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## **VOLUNTEER TIME OFF**

Alliance Residential encourages and supports associate volunteerism and community service, which helps strengthen the communities in which we live and work. To support and promote Associates' volunteer efforts, the Company provides up to eight (8) hours of paid leave for all eligible associates to participate in volunteer activities that may take place during normally scheduled work hours, so long as these activities are with qualified non-profit organizations. Associates must receive prior approval from their Manager. Volunteer time may only be requested in either four- or eight-hour increments.

**Eligibility.** All full-time and part-time associates are eligible to participate in the paid volunteer program after 90 days of employment, subject to the rules governing participation listed below. Eight (8) hours of time will be awarded on or about the 90th day of employment and will reset each year on December 31.

**Qualified Non-Profits.** Organizations within the U.S. must be registered with the IRS as 501(c)(3) non-profit agencies to qualify. Organizations outside of the U.S. must be registered with their government as a non-profit agency. All qualifying organizations must provide copies of non-profit status upon request from the associate, the Supervisor/Manager and/or Human Resources.

**Rules Governing Participation.** An associate's ability to participate in the volunteer paid time off program will be dependent upon his or her Manager's prior approval. While Alliance Residential encourages all of its Supervisors/Managers to accommodate requests for paid volunteer leave, the Company understands and acknowledges the fact that it is not always possible for Managers to do so, due to staffing issues and business demands. The Company expects associates to be understanding of the business needs in this regard. Additionally, paid volunteer time will be provided only to associates who are performing satisfactorily.

Associates should request paid volunteer time off as far in advance of the volunteer project as possible. Similarly, Managers should reply to all requests in a timely manner. When requesting paid volunteer time, associates will be asked to submit information about the organization and the nature of the volunteer work by completing a Volunteer Time Off (VTO) request form which can be found on the Human Resources Information page on UltiPro: <https://n33.ultipro.com>.

The paid volunteer program is not a form of additional compensation. Rather, it is an incentive and a means by which the Company encourages and supports associate volunteerism and civic engagement. Thus, paid volunteer hours under the volunteer leave program will not count as hours worked for overtime purposes. Any accrued but unused volunteer time at separation of employment will not be paid out in final pay. Associate participation is purely voluntary on an individual basis.