questions

Answer on a scale of 0 – 10, with 10 representing extremely satisfied and 0 representing not at all satisfied.

1. Considering all aspects of your job, how satisfied are you with your organization?
2. How likely is it that you would recommend your organization as a good place to work?

Employee Benefits Program

Refer to the employee manual.

FUTURE GOAL: Verdacity, LLC pays 50% of comprehensive (medical, dental, vision) health insurance premiums for employees and their families.

Continuing Education

Verdacity, LLC values employee development through professional education.

Verdacity, LLC provides a compensation allowance for professional development in the amount of \$750 annually. This allowance may be used for educational activities to maintain a professional license; luncheons provided by professional trade organizations; exam prep or testing fees to procure a professional license; or for educational pursuits that support the goals of the company.

Verdacity, LLC provides a time allowance for professional education equal to 32 hours annually for full time employees. This allowance may be used for maintenance of professional licenses, volunteering, and educational pursuits that forward the mission of the company.

Local Control Policy

Verdacity, LLC has a direct relationship to and vested interest in the communities that it serves. Verdacity, LLC's corporate office is in Albuquerque, Bernalillo County, New Mexico, where the majority of its business is generated and where it pays corporate taxes. Verdacity, LLC's ownership and its employees live in the community in which it serves.

In locations where greater than 25% of future income is generated, Verdacity, LLC will consider appointing a managing associate who lives in that community, and pays local taxes.

Local Sourcing Policy

Local sourcing is an important component of healthy and sustainable communities. Verdacity, LLC is committed to seeking local sources for purchase of goods and services.

Verdacity, LLC will be an advocate for and active member of local sourcing groups in the places where it does its business.

Responsible Investing Policy

Verdacity, LLC has a vested interest in the communities that it serves. Verdacity, LLC keeps its cash assets in the Bank of Albuquerque.

Volunteering Policy

Verdacity, LLC believes that volunteering for local organizations is an investment in our community.

Verdacity, LLC provides a time allowance for professional education equal to 32 hours annually. This allowance may be used for maintenance of professional licenses, volunteering, and educational pursuits that forward the mission of the company.

Positive Products Policy

Verdacity, LLC is committed to products and services that have a positive impact on our society and the environment, and that improve the quality of human and animal life. Verdacity, LLC supports purchasing and investing in positive products with the entire life cycle in mind. This includes products and services that contribute to beneficial outcomes, positively address societal concerns, promote renewable energy and water services, promote public transportation, minimize pollution and waste, address social and economic inequalities and injustices, support improvements in nutrition and health care, support advancements in education, promote the arts and sciences, and conserve and reclaim the natural environment. Positive products also include purchase of fair trade, environmentally friendly, people friendly, and animal humane.

Verdacity, LLC prohibits the use of its financial and human resources for the manufacture, provision, purchase, or use of products and services such as armaments, firearms, alcohol, tobacco, narcotics, illicit drugs, gambling, pornography, prostitution, payday lending, organized crime, irresponsible forestry, fossil fuel extraction and refining, LBC red list materials and chemicals, or the nuclear industry. Verdacity, LLC screens its purchase and use of products and services against the list identified above.

Verdacity, LLC is a service industry and does not produce tangible products. Our services include advising designers and builders on environmentally friendly building practices that do not harm human health or the health of the environment.

Charitable Giving Policy

FUTURE GOAL: Verdacity, LLC supports charitable giving and pledges to donate a minimum of 1% of our pre-tax profit to an IRS registered charitable or not-for-profit organization.

Animal Welfare Policy

Verdacity, LLC supports animal welfare and will not be involved in the production, promotion or sale of goods and services that endanger the well-being of animals. Furthermore, Verdacity, LLC commits to purchasing products from suppliers who follow animal welfare practices.

Verdacity, LLC is not and will not become involved in any form of animal testing or experimentation. It does not conduct business with factory farms, enterprises that use gestation crating or other similar types of overtly restrictive confines, slaughterhouses, or organizations that utilize or sell animal products.

Transparency Policy

Verdacity, LLC is committed to being ethically transparent in all aspects of our organization. Verdacity, LLC supports a voluntary disclosure policy and will provide ongoing open access and communication to internal and external audiences on important organizational information. This includes our purpose, governance structure, environmental impacts, and involvement in social and environmental causes.