

Employee Handbook



OUR VALUES
DRIVE VALUE

BRIDGE INVESTMENT GROUP

Version	Date	Author	Modifications
1	2.1.2019	KC	Published approved Version
1.2	10.10.2019	KC/SC	Added M/V and Information Security Policy
2	2.1.2020	KC/TF	Added Third Party Service Provider/ Contractor Policy Published approved updated version
3	2.1.2021	KC	Added Human Trafficking Awareness Policy and update Voting Leave Policy Published approved updated version
3.1	12.31.2021	KC	Added Political Contributions Policy and Fiduciary Responsibility Policy
4	2.1.2022	KC/SC	Updated Information Security Policy Added Modern Slavery Policy Published approved updated version
5	5.1.2023	KC/KM/SC	Updated Information Security Policy Added Modern Slavery Policy Updated PTO Plans Updated Tuition Reimbursement Plan Updated Employee Referral Program Added Media Protocol Statement Updated Modern Slavery Policy Updated Travel Policy Added No Smoking Policy Added Employee Housing Policy

MISSION STATEMENT

Bridge seeks to be a globally trusted investment manager offering exceptional returns to our investors, pursued with uncompromising principles. We are a high-touch, detail-oriented investor in the commercial real estate and fixed income sectors.

We are a people business. It is a privilege to serve as steward of our Investors' capital. Our residents and tenants are the lifeblood of our assets. We strive to create vibrant communities where people are excited to live and work. We hire the best people and provide them with unparalleled opportunity to succeed and advance.

CORE VALUES

TEAMWORK

We emphasize teamwork in everything we do.
We thrive on collaboration, hard work and open and honest communication.
We forge strong and inclusive relationships, trust each other, and win as a team.

EXCELLENCE

We strive to be the best performing firm in our industry.
We take pride in our performance and celebrate our achievements.
We do what is right – for the right reasons.

ACCOUNTABILITY

We stand behind our word and strive for continuous improvement in all that we do.
We face facts and realities, and we embrace challenges.

EMPOWERMENT

We empower our people to reach their full potential.
We cultivate a diverse and inclusive culture of disciplined analysis and action.
We believe that diversity is the only path to superior performance.

SPECIALIZATION

We develop specialized investment and operating teams which have deep sectoral knowledge of the areas in which we invest. We use data, carefully analyzed and fully vetted, to complement decades of experience, in guiding our investment decisions.

CREATIVITY & INNOVATION

We consistently reexamine how we operate and seek innovative solutions to improve our performance, at the asset level, at the Fund level and at the corporate level. New ideas are carefully examined and adopted if appropriate.

RESPONSIBILITY

We invest and operate responsibly and believe that strong corporate and individual citizenship go hand-in-hand. We understand that responsible investing does not sacrifice returns but should in fact enhance risk and return characteristics through deliberate and thoughtful integration of environmental, social and governance best practices.

Employee Handbook

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WELCOME!

We are excited to have you as part of our team. It has been said that exceptional growth begins by hiring and developing talented people. You have been hired because your talents, skills, and attributes match the standard of excellence to which we hold our company, and we believe you can contribute to the success of our company.

The relationships we build here in our company have always been our focus, our priority, and the key to our success. We are therefore committed to quality and unparalleled customer service in every aspect of our business. As the newest member of our growing team, we hope you find such a pursuit of excellence to be a rewarding part of your career. We know from experience that if you succeed, we all succeed.

This employee handbook is designed to serve as an introduction to our company and contains the key policies, benefits, expectations, and other information you will need to know as you begin your new career with us.

We look to the future with confidence, and we hope that your employment with us will bring you professional satisfaction and growth throughout the coming years. Working together, let's continue to grow as a place where we are proud to work.

Congratulations!

Bridge Leadership Team

FOREWORD

IMPORTANT NOTICE:

The contents of this handbook, published May 1, 2023 apply to all employees of Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC; (hereinafter referred to individually and/or collectively as the “Company”).

Upon receiving this handbook, you will be asked to sign an “Employee Acknowledgment Form” which verifies that:

- You have received the handbook;
- You agree to familiarize yourself with its contents; and
- You agree to abide by all company policies and practices described herein.

Signing the “Employee Acknowledgment Form” is a condition of your employment or continued employment with the Company.

Whether you have just joined our staff or have been with the Company for a while, we are confident that you will find our company to be a dynamic and rewarding place to work, and we look forward to a productive and successful partnership with you. Our employees are our most valuable resources, and this handbook has been written to serve as your guide for employer/employee expectations and policies.

This handbook contains only basic information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should direct your specific questions to the Human Resources Department. Neither this handbook nor any other company document confers any contractual right, either expressed or implied, to remain in the company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the company; or you may resign for any reason at any time. Employment with the company is at will, and any employee whose salary is greater than \$100,000 will not be engaged without approval of the Executive Committee and/or Board.

The procedures, practices, policies, and benefits described herein may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

This handbook, and the information in it, should be treated as confidential. No portion of this handbook should be disclosed, except to an employee or an affiliate with the Company who requires the information for the normal course of business.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to those documents when more specific information is required as this handbook only briefly summarizes guidelines and benefits.

NATURE OF EMPLOYMENT

Employment with the Company is voluntarily entered into and you are free to resign at will at any time, with or without cause. Similarly, the Company may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Company and any of its employees. The provisions of the handbook have been developed at the discretion of the Company and, except for its policy of employment-at-will, they may be amended or cancelled at any time at the Company's sole discretion. Neither this handbook nor any other policy statement or communication can create a binding contract of employment concerning how long a person can hold a job nor whether some notice must be given, procedure followed, or standard met before an employee's job status can be changed.

This handbook supersedes all prior statements, summaries, and understandings on these subjects. No representative of the Company, other than a member of the Executive Committee, has any authority to enter into any arrangement modifying or supplementing the provisions of this handbook, and any such arrangement will be in writing and signed by a member of the Executive Committee.

Nothing in this handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed to them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of Section 7 rights.

DIVERSITY

Equal Employment Opportunity Statement

Bridge Investment Group LLC (Bridge or the Company) provides equal employment opportunities to all employees and applicants for employment without regard to race (including hair texture, hair type, or protective hairstyles that are commonly or historically associated with race), creed, color, sex (including pregnancy or transgender status), sexual orientation, gender identity, gender expression, religion, age, national origin, ancestry, disability (mental or physical), military or veteran status, pregnancy, genetic profile, or any other protected status in accordance with applicable federal, state, or local laws (“Protected Categories”). The Company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Company has facilities. This policy applies to all terms and conditions of employment, including recruitment, hiring, discipline, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation, training, and other terms and conditions of employment.

The Company expressly prohibits any form of unlawful employee harassment based on any Protected Category. Improper interference with the ability of Company employees to perform their expected job duties is absolutely not tolerated.

The Company will not discriminate against, retaliate against, discipline, discharge, or interfere with an employee who has inquired about, discussed, compared, or disclosed his or her wages or the wages of another employee; or who has brought charges, filed a complaint, or caused to be instituted an action based on disclosure of wage information made by an employee.

The Company does not discriminate on the basis of any protected category with respect to the payment of wages. It is the Company’s desire to pay all employees’ wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational and equitable. The Company sets wages that are appropriate for the degree of responsibility and skill for each position.

Due to the nature of our business Bridge does not hire anyone below the age of eighteen (18). All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees’ employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the Company.

Diversity and Inclusion

Bridge is committed to fostering, cultivating, and strengthening a culture of diversity and inclusion.

Our human capital is our most valuable asset. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company’s commitment to excellence.

We embrace and encourage our employees’ differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, political affiliation, race, religion, sexual orientation, military or veteran status, and other characteristics that make our employees unique.

Bridge diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers;

social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equality that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of Bridge have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All employees are also required to participate in and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action up to and including termination.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor or an HR representative.

Anti-Harassment Policy and Complaint Procedure

The Company is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Company expects that all relationships among persons in the office will be professional and free of bias, prejudice, and harassment.

It is the policy of the Company to ensure equal employment opportunity without discrimination or harassment on the basis of any Protected Category. The Company prohibits any such discrimination or harassment.

The Company encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Company to promptly and thoroughly investigate such reports. The Company prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Violations of this policy will subject an employee to disciplinary action, up to and including immediate termination.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purpose of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendos; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other Protected Category is also illegal under federal, state, and local laws and strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual or their relatives, friends or associates and that (a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities because of their Protected Category or any other characteristic protected by law. Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means. ***Individuals and Conduct Covered***

These policies apply to all applicants and employees, including supervisors and managers, whether related to conduct engaged in by fellow employees or someone not directly connected to the Company (e.g., an outside vendor, consultant, or customer). The Company prohibits managers, supervisors, and employees from harassing co-workers, as well as the Company's customers, vendors, suppliers, independent contractors, and others doing business with the Company. In addition, the Company prohibits its customers, vendors, suppliers, independent contractors, and others doing business with the Company from harassing our employees.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor (if appropriate) and with Human Resources (hrconfidential@bridgeig.com) right away. Employees may also discuss their concerns with any other supervisor or member of Human Resources.

When possible, the Company encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The Company recognizes, however, that an individual may prefer to pursue the matter through the Company complaint procedures.

The Company encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination.

Your notification of the problem is essential to us though. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring your concerns and/or problems to our attention so that we can take whatever steps are necessary to address the situation. The Company takes all complaints of unlawful harassment seriously and will not penalize you or retaliate against you in any way for reporting a harassment problem in good faith.

Any reported allegations of harassment, discrimination or retaliation will be investigated as promptly as possible, and corrective action will be taken where warranted. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Company prohibits employees from hindering internal investigations and the internal complaint procedure.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Policy against Retaliation

The Company is committed to prohibiting retaliation against those who report, oppose, or participate in an investigation of alleged wrongdoing in the workplace. By way of example only, participating in an investigation of alleged wrongdoing in the workplace, includes, but is not limited to:

- Filing a complaint with a federal or state enforcement or administrative agency;
- Participating in or cooperating with a federal or state enforcement agency that is investigating the Company regarding alleged unlawful activity;
- Testifying as a party, witness, or accused regarding alleged unlawful activity;
- Associating with another employee who is engaged in any of these activities;
- Making or filing an internal complaint with the Company regarding alleged unlawful activity;
- Providing informal notice to the Company regarding alleged unlawful activity.

The Company strictly prohibits any adverse action/retaliation against an employee for participating in an investigation of any alleged wrongdoing in the workplace. If you feel that you are being retaliated against, you should immediately contact **the Human Resources Department**. In addition, if you observe retaliation by another employee, supervisor, manager, or non-employee, please report the incident immediately to **the Human Resources Department**.

Any employee determined to be responsible for violating this policy will be subject to appropriate disciplinary action, up to and including termination. Moreover, any employee, supervisor or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination.

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately and may be subject to disciplinary action up to and including termination. The level of disciplinary action will depend on the circumstances surrounding the misconduct.

If a party to a complaint does not agree with its resolution, that party may appeal to the Company's Head of Human Resources.

False and malicious complaints of harassment, discrimination or retaliation may be subject to appropriate disciplinary action up to and including termination after the completion of a thorough investigation.

Americans with Disabilities Act and the ADA Amendments Act

The Americans with Disabilities Act and the Americans with Disabilities Amendments Act are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities. When necessary they provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the Company to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission. Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to all aspects of our employment practices, including, but not limited to, recruiting, hiring, discipline, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms, conditions, and privileges of employment.

If you require an accommodation to perform the essential functions of your job, you must notify your supervisor and/or the Human Resources Department. Once the Company is aware of your need for an accommodation, we will engage in the interactive process to identify possible accommodations that might enable you to perform the essential functions of the job. The Company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the Company. If you believe that you have been treated in a manner that does not comply with these policies, please notify the Human Resources Department immediately.

Pregnancy and Childbirth Accommodation

The Company will provide a reasonable accommodation to any employee who requires an accommodation for conditions related to pregnancy, childbirth, or a related condition to the extent required by law, provided the requested accommodation does not create an undue hardship for the company. Such accommodations may include, but are not limited to, more frequent or longer break periods; more frequent restroom, food and water breaks; acquisition or modification of equipment or seating; limitations on lifting; temporary transfer to a less strenuous or hazardous position if available, with return to the current position after pregnancy; job restructuring; light duty, if available, assistance with manual labor; or modified work schedules. If you require an accommodation to perform the essential functions of your job, you must notify Human Resources. Once we are aware of the need for an accommodation, we will engage in an interactive process to identify possible accommodations.

EMPLOYMENT

Employee Classification Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the Company.

Nonexempt employees are generally employees who are paid hourly and entitled to overtime compensation under the FLSA and similar state wage and hour laws. They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers, professionals, administrators that make decisions on a managerial level, or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA and similar state wage and hour laws. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor and similar state legislation.

The Company has established the following categories for both nonexempt and exempt employees:

- **Regular full-time:** Employees who are not in a temporary status and who regularly work the Company's full-time schedule of at least 30 hours per week or 130 hours per month. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefits program.
- **Rehired regular full-time:** Employees who previously worked for the company. They must be an employee for more than 15 days in order to be considered a rehired employee. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefits program beginning of the start of the month following their rehire date.
- **Regular part-time:** Employees who are not in a temporary status and who are regularly scheduled to work but at least 20 hours each week. If a part-time employee works more than 40 hours per week, they will be paid for overtime worked, but does not become eligible for employee benefits unless their status is changed to regular full-time and unless certain benefits are required under state or local law. If status is changed to regular full-time, the employee will become eligible for benefits the first day of the month following the change in status. Benefits include but are not limited to health benefits, PTO, holiday pay and any other paid leaves. A 12-month measurement period is in effect to determine a transition from part-time to full-time status.
- **Temporary or Seasonal full-time or part-time:** A temporary or seasonal full-time or part-time position is a short-term position designed to fill a temporary need. These positions are not intended to be a part of continuing operations. The amount of time the employee is needed should be estimated when hired, so that employees are not surprised when the work ends. The position is for a limited duration. The employment status of temporary employees will not be changed due to an extension.. If status is changed from temporary to regular full-time, the employee will become eligible for benefits the first day of the month after they have met the 60-day requirement as a regular full-time employee, unless otherwise required by state or local law. Temporary or seasonal workers are not eligible for company benefits, unless specifically stated otherwise in a Company policy, they are deemed eligible according to plan documents, or if required under state or local laws.

Temporary employees will not have access to company systems unless they have been properly vetted and approved by Human Resources.

Background and Reference Checks

To ensure that individuals who join the Company are well qualified and have the strong potential to be productive and successful, and to further ensure that the Company maintains a safe and productive work environment, free from any form of violence, harassment, or misconduct, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form, as permitted by law.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Company. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, state and federal privacy, and antidiscrimination laws, and all other applicable federal, state, and local laws. The Company uses best efforts to ensure reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the Company to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, where permitted under state law, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

Motor Vehicle Reports

Employees that are required to drive their own vehicle or rent a vehicle for company purposes must hold a valid state driver's license for the class of vehicle they are driving, and will be required to have their driving records reviewed on a regular basis. The employee's driving record will be reviewed by management to determine whether the employee is authorized to drive on behalf of the Company. Employees will also be required to provide proof of personal vehicle insurance coverage periodically.

If an employee receives a traffic citation while operating or renting a company vehicle for company purposes, the employee will be responsible for paying any fine or penalty.

Immigration Compliance

As a condition of employment and in compliance with federal law, each new employee must complete an I-9 Form along with any applicable state forms, and present documents that establish identity and employment authorization and eligibility. Identity can be established by providing a current state-issued driver's license, a state-issued identification card, or similar document such as a school identification with photograph, voter's registration card, or military service record. An employment eligibility document is a Social Security card, a birth certificate, or an immigration document. You will not be allowed to continue employment until you provide proper documentation.

Internal Transfers/Promotions

Supervisors are responsible for making any changes to an employee's status that will affect either the employee's pay or their job title. The Company may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements. Increases to the employee's pay are generally made by the recommendation of the employee's supervisor.

The Company offers employees promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above entry level candidates. A promotion may be based on various factors, including but not limited to, quality and quantity of work, prior job performance, experience, educational background, attendance and punctuality, safety record, input from business partners, and the ability to work well with others. We reserve the right to look outside the organization if we feel that an employee with the best qualifications cannot be found within the organization and/or if outside recruitment is considered to be in the Company's best interest.

Direct Supervisor have a responsibility to make sure that any other changes in status are completed, the Human Resource Information System (HRIS) in a timely manner.

Internal Application Policy

Employee

Policy

Any eligible and qualified employee may apply for a posted position by completing an "Employee Internal Job Application Request Form". However, applications will only be considered for the position if the employee:

- Has a signed acknowledgement form from their current supervisor.
- Has a minimum of 12 months continuous service in their present position or the acknowledgement of their current supervisor.
- Meet the minimum education, experience, skills and required qualifications for the open position.
- Is not subject to active performance management, including a performance improvement plan or last and final written warning.

Before submitting the internal job application request, employees must discuss with their supervisor their desire to apply for an internal position. Employees interested in applying for an open position can apply through the official company applicant tracking system or contact the company recruiter. Employees must complete the internal job application form before a formal interview is scheduled.

Transfer timing should be discussed and agreed upon between the current and new supervisors. Factors such as the urgency to fill the position, status of the employee's present workload and difficulty in filling the employee's present position are to be considered in determining a transfer date.

Open Position Exceptions

The Company will typically not post positions within a department to be filled by employees returning from a medical, family, military, personal leave of absence, by employees whose position is being eliminated (due to reorganization or reduction in headcount), or based on other special circumstances, unless required under state or local laws.

Manager/Supervisor

Before signing the internal job application acknowledgement, the employee's current supervisor must discuss with the employee their desire to apply for an internal position. When the hiring manager receives the signed authorization, it is recommended that they reach out to the employee's current supervisor to review the employee's decision to apply. Supervisors shall not retaliate against an employee who requests consideration for a transfer. Hiring managers are required to notify the employee's current

supervisor to inform them if an offer has been made and accepted. Both managers will discuss next steps and agreed on timeline for transfer to ensure all current and future departmental needs are considered when deciding the employee's official transfer and start date.

Supervisors should not actively recruit within the company and should work with the company recruiter for any potential internal applicants who have the qualifications and expressed an interest in applying for the open internal position.

Employees that are denied an opportunity to complete the internal application process through the supervisor approval process have the right to file an appeal through the company Human Resource Department.

Compensation

Hiring managers are expected to discuss and confirm the employee's current salary and rate of pay with the Human Resources Department prior to extending an offer. Hiring managers may grant a salary increase, within company pay guidelines, for a promotion (**a move to a job in a higher level**). In general, no salary increase should be provided for a lateral transfer (**a move to a similar job in the same level**) because there is no increase in the level of responsibility. When an employee transfers to a job in a lower job level, the manager should consult with the Human Resources Department. Typically, the employee's salary or hourly rate should be reduced because the level of responsibility has decreased.

Nepotism, Employment of Relatives, and Personal Relationships

Decisions about hiring, promoting, evaluating, awarding salary increases, and terminating employees are based on qualifications for the position, ability, and performance. Every attempt is made to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment decisions.

To avoid accusations of favoritism, abuse of authority and sexual harassment, we prohibit supervisors from dating employees who report to them. This restriction may extend to every manager within two levels above an employee, regardless of team or department to facilitate moving or promoting employees.

Supervisors are strictly forbidden from dating their direct reports. If this occurs and relationship is not reported to HR, the supervisor may face disciplinary action up to and including termination.

The Company reserves the right to take action when relationships or associations of our employees impact our mission. This policy is intended to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace. It also seeks to avoid the perception of favoritism, conflicts in loyalty, discrimination, the appearance of impropriety, and conflicts of interest.

If employees begin a dating relationship or become relatives, partners, or members of the same household they are required to inform management and Human Resources of the relationship within 14 days of that union. If an individual directly supervises another employee in which they are currently in a relationship or a family member all employment raises, promotions, and disciplinary action for that individual will be conducted by a different supervisor higher in the chain of command. The Company reserves the right to transfer individuals from situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Connected Hire Policy

Bridge is an equal opportunity employer and supports the prevention of unfair nepotism practices to ensure that fair hiring practices are utilized at all times. To ensure that our organization and hiring processes are free of any conflict of interest, we have adopted this policy to ensure that potential

connected hires are handled equitably and transparently. It is acknowledged that this policy is an update of prior policies in place by the company with respect to this issue and therefore the company will “grandfather” existing relationships but put into place appropriate procedures to make sure the intent and purpose of this policy is adhered to even where prior conflicts exist.

Intent

The purpose of this policy is to:

- Legitimately prevent a conflict of interest or the appearance of a conflict of interest that arises through a connected hire. A connected hire is defined as the hiring or employment of friends and relatives; and/or the friends and relatives of investors, regulators, or officials to whom the Company has an obligation.
- Legitimately prevent the misuse of authority and influence or the appearance of such misuse.

Policy

The Company will not discriminate in its hiring practices on the basis that a person is a connected hire. To this end, connected hires are eligible for employment with the company provided that:

- The hiring process is open and equitable, and candidates are selected in accordance with the Company’s hiring related policies;
- The Company will accept applications from, and consider a connected hire if the candidate has all the requisite qualifications and is properly vetted through the talent acquisition vetting process;
- A family member or friend shall not be considered for employment if by doing so, it might create a direct or indirect managerial/subordinate relationship with the friend or family member, or if their employment could create a conflict of interest;
- The Company employees, regulators or government officials do not directly or indirectly influence the selection and hiring process in which their relative or friend is a candidate;
- Managers and supervisors exclude themselves from any hiring process where their relative or friend is a candidate;
- A direct or indirect supervisor/subordinate reporting relationship is not created between such employees; and/or
- Relatives and friends are not employed in positions where a real or potential conflict of interest exists. If a real or perceived conflict of interest arises due to marriage/cohabitation, or if two or more related employees work in a situation where there is a real or perceived conflict of interest:

The employees will notify their manager/supervisor or Human Resources.

The manager/supervisor and Human Resources will work together to assess the situation and determine whether there is a real or perceived conflict of interest. If there is a real or perceived conflict of interest, the Department Manager will be informed.

The Department Manager, in consultation with Human Resources and the manager/supervisor, will make reasonable efforts to investigate suitable options within the company for one of the related employees.

- A direct or indirect supervisor/subordinate reporting relationship which may currently exist will require approval and oversight from a more senior member of Executive management who will work with HR as it relates to matters of salary, bonus, and

promotion and the connected staff member will need to abstain from any final decisions related thereto.

Third Party Service Provider (Contractor) Policy

Purpose

The security of the organization's information and information processing facilities should not be downgraded by the introduction of external party products or services. Where there is a business need for working with external parties that may require access to the organization's information and information processing facilities, security controls and confidentiality should be agreed and defined in a legal document with the external party. This helps ensure that the continued protection of confidential data will be enforced by external parties.

Scope

This policy applies when the Company and its employees onboards third-party service providers, and the third parties are provided mechanisms for accessing, processing, communicating, or managing the organization's information or information processing facilities, or adding products or services to information processing facilities which may contain confidential data.

Policy

When a third-party service provider will be in possession of customer data which belongs to the organization, the Company will implement policies and procedures regarding the use of service providers, to include the following:

- Maintain a list of service providers.
- Maintain a written agreement that includes an acknowledgement that the service providers are responsible for the security of customer data the service providers possess.
- Ensure there is an established process for engaging service providers including proper due diligence prior to engagement.
- Maintain a program to monitor service providers' compliance (i.e., annual review of Type II SOC report)

Data Handling and Cyber Training

The Company shall require all Contractor Personnel to successfully complete "Data Handling & Cyber Security" training in the first 30 days of their contracted position with the company.

All Company employees utilizing the services of Contractor Personnel shall familiarize themselves with the complete Third Party Service Provider (Contractor) Policy defining criteria that Contractor Personnel must meet prior to them performing activities or having access to Company systems. Please contact Human Resources with questions or reference the Contractor Handbook.

Separation of Employment

Separation of employment within an organization can occur for several different reasons. Upon termination it is the responsibility of the employee to make sure that the Payroll Department has their current mailing address.

- **Resignation:** Although we hope an individual's employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to

voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.

- **Retirement:** Employees who wish to retire are required to notify their supervisor and the Human Resources Department in writing at least one (1) month before the planned retirement date.
- **Job abandonment:** Employees who fail to report to work for two (2) consecutive workdays without either providing notice in advance of their absence by contacting their manager, or by providing subsequent satisfactory explanation for their absence, shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the second day. The supervisor shall notify the Human Resources Department at the expiration of the second workday and initiate the paperwork to terminate the employee. Employees who are terminated due to job abandonment are ineligible for rehire.
- **Termination:** Employees of the Company are employed on an at-will basis in accordance with state law, and the Company retains the right to terminate an employee at any time.

Return of Company Property

The separating employee must return all company property at the time of separation. Company property may include uniforms, cell phones, keys, PCs, Company cash and identification cards. Failure to return some items may result in deductions from the final paycheck.

Paid Time Off (PTO)

Accrued, unused PTO leave will be paid in the last paycheck except in instances as outlined in the PTO policy, unless prohibited by state or local law.

Health Insurance Termination

Health, dental and vision insurances terminate on the last day of the month of the termination date. All other voluntary insurances terminate on the last day of employment. Employees will be required to pay their share of insurance premiums through the end of the month on their final check. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be mailed to the employee within 30 days of termination of insurances.

Rehire

Former employees who left the Company in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted through the Company's applicant tracking system and must meet all minimum qualifications and requirements of the position.

If a former employee with less than one year of prior service is rehired, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefits plan participation purposes.

If a former employee with more than one year of prior service is rehired, the employee's seniority will be bridged if the employee is rehired within 12 months of the employee's previous separation from the Company. Service recognition will include prior service recognition for accrued leave plans. Previous tenure over one year is counted towards leave accruals but not health insurance benefits.

An employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation or abandoning their position will be ineligible for rehire.

Management's Open-Door Policy

The Company is committed to having a positive environment with direct communication between employees and management. To open communications, employees are encouraged to first discuss any question, concern, or problem with their immediate supervisor. These are the individuals who are in the position to resolve most issues or questions effectively. If an employee takes a concern to their immediate supervisor but feels the problem has not been fully resolved, they are encouraged to proceed to the next level of management.

WORKPLACE SAFETY

Alcohol and Drug Policy

The Company has a longstanding commitment to provide a safe and productive work environment. Alcohol and illegal drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the Company is committed to the elimination of illegal drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or illegal drug use in the workplace. This policy applies to all employees and all applicants for employment of the Company.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available through the Company Employee Assistance Program (EAP) to assist employees with drug and/or alcohol related problems. Contact information is available in the benefits section of this handbook.

Employees should report to work fit for duty and free of any adverse effects of illegal and/or legal drugs, including marijuana and/or medical marijuana, regardless of whether it is permitted under state law. Employees must consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Employees are prohibited from the use or possession of alcohol, marijuana, or medical marijuana at any time in the workplace or during hours of employment.

No Smoking Policy

The Company maintains a smoke- and tobacco-free offices. No smoking or other use of tobacco products (including, but not limited to, cigarettes, e-cigarettes or vaping devices, pipes, cigars, snuff, or chewing tobacco) is permitted in any part of the building or in vehicles owned, leased, or rented by the Company. Employees may smoke outside in designated areas during breaks. When smoking or otherwise using tobacco or similar products outside, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. No additional breaks beyond those allowed under the Company's break policy may be taken for the purpose of using tobacco or similar products. Dispose of any litter properly in the receptacles provided for that purpose. Failure to comply with this policy may result in disciplinary action, up to and including termination.

Alcohol Consumption at Company Functions

The Company takes steps to limit the consumption of alcohol at Company functions. The possession, consumption, or use of alcoholic beverages at Company functions may occur only with prior approval from the executive in charge of the host group. After granting approval, that executive has ultimate responsibility for ensuring that employees adhere to the guidelines presented below.

Managers and employees are responsible for adherence to Company policy. Failure to do so may result in disciplinary action, up to and including termination. Excessive alcohol consumption may endanger the health and safety of employees and others around them in addition to tarnishing the Company's reputation. If an employee chooses to consume alcohol at a Company function, the employee must do so

in moderation. Inebriation at a Company function may result in disciplinary action, up to and including termination. The safety of employees is of the utmost importance to the Company. Employees who consume alcohol at Company functions must plan ahead for a safe commute after the function. This may include scheduled rides, a designated driver, or use of third-party ride-share or taxi services.

Company functions to which this policy applies may include but are not limited to: receptions for business guests, civic or business organizations; Company-sponsored parties; department picnics and outings; and year-end recognition events.

Work Rules

The following work rules apply to all employees:

- Whenever employees are working, operating any company vehicle, present on company premises, or conducting related work off-site, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing, distributing, or dispensing an illegal or other unauthorized or mind-altering or intoxicating substances, including marijuana and/or medical marijuana, regardless of whether it is permitted under state law (to include possession of drug paraphernalia). This prohibition also includes other lawful controlled substances that have been illegally or improperly obtained. This policy does not prohibit the possession or proper use of lawfully prescribed drugs taken in accordance with the prescription
 - Being under the influence of such illegal or unauthorized controlled substances or alcohol, including marijuana or medical marijuana, regardless of whether it is permitted under state law, as identified by local law), and from having excessive amounts of otherwise lawful controlled substances in their systems.
- The presence of any detectable amount of any illegal or unauthorized controlled substance, including marijuana or medical marijuana, regardless of whether it is permitted under state law, and excessive amounts of otherwise controlled substances in an employee's body while performing company business or while in a company facility is prohibited.
- The Company will not allow any employee to perform their duties while taking prescribed drugs, including medical marijuana, that are adversely affecting the employee's ability to safely and effectively perform their job duties, such as by causing dizziness or drowsiness. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked. Employees are required to disclose that a medication they are taking may make them a risk of harm to themselves or others. However, employees do not need to identify the specific medication or explain why they are taking it. It is the employee's responsibility to determine from their physician whether a prescribed drug may impair job performance.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

The Company retains the right to require the following tests:

- **Pre-employment:** Certain applicants are required to pass a drug test before beginning work or receiving a conditional offer of employment, subject to state and local law. This is determined by the vertical the applicant applies for. A drug test result which is verified as

positive for unauthorized use of controlled substances, or found to be substituted or adulterated, will disqualify the applicant for the position offered.

- **Reasonable suspicion:** Employees are subject to testing based on (but not limited to) observations by at least two members of management of apparent workplace use, possession, or impairment. Human Resources must be consulted before sending an employee for testing. Management must use the Reasonable Suspicion Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:
 - Observation (employee was observed using a prohibited substance on the job, results of drug searches or other detection methods, supervisory observation)
 - Complaints (co-worker reports or complaints)
 - Behavioral (performance decline, attendance or behavioral changes, or involvement in work-related injury or accident)
 - Movements (unsteady, fidgety, dizzy)
 - Eyes (dilated, constricted or watery eyes, or involuntary eye movements)
 - Face (flushed, sweating, confused or blank look)
 - Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts)
 - Emotions (argumentative, agitated, irritable, drowsy)
 - Actions (yawning, twitching)
 - Inactions (sleeping, unconscious, no reaction to questions)

When reasonable suspicion testing is warranted, both management and HR will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment. Testing may include urinalysis, oral swab, or other forms of testing consistent with state and/or local law.

Under no circumstances will the employee be allowed to drive themselves to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

- **Post-accident:** Employees are subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment, or property and/or result in an injury to themselves or another if there is reasonable basis to assume that drug or alcohol use contributed to the accident. Reasonable suspicion may arise from the factors listed above, noted on the Reasonable Suspicion Observation checklist. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner. Employees are to go to company designated testing sites, unless prohibited by state or local laws.
- Any type of dilute result is unsatisfactory on all tests performed. If a dilute result occurs, individuals will be given one additional opportunity to provide a valid specimen. The individual is required to have the second test performed within 24 hours of notification. The result of the second test will determine whether the individual is either eligible for employment or to continue their employment. An employee, who receives any of the following results will be terminated and is disqualified from consideration for employment for a period of one year from the date of the test result. An applicant who

receives any of the following results on the drug test will not be eligible to be hired, and is disqualified from consideration for employment for a period of one year from the date of the test result:

verified positive

second negative dilute

second sample outside the allowed temperature range

cancelled – invalid result where the donor’s explanation is not accepted by the MRO (medical review officer)

verified adulterated

verified substituted

Nothing in this policy shall be construed to discourage or discriminate against any employee solely for reporting a workplace injury or accident.

Consequences

Applicants who refuse to submit to a drug test, who have been found to have tampered with or altered a drug test, or who tests positive for prohibited substances will not be hired. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture, distribute or dispense any drug in violation of this policy will be disciplined up to and including termination. All employees who test positive in a confirmed substance test will be subject to discipline, up to and including termination.

Employees will be paid for time spent in alcohol/drug testing. Employees then will be suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Confidentiality

The Company will use best efforts to protect information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations. They shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections

The Company reserves the right to inspect all portions of its premises for drugs, alcohol, weapons, or other contraband. All employees, contract employees, and visitors may be asked to cooperate in inspections of their persons, work areas, and property that might conceal a drug, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including termination.

Crimes Involving Drugs

The Company prohibits all employees from manufacturing, distributing, dispensing, possessing, or using an illegal drug, including marijuana and/or medical marijuana, regardless of whether permitted under state law, in or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over-the-counter drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Workplace Bullying

The Company defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place

of work and/or in the course of employment.” Such behavior violates the company Rules of Conduct. All employees should always be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors and executives, that the Company will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when determining discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The Company considers the following types of behavior examples of bullying:

- **Verbal Bullying:** Slandering, ridiculing, or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical Bullying:** Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person’s work area or property.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

If you witness bullying, or believe you have been a victim of bullying, please report the conduct immediately. For more information regarding reporting such conduct, please see the policies above regarding harassment and discrimination. Please contact Human Resources immediately if you have any concerns or questions. Employees may report concerns of work-place bullying without fear of reprisal.

Violence in the Workplace

The Company does not tolerate violent acts or threats of violence against our employees, applicants, customers, or vendors. All employees, customers, vendors, and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

We do not allow fighting, or threatening words or conduct. Weapons of any kind are strictly prohibited and are not permitted on Company premises at any time. Conduct that threatens violence, intimidates, or coerces another employee, customer, vendor, or business associate will not be tolerated. This includes discussions of the use of dangerous weapons, even in a joking manner. The Company resources may not be used to threaten, stalk, or harass anyone at the workplace or outside the workplace. The Company treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to a supervisor, Human Resources, or local law enforcement as necessary. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident. All threats should be taken seriously. Please bring all threats to our attention so that we can deal with them appropriately.

Employees should promptly inform the Human Resource Department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. The Company will not retaliate against employees making good-faith reports. The Company is committed to supporting victims of intimate partner violence by providing referrals to the Company’s Employee Assistance Program (EAP) and community resources. EAP information is located in the benefits section of this handbook.

The Company will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. The Company will not retaliate against employees making good-faith reports of violence, threats, or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the Company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Company encourages employees to bring their disputes to the attention of their supervisors or Human Resources before the situation escalates. The Company will not discipline employees for raising such concerns.

Human Trafficking Awareness

The Company is committed to helping victims of human trafficking and taking reasonable steps necessary to prevent human trafficking. In furtherance of this commitment, the Company provides all employees who are likely to interact or come into contact with victims of human trafficking a training on human trafficking awareness.

If you encounter a suspicious situation that seems to involve human trafficking, you are to immediately report it to your manager or supervisor and call 911. You should follow all instructions given to you by the 911 operator. Under no circumstances are you permitted to confront the suspected trafficker alone. Should you have any questions about the human trafficking awareness training requirement or a related matter, please contact your supervisor and/or Human Resources.

Modern Slavery Policy

Our Introduction

In this policy document we use the term "modern slavery," which includes slavery, servitude, forced or compulsory labor, and human trafficking, all of which are abuses of a person's freedoms and rights.

This Modern Slavery Policy is made to ensure that as far as we can be aware, modern slavery does not take place in any part of our business or supply chains. The same policies and procedures, due diligence, risk assessment, monitoring, and training pertaining to modern slavery are implemented across Bridge Investment Group Holdings LLC (together with its subsidiaries and affiliates, "Bridge").

At Bridge we have a zero-tolerance approach to modern slavery and are fully committed to preventing slavery and human trafficking in our operation and supply chain. We have taken concrete steps to tackle modern slavery, as outlined in our policy.

Our Business & Commitments

Bridge is a leading, vertically integrated real estate investment manager seeking to drive value to our investors as we conduct our business with uncompromising principles. Our commitment to become an industry leader in ESG integration puts us at the forefront of innovation and opportunity as we pursue profits alongside sustainability and social responsibility.

Bridge is headquartered in Salt Lake City, and offices in New York City, New Jersey, San Mateo, Newport Beach, Orlando, Atlanta, Charlotte, Arlington, and Dallas, as well as overseas locations in Korea and

Luxembourg. We operate within the following strategies: residential rental, office, development, logistics properties, net lease, real estate-backed credit, solar and ventures.

Bridge is a signatory of the United Nations Principles for Responsible Investment (PRI), which contributes to developing a more sustainable global financial system. Bridge has committed to adopting the PRI where applicable across our work. In pursuit of our corporate responsibilities, Bridge will also support the achievement of the United Nations Sustainable Development Goals where applicable.

Each of our procurement principles in our Responsible Supplier Policy identifies the alignment to these goals.

Our Responsible Supplier Policy

We seek to establish a relationship of trust and integrity with all our suppliers, which is built upon mutually beneficial factors. Suppliers are responsible for understanding, and compliance with, the principles in Bridge's Responsible Supplier Policy.

Our primary procurement principles in our Responsible Supplier Policy reflect the procurement values of Bridge and pertain to our standards for our own conduct with direct suppliers of goods and services as well as our expectations of suppliers, their subcontractors, and their suppliers (collectively "suppliers"). Bridge's three primary procurement principles include Fair and Safe Business Practices, Environmental Stewardship, and Social Equity. The Responsible Supplier Policy also includes expectations regarding respect for all applicable laws, compliance with health, safety and environmental standards, as well as the expectation that employees are provided personal protection equipment needed for their work duties.

Bridge selects vendors most compatible with these procurement principles. In addition to these procurement principles, other economic considerations regarding price, availability, lead time, and supplier reputation are material to all supplier approval decisions and are analyzed in such supplier decisions. Adherence to these principles may be verified periodically in the form of a survey, inspection, or requested documentation. Supplier employees, managers, and/or executives may be required to provide information regarding compliance to the principles outlined above. Bridge may also verify compliance of Bridge employees, including property and asset managers, by requesting information via survey, inspection, or requested information. Bridge may also contract with a third party to review compliance, complete training, or assess the effectiveness of the policies and procedures outlined above. Any questionable or non-compliant behavior should be reported to a manager or supervisor, or Bridge's Procurement team. Issues can also be reported to 911.

As part of Bridge's Responsible Supplier Policy, Bridge asks that our representatives that solicit quotes from suppliers consult regional minority/women-owned business enterprise resources and seek quotes from minority owned and/or women owned businesses where possible. When soliciting bids from publicly traded companies, we ask suppliers to complete the Bridge RFP template regarding the ratio of minority/women executives and board members.

Supporting Policies

At Bridge, we employ the following policies or procedures for assisting in efforts to identify and prevent slavery and human trafficking in our operations:

- **Whistleblower Hotline:** We encourage all employees, customers, and suppliers to report any violation of policies on our whistleblower hotline without fear of retaliation, including any violations of this Modern Slavery Policy. We provide a confidential Bridge Whistleblower Hotline to protect the identity of whistle-blowers.

- **Code of Conduct:** Our code of conduct encourages employees to do the right thing by clearly stating the actions and behavior expected of them when representing the business. We strive to maintain the highest standards of employee conduct and ethical behavior when operating abroad and managing our supply chain.
- **Third-Party Code of Conduct:** We expect all companies and individuals with whom we do business (“third parties”) to operate to the same high ethical standards and in full compliance with all laws, rules, and regulations as we do. Our Third-Party Code of Conduct summarized our approach to working with third parties, and sets out the minimum standards we expect of them, as well as other areas of importance to us.

Due Diligence & Risk Assessment

We are not aware of any incidents of modern slavery in our supply chains. If cases of noncompliance are uncovered, Bridge will determine the appropriate course of action on a case-by-case basis. In cases where non-compliance cannot be resolved to Bridge's satisfaction, we may terminate the arrangement with the vendor.

Awareness & Training

Bridge has raised awareness of modern slavery issues by including language within our employee handbook around Human Trafficking and Modern Slavery with guidelines on reporting potential situations, which explains:

- Our commitment in the fight against human trafficking and modern slavery
- How employees should report suspicions of human trafficking or modern slavery

In addition to the awareness program, Bridge Investment Group provides e-learning training courses to all employees, which cover:

- Various forms of modern slavery in which people can be held and exploited
- The size of the problem and the risk to our organization
- How employees can identify the signs of slavery and human trafficking, including unrealistically low prices
- How employees should respond if they suspect slavery or human trafficking
- What external help is available for the victims of slavery
- What terms and guidance should be provided to suppliers in relation to slavery policies and controls
- What steps Bridge will take if a supplier fails to implement anti-slavery policies or controls
- An attestation from employees that they will abide by Bridge’s anti-slavery/human trafficking policy

Performance Measurement

Bridge has defined a set of key performance indicators and controls to combat modern slavery and human trafficking in our organization and supply chain. These include:

- How many employees have completed mandatory training
- How many reports have been made to our whistleblower hotline regarding slavery ethical issues

Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state, and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Each employee has the responsibility to identify and familiarize themselves with the emergency plan for their working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events, and medical crises.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in disciplinary action up to and including termination of employment.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client, or company property at risk can result in disciplinary action up to and including termination of employment.

The Safety Coordinator and management shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

Workplace Visitor Policy

Policy Brief & Purpose

Our Workplace Visitor policy outlines the rules for receiving visitors at our premises. We want to ensure that visitors will not:

- Distract employees from their work;
- Have access to or open view of company confidential information; or
- Pose threats to our employees, premises, or property.

Scope

This policy applies to all employees. "Workplace Visitors" are defined as family and friends (referred to as personal visitors), vendors, stakeholders, and the general public. This policy does not refer to remote employees or employees from other company locations.

Signing In & Visitor Pass

All visitors entering any corporate office must sign in at the front desk and sign out when leaving (if the visitor has an unescorted access card) and complete a COVID-19 screening. A staff member is required to come to the main reception to greet and escort their visitors. All escorted visitors will receive a visitor's pass upon arrival. This pass must be worn on the visitor's clothing and be visible for the entire duration of the visitor's stay.

Visitors

Employees must always tend to their visitors while they are on the premises. Individual department managers may impose restrictions on visitors in the workplace which are considered appropriate to the level of security and operational needs of the department. Time spent attending to a personal visitor,

especially a child, detracts from work production of not only the employee, but also co-workers. Employees are responsible for accompanying any of their underage visitors at all times.

Solicitation

In accordance with our non-solicitation policy, visitors should not solicit employees, gather donations, or request participation in activities while on the premises. Visitors who do not follow these rules will be asked to leave. Any employee who sees an unsupervised visitor or visitors without a pass should notify the Human Resources Department immediately.

WORKPLACE EXPECTATIONS

Corporate Office

The Company provides an access badge for employees who either are based at a corporate office or regularly visit the SLC corporate office. These badges are to be worn and visible at all times while within the office. Badges are not to be shared. If an employee forgets or loses their badge, they are to contact Facilities Management immediately to obtain a replacement badge.

Confidentiality

The Company provides quality services in which information is collected, stored, used, and disclosed in an appropriate manner that complies with both legal requirements and ethical obligations.

All staff should understand their privacy and confidentiality responsibilities in relation to personal information and organizational information about the Company, its clients, staff, and stakeholders. This understanding is demonstrated in all work practices.

The Company uses best efforts to ensure mechanisms are in place to demonstrate that decisions and actions relating to privacy and confidentiality comply with relevant federal, state, and local laws.

Personal information is only used for the purposes for which permission was given, or for purposes that are directly related to one of the functions or activities of the organization. Personal information may be provided to government agencies, other organizations, or individuals if:

- The client or employee has consented;
- It is required or authorized by law; or
- It will prevent or lessen a serious and imminent threat to somebody's life or health.

The Company takes steps to ensure that the personal information it collects is accurate, up-to-date, and complete. These steps include maintaining and updating personal information when we are advised by individuals that the information has changed (and at other times as necessary), and checking that information provided about an individual by another person is correct. If an employee's personal information changes at any point during employment, it is important to report that change, in writing, to Human Resources as soon as possible.

Employees take steps to protect the personal information it holds against loss, unauthorized access, use, modification, or disclosure and against other misuse. These steps include reasonable physical, technical, and administrative security safeguards for electronic and hard copy or paper records as identified below.

Reasonable physical safeguards include:

- Locking filing cabinets that contain confidential information;
- Physically securing the areas in which the personal information is stored;
- Not storing personal information in public areas; and
- Positioning computer terminals and fax machines so that they cannot be seen or accessed by unauthorized people or members of the public.

Reasonable technical safeguards include:

- Using passwords to restrict computer access, and requiring regular changes to passwords;

- Verify emails are sent from valid recipients and avoid clicking on suspicious links;
- Establishing different access levels so that not all staff can view all information;
- Ensuring information is transferred securely; and
- Installing virus protections and firewalls.

If an employee questions whether certain information is considered confidential, they should first check with their immediate supervisor. This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries about confidential information must be referred to the Human Resources Manager.

Media Protocol Statement

Direct Requests from the Media

Only authorized personnel are permitted to make any communications with the public or media on behalf of Bridge Investment Group. If you are contacted directly by a member of the media, please do not engage with them or comment on any Bridge-related item. Instead, please follow the steps below.

- Take the caller's name, outlet/organization, deadline and contact information.
- The initial response should be, "Someone will get back to you. May I have your contact details please. And, so I'm aware, are you working on a deadline?"
- Immediately contact the Managing Director, Investor Relations & Marketing to let them know media is on property, has called, has tried asking questions, etc. Phone first at 646.844.0901, then email at charlotte.morse@bridgeig.com, who can provide advice and/or follow-up with the media representative for you. This will be the time to pass along the contact information you have gathered from your notes.

Protection of the Company's Trade Secrets and Confidential Information

As part of their employment with the Company, employees may be exposed to and/or provided with trade secrets ("Trade Secrets") and other confidential and proprietary information ("Confidential Information") of the Company relating to the operation of the Company's business and its customers (collectively referred to as "Trade Secrets/Confidential Information").

"Trade Secrets" means information, including a formula, pattern, compilation, program, device, method, technique or process, that: (1) derives independent economic value, actual or potential, from not being generally known to the public or to other persons or entities who can obtain economic value from its disclosure or use; and (2) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. The Company's Trade Secrets are (1) not generally known to the public or to the Company's competitors; (2) were developed or compiled at significant expense by the Company over an extended period of time; and (3) are the subject of the Company's reasonable efforts to maintain their secrecy.

"Confidential Information" means information belonging to the Company, whether reduced to writing or in a form from which such information can be obtained, translated or derived into reasonably usable form, that has been provided to employees during their employment with the Company and/or employees have gained access to while employed by the Company and/or were developed by employees in the course of their employment with the Company, that is proprietary and confidential in nature.

Part of the consideration employees provide to the Company in exchange for their employment and continued employment with the Company is their agreement and acknowledgement that all Trade

Secrets/Confidential Information developed, created or maintained by them shall remain at all times the sole property of the Company, and that if the Company's Trade Secrets/Confidential Information were disclosed to a competing business or otherwise used in an unauthorized manner, such disclosure or use would cause immediate and irreparable harm to the Company and would give a competing business an unfair business advantage against the Company.

Employees will not, except as required in the conduct of the Company's business or as authorized in writing by the Company, disclose or use during their term of employment or subsequent thereto any Trade Secrets/Confidential Information. Furthermore, all records, files, plans, documents and the like relating to the business of the Company which employees prepare, use or come in contact with shall be and shall remain the sole property of the Company and shall not be copied without written permission of the Company and shall be returned to the Company on termination or cessation of employment, or at the Company's request at any time.

Flexible Work Schedules / Work-Life Balance

Bridge values its employees and recognizes the need for supporting flexibility in the relationship between employer and employee, when possible. Our policy recognizes that, at times, some staff may need to work flexibly and acknowledges that helping our people find an appropriate work-life balance has personal and workplace benefits.

Flexible work arrangements are not appropriate for all employees or positions. It is the responsibility of the employee's supervisor, with department-head support, to assess whether an employee's need for an alternative work schedule can be accommodated. The needs of the individual will be considered along with the operational and business needs of the company.

The following conditions must be met for a flexible work schedule to be approved: The employee must have a satisfactory attendance record, meet all performance expectations in his or her current role and consistently demonstrate the ability to complete tasks and assignments on a timely basis. The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing disruption to the employee's team and Company performance. The privilege to have a flexible work schedule will be based on these factors as well as business needs. It will not be based upon any Protected Category.

Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of the Company may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction, or relationship that might give rise to a conflict of interest, employees must seek review from their supervisor or the Human Resource Department.

Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with, or compromise the Company's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are

normally performed by the Company. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If the Company determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment. Employees cannot use PTO leave to work on the outside job. Fraudulent use of PTO leave will result in disciplinary action, up to and including termination.

Attendance and Punctuality

Schedules are based upon company need and may vary from person to person within a department. Scheduled work hours should be established and approved by your immediate supervisor. Being at work at your scheduled time every day is important. The Company recognizes that occasional absences are unavoidable. However, excessive absenteeism creates a hardship for co-workers who must do the absentee's job as well as their own. Because of this, frequent absences can be cause for disciplinary action, up to and including termination of employment. Excessive tardiness or extended breaks/lunches without one's supervisor's permission also can be cause for disciplinary action.

PTO must be scheduled with one's supervisor in advance. It may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available PTO. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation, within the guidelines of the FMLA, may be required in these instances.

If it is impossible to report to work for any reason, the employee must notify their supervisor personally at least two (2) hours or more in advance of their shift reporting time. If the employee is going to be late for their scheduled shift, they must make every effort to notify their immediate supervisor as soon as they determine they will be late. The employee should be prepared to explain the reason for their absence or tardiness and the time frame in which the employee expects to be able to report for work. Employees absent for more than two (2) consecutive days, unless otherwise required under state law, due to illness may be asked to provide a doctor's verification of illness and a release to return to work. A Doctor's verification is required in all requests for leaves of more than 5 consecutive workdays, which are due to an employee's illness, an eligible family leave or a family member's illness. Failure to provide a requested doctor's verification may be considered a policy violation and could be grounds for termination.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second offense may result in termination of employment with no additional disciplinary steps. **A no call/no show lasting two days will be considered job abandonment and will be deemed an employee's voluntary resignation of employment.**

Attire, Grooming and Hygiene

It is important for all employees to project a professional image while at work by being appropriately groomed and attired. Employees are expected to be neat, clean, and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed.

All employees must be covered from shoulders to knees at all times. Clothing that reveals cleavage, one's back, one's chest, one's stomach, or one's underwear is not appropriate for a place of business.

No dress code can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If an individual experiences uncertainty about acceptable professional business attire for work, they should ask their supervisor or Human Resources.

The Company respects all religious practices. If an employee requires a religious accommodation with respect to religious dress or grooming practices, please see Human Resources to discuss such accommodation.

If you think it may be inappropriate, it probably is.

Site employees should consult leadership for information relating to the dress code and uniform policy for office, engineering, and maintenance staff.

Dress Code Policy

The Company prides itself on the professional atmosphere it maintains and the positive image that employees present as representatives of the Company. This image is affected by the manner of dress we use within our offices, in the offices of our clients, and in public when we are representing the Company. We are always searching for new ways to make our Company a better place to work. Offering everyone the opportunity to dress in business casual during the entire week wear offers a great way for employees to be more comfortable. We need to continue to present a professional image toward clients and the public.

It is important that employees use their best judgment in dressing appropriately. Employees who prefer to dress more formally should feel free to do so. Casual business wear encompasses many looks but it means casual clothing that is appropriate for a professional office environment.

We currently have a dress practice allowing more casual clothes to be worn on Fridays (casual Fridays). However, management reserves the right to exercise discretion in administering this policy as there may be times when jeans may be considered inappropriate. If the employee is meeting clients, business dress may be required, even on designated dress down days. In this case, management may designate an alternate day. The Company reserves the right to change or revise this policy at any time, at its sole discretion.

Management reserves the right to determine appropriateness. If attire or grooming fails to meet these standards, as determined by the employee's supervisor, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. The employee will not be compensated for time missed if the employee must go home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

Access to Office Facilities: All employees have the right to use office facilities, including restrooms, consistent with their gender identity or expression. All employees should determine their most appropriate and comfortable option for using office facilities.

Electronic Communication, Internet, and Company Equipment Use

(For the full policy, please refer to the Information Security Policy)

The use of Company automation systems, including computers, fax machines, and all forms of Internet access, is for Company business and for authorized purposes only. Brief and occasional personal use of

company automation systems is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or breaks), does not result in expense or harm to the Company, or otherwise violate this policy.

Use is defined as “excessive” if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communications should not be used to solicit or sell products or services that are unrelated to the Company’s business; distract, intimidate, or harass coworkers; or disrupt the workplace.

Nothing in this policy will be interpreted or enforced to interfere with or restrain an employee’s right to engage in any of the rights guaranteed to them by Section 7 of the National Labor Relations Act.

The following guidelines have been established for using the Internet, cell phones, e-mail, computers, and company equipment in an appropriate, ethical, and professional manner:

- Internet, company issued equipment (i.e., cell phones, laptops, computers, air cards) and services may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, or pornographic nature. If using personal electronics such as cell phones or laptops, the same expectations apply while using the electronics on company premises or for business related purposes.
- The use of personal cell phones for personal reasons should be limited during work hours.
- The following actions are forbidden: using disparaging, abusive, profane, harassing, discriminatory, or offensive language; creating, viewing, or displaying materials that might adversely or negatively reflect upon the Company or be contrary to the Company’s best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and equipment such as cell phones and laptops.
- Employees should not open suspicious e-mails, pop-ups, or downloads. Contact the IT Department with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the Company.

Mobile Device Policy

Introduction

Mobile devices, such as smartphones and tablet computers, are important tools for the organization, and Bridge supports their use to achieve business goals. However, mobile devices also represent a significant risk to data security as, if the appropriate security applications and procedures are not applied, they can be a conduit for unauthorized access to the organization’s data and IT infrastructure. This can subsequently lead to data leakage and system infection.

Bridge has a requirement to protect its information assets in order to safeguard its customers, employees, investors, intellectual property, and reputation. This document outlines a set of practices and requirements for the safe use of mobile devices and applications. Failure to follow this policy may result in discipline, up to and including termination.

Scope

- All corporate mobile devices, whether owned by Bridge or owned by employees (inclusive of smartphones and tablet computers), that have access to corporate networks, data, and systems are governed by this mobile device security policy. The scope of this policy does not include corporate IT-managed laptops.
- Applications used by employees on their own personal devices which store or access corporate data, such as cloud-based applications, are also subject to this policy.

Policy

Technical Requirements

- Devices used by employees to access corporate networks, data, and systems must use the following Operating Systems: (within (2) revisions of latest release), iOS (within (2) revisions of latest release). Devices must store all user-saved passwords in an encrypted password store.
- Only devices managed by IT will be allowed to connect directly to the internal corporate network. We recommend users connect to the Bridge_Guest network for mobile devices.
- These devices will be subject to the valid compliance rules on security features such as encryption, password, key lock, etc.

User Requirements

- Users may only load corporate data that is essential to their role onto their mobile device(s).
- If a user suspects that unauthorized access to company data has taken place via a mobile device, they must report the incident to a Company IT representative immediately. A user must also immediately report the loss or theft of any mobile device that contains Company data or is used to access the Company's networks and systems.
- Devices must be kept up to date with manufacturer or network provided patches. Most devices will update software and apply patches automatically. If your device does not automatically update, at a minimum, you should check for patches weekly and apply patches or updates at least once a month.
- Devices must not be connected to a PC which does not have up-to-date and enabled anti-malware protection and which does not comply with corporate policy.
- The user is responsible for the backup of their own personal data and the company will accept no responsibility for the loss of files due to a non-compliant device being wiped for security reasons. The Company's IT Department will be responsible for determining whether a mobile device needs to be wiped for security reasons. Bridge IT will attempt to remotely wipe all lost or stolen devices. Upon termination of employment, all mobile device users must permit Bridge IT to attempt to remove any Company data. Bridge IT will try to avoid completely wiping the device, but such action may be unavoidable.
- Mobile device users may not select software options such as "remember me" that store or automatically fill-in passwords on their devices.
- Employees using employee-owned devices for business purposes are still responsible for the cost of the device. The Company will not pay for or maintain personal mobile devices. If an employee uses a Company-owned device, the employee will be responsible for any

non-business-related costs and expenses, and the Company reserves the right to deduct from an employee's paycheck any charges incurred for an employee's personal or unauthorized use of Company-owned devices. Employees using Company-owned devices also may be responsible for the cost of the device in the case of loss or theft. All employees using a mobile device to access Company data must be aware that privacy in communications over the company network is not guaranteed, and that the Company reserves the right to inspect and monitor mobile devices used for Company business.

- Employees are required to refrain from using their mobile devices while driving in connection with their job duties, except as set forth below. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull over to the side of the road, safely stop the vehicle, and put the vehicle in park before using any handheld device. Under no circumstances are employees allowed to place themselves or anyone else at risk to fulfill business needs. Employees who are driving may not use any electronic wireless communications device to write, send, or read any text-based communication, including text messages, instant messages, and/or email messages under any circumstance. Employees who are charged with traffic violations resulting from the use of their handheld mobile devices while driving will be solely responsible for all liabilities that result from such actions.
- Employees must not allow an unauthorized individual to use a mobile device while unattended and must prevent others from using the mobile device to access Company data or networks.
- Employees may not use a mobile device to engage in any illegal activity.
- Employees may not use a mobile device to engage in any activity that violates a Company policy, such as the anti-discrimination and harassment policy.
- Employees should refrain from activity on a mobile device that will slow or pose a security threat to the Company's network. Please contact Bridge IT if you have questions about whether an activity may slow or harm the network.

Use of particular applications which have access to corporate data are:

- Cloud storage solutions: Bridge supports the use of the following cloud storage solutions, Box, Yardi & Salesforce, etc. The use of solutions other than the above will lead to a compliance breach and the loss of access to the corporate network for the user, and the employee will be subject to disciplinary action, up to and including termination.

Right to Monitor

All company-supplied technology and company-related work records belong to the Company and not to the employee. The Company routinely monitors use of company-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action, up to and including termination of employment.

Social Media-Acceptable Use

This policy governs employee use of social media, including any online tools used to share content and profiles, such as personal web pages, message boards, networks, communities, and social networking websites and web blogs. The lack of explicit reference to a specific site or type of social media does not limit the application of this policy.

The Company respects the rights of all employees to use social media. However, because communications by Company employees on social media could, in certain situations, negatively impact business

operations, customer relations, or create legal liabilities, it is necessary for the Company to provide these guidelines. For example, there are special requirements applicable to publishing promotional content online. Promotional content is content designed to endorse, promote, sell, advertise, or otherwise support a company's products or services. These guidelines are intended to address these and other similar matters.

In addition to ensuring that employee use of social media does not create any legal liabilities, these guidelines are intended to ensure employees understand the types of conduct that is prohibited. This policy will not be interpreted or applied so as to interfere with the protected rights of employees to discuss or share information related to their wages, benefits, and terms of employment amongst themselves or with outside parties.

Employees engaging in use of social media are subject to all of the Company's policies and procedures, including, but not limited to, the Company's policies: (1) protecting certain confidential information related to the Company's operation; (2) safeguarding Company property; (3) prohibiting unlawful discrimination, harassment and retaliation; and (4) governing the use of Company computers, telephone systems, and other electronic and communication systems owned or provided by the Company.

Employees are prohibited from the following:

- Employees may not post personal, financial, confidential, sensitive, or proprietary information about the Company, clients, employees, or applicants on any social media sites.
- Employees may not disclose the Company's trade secret information or proprietary information, or discuss similar information that has been designated or marked as business sensitive, confidential/private, intellectual property, or business use only for any purpose that is unrelated to any employee concern involving wages, benefits, or other conditions of employment. Examples of confidential information include customer information, trade secrets, financial information and strategic business plans, and does not include information related to wages and other personnel issues.
- Employees also may not disclose a client's, vendor's, partner's, or suppliers trade secret information or confidential information (as designed above) related to products, production processes, designs, or using or disclosing documents or information that have been designated or marked as business sensitive, confidential/private, intellectual property, or business use only.
- Employees may not record/video tape without leadership approval.
- Employees may not use social media to post or to display comments about co-workers, supervisors, customers, vendors, suppliers, or members of management that are vulgar, obscene, physically threatening or intimidating, harassing, or otherwise constitute a violation of the Company's workplace policies against discrimination, retaliation, harassment, or hostility on account of any protected category, class, status, act, or characteristic that is unrelated to any employee concern involving wages, benefits, or conditions of employment.
- Employees may not use or post Company trademarks or logos in a manner that would mislead or confuse the public or customers about the source of the Company's products.
- Employees may not post or display content that is an intentional public attack on the quality of the Company's products and/or services in a manner that a reasonable person would perceive as calculated to harm the Company's business and reduce its income and is unrelated to any employee concern involving wages, benefits, or conditions of employment. Likewise, employees should use discretion when posting any information

related to the Company or the employee's position on personal social media websites as it is a representation of both the Company and the employee.

In accordance with applicable laws, the Company may monitor your use of social media and any content that you post on the Internet.

Only those designated by the Executive Committee may make additions, subtractions or edits to company social media sites, websites, or other promotional or marketing materials.

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

NOTHING IN THIS POLICY IS INTENDED TO UNLAWFULLY RESTRICT AN EMPLOYEE'S RIGHT TO ENGAGE IN ANY OF THE RIGHTS GUARANTEED TO THEM BY § 7 OF THE NATIONAL LABOR RELATIONS ACT, INCLUDING BUT NOT LIMITED TO, THE RIGHT TO ENGAGE IN CONCERTED PROTECTED ACTIVITY FOR THE PURPOSES OF THEIR MUTUAL AID AND/OR PROTECTION. NOTHING IN THIS POLICY WILL BE INTERPRETED, APPLIED, OR ENFORCED TO INTERFERE WITH, RESTRAIN, OR COERCE EMPLOYEES IN THE EXERCISE OF § 7 RIGHTS.

Solicitations, Distributions and Posting of Materials

The Company prohibits the solicitation, distribution and posting of materials on or at company property by any employee or nonemployee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by company management and company-sponsored programs related to the Company's products and services.

Provisions:

- Nonemployees may not solicit employees or distribute literature of any kind on company premises at any time.
- Employees may only admit nonemployees to work areas with management approval or as part of a company-sponsored program. These visits should not disrupt workflow. An employee must accompany the nonemployee at all times. Former employees are not permitted onto company property except for official company business.
- Employees may not solicit other employees during work times, except in connection with a company-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area, at any time, except in connection with a company-sponsored event.
- The posting of materials or electronic announcements are permitted with approval from management.

Violations of this policy should be reported to Human Resources.

Employee Personnel Files

Employees have the responsibility to ensure the company HRIS has up to date demographic information. This would include a change of address, name change, exemption status, emergency contact, personal contact, etc. as the law requires us to mail certain items (i.e., W2's, insurance cards and COBRA notifications) to the employee's home address. These changes will remain in pending status and will be reviewed and approved by the Payroll Department.

Even if an employee should leave the Company, it is their responsibility to make sure that the Payroll Department has their current mailing address.

Employee files are maintained by the Human Resources Department and are considered confidential. Supervisors or authorized individuals may only have access to personnel file information on a need-to-know basis.

A supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources Department. Personnel files may not be taken outside the department. However, and consistent with applicable laws, a current or former employee may, at their own cost, obtain a copy of any part of their own personnel file.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

For further information regarding appropriate conduct towards representatives of government or law enforcement agencies, refer to your division's standard operating procedures. Other outside parties will only be provided an employee's current status (i.e. "active" or "inactive") and job title unless they provide a signed authorization from the employee or a subpoena. After termination, employees may make one inspection of their personnel files.

Other Rules of Conduct

The following examples illustrate the types of conduct that are not in the best interest of either the Company or its employees and which, therefore, are prohibited.

Examples of misconduct include, but are not limited to, the following:

- Dishonesty, including, but not limited to, theft, falsification of employment, client, vendor, resident, tenant or medical records, or misrepresentation of facts in obtaining employment.
- Comments or actions of a discriminatory nature regarding any Protected Category.
- Insubordination or refusing to carry out the directives of the supervisor.
- Use of company premises for any purpose deemed hazardous.
- Actions detrimental to the best interest of the Company. Such actions include but are not limited to any action which impairs the public reputation of the organization or individual staff members or any action that impairs or damages the successful operation of the Company.
- Destroying, defacing, or damaging property belonging to the Company or property of another employee or customer.
- Using, carrying, or possessing deadly weapons or destructive devices while on the Company's property or during the course of employment, except as may be provided by applicable law, which usually requires firearms to be kept secured in your locked vehicle. More specifically, carrying, using, or possessing any of these weapons or devices is strictly prohibited on the Company's premises: firearms, including, but not limited to, handguns, rifles, pellet guns and similar devices; knives; instruments capable of inflicting a heavy blow, including, but not limited to, nightsticks, clubs and similar devices; explosive devices, including, but not limited to, bombs, grenades and similar devices; and any other device whose primary purpose is the infliction of bodily harm.

- Fighting or intentionally harming another employee, resident, tenant, or vendor, etc.
- Criminal or indecent or inappropriate conduct on company grounds.
- Conviction of a felony while employed. Individuals may be eligible to be hired or rehired after 7 years or in accordance with any applicable laws.
- Conducting personal business on company time or unauthorized use of company property or facilities.
- Acting in a manner disrespectful of another employee of the Company, property resident, tenant or any individual doing business with or associated with the Company.

Violations of this policy may result in appropriate disciplinary action, up to and including termination. Nothing stated in this “Other Rules of Conduct” section changes in any way the agreement and understanding that employment with the Company is at-will as previously described and that the Company is not bound to follow any policy, procedure, or any process in connection with employee discipline, employment termination or otherwise.

Gifts and Favors

Employees must not use their positions for personal gain or advantage or give that appearance. Employees and their families must not ask for gifts or favors of any sort from vendors or residents. Employees may receive an occasional small gift from vendors or residents on special occasions, such as birthdays, not to exceed \$50. Any gift in excess of this amount should be discussed with management prior to acceptance. Among other things, gifts and favors include entertainment, travel, and the use of living quarters. Gifts that would benefit the entire resident population of a property, however, such as videotapes for a community room, are not prohibited. For further information regarding gift value and acceptable types of gifts, refer to your division’s standard operating procedures.

Employees of Bridge Investment Group’s SEC Registered Investment Advisors have different guidelines regarding gifts and favors and should consult their Standard Operating Procedures manual for information relating to accepting gifts and favors.

Political Contributions Policy

Scope

It is the Company policy to permit employees to make political contributions to elected officials, candidates and other, consistent with this policy and regulatory requirements. Employees may make personal contributions to the extent permissible under federal or state law. The Company has adopted the Political Contributions Policy in order to protect against potential abuses with respect to political contributions, comply with fiduciary duties under the Investment Advisers Act of 1940, as amended, seek to avoid even the appearance of impropriety and allow the Advisers to have certain plan investors in the Funds. I.

General Provisions and Contributions and Payments

No Contribution or Payment to a Political Official, Political Party, PAC or national political party may be made by or on behalf of an Adviser or any Employee (including any Contribution or Payment made by the direction of an Adviser or Employee by an Immediate Family Member) for any reason without pre-clearance from the CCO, generally through the Compliance Software.

Responsibility

The CCO has the responsibility for the implementation and monitoring of the Company's political contribution policy practices, disclosures and recordkeeping. The full policy is available through the COO.

Fiduciary Duty

The Company has a fiduciary duty to its shareholders. The Company has the duty of care, loyalty, and good faith obligations to act in the best interest of the Company. The Company commits to protect minority shareholders from wrongdoing at the hands of directors, officers, and controlling shareholders. This responsibility extends to controlling shareholders who possess a majority interest in or exercise control over corporate business activities. Directors, officers, and controlling shareholders are expected to act with honesty, good faith, and fairness when handling corporate obligations.

Corporate officers and directors, as fiduciaries, have an obligation to refrain from acting in their own best interests, with respect to decisions made in their fiduciary capacity, where doing so would conflict with the interests of the corporation and its shareholders.

Whistleblower Policy

A whistleblower as defined by this policy is an employee of the Company who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact their immediate supervisor or the Human Resources Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

For standard questions or concerns please speak with your supervisor or use the normal chain of command. To report instances of Fraud, Misconduct, Safety Violations, or Unethical Behavior that you do not feel comfortable discussing with your supervisor please call (855)863-6590 and leave a message. Please be sure to include as much information as possible to aid us in our investigation. All reports will be received and documented by the Internal Audit Department.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Company will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Human Resources Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees with any questions regarding this policy should contact Human Resources.

COMPENSATION

Payment of Wages

Pay Days

The Company's paydays occur on a bi-weekly basis every other Friday of each month. If a payday falls on a company holiday, the employee is paid the business day before the holiday. Each year, the Payroll Department publishes a calendar that lists all pay periods, holidays and pay dates. This is available on the Company intranet

Payment Methods

Employees can choose to be paid in the following ways:

- Check
- Direct deposit into a qualified financial institution
- Direct Deposit using the company sponsored pay card

An employee will need to login to the company HRIS to sign up or change their direct deposit. When updating your direct deposit information, the updated information may not take effect immediately and one additional payment may be deposited in the previous account.

In the event of a lost or destroyed paycheck, the Payroll Department must be notified immediately. They will verify the check has not cleared the bank. Upon payroll verification, a replacement check will be issued within 24 hours. In the event the lost paycheck is recovered, and the Company identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the Company within 24 hours of the time it is demanded or the company reserves the right to deduct that amount from future paycheck(s) as it would be considered an advance, and salary advances are not permitted.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, such information must be updated by the employee through the employee personal HRIS portal page.

Garnishments, Attachments and Tax Levies

As defined in the law, "garnishment" includes tax liens and attachments for child support, alimony, or garnishments from creditors. An employee cannot be disciplined, terminated, or discriminated against because of garnishment action for any one-indebtedness proceeding or for a single attachment or tax levy. It is the responsibility of the Company to deduct the amount set forth in any court document duly received and to forward that amount to the court for payment to the correct party. The Company follows all applicable laws pertaining to wage garnishments, attachments, and tax levies.

Time Reporting

A work hour is any hour of the day that is worked and should be recorded to the nearest tenth of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Saturday and ending on Friday. The Company tracks all hours worked and overtime, along with PTO and other time off from work in the company HRIS. "Hours worked" is defined by law as all time an employee is subject to the control of an employer, and includes all time that an employee is suffered or permitted to work, whether or not required to do so.

All non-exempt employees are required to clock in and out daily on the designated payroll website. The timesheet must accurately list the hours worked by the employee during the pay period in which they work. Repeated failure to clock in and out will result in disciplinary action, up to and including termination. The supervisor must approve the employee's time sheet online. Each supervisor is responsible for ensuring compliance to policy regarding PTO, holiday and overtime pay. If an employee fails to clock in or out for the day, it is the supervisor's responsibility to enter the accurate in and out times.

Non-exempt employees must record both actual hours worked and time away from work on the electronic timesheet provided online. "In" and "out" times (including start times, quit times, lunch periods, and absences) are to be entered on the electronic clocking system daily. Each employee should review daily that the information is recorded accurately. Non-exempt employees who actually work more than 40 hours during a work week will receive overtime pay. Because of this, employees cannot offset overtime worked in one workweek with time off in another week. In addition, employees cannot waive their right, nor can one's supervisor waive an employee's right, to receive overtime pay by asking the employee to take time off in another week.

Each employee is required to maintain an accurate daily record of their hours worked within the company HRIS system. All absences from work schedules should be appropriately recorded and approved by management. Employees are required to only clock in and out from their approved/assigned work-site.

Overtime

All overtime hours will need to be pre-approved by one's supervisor. The supervisor has the right to decide if it would be in the best interest of the Company to complete the work at a time when overtime would not be necessary. In some situations, there will be an immediate need to complete the job and incur overtime. However, the supervisor must make that decision. Employees who work beyond their regularly scheduled work hours, without prior authorization by their supervisor, are subject to disciplinary action, up to and including termination of employment.

Exempt employees receive regular salary regardless of the number of hours worked in a week. The nature of many exempt positions requires employees to work regular hours outside the normal 40-hour workweek. These employees are not required to sign and date a timesheet but need to report PTO or other time off days for that week in the electronic time system.

Nonexempt employees will be paid overtime in accordance with federal and/or state guidelines. Paid leave, such as holiday, PTO (vacation or sick), Company Time Off (CTO) or other types of none worked-paid time are not considered as hours counted toward the calculation of overtime as these hours are not actually "worked". Please direct any overtime-related questions to your supervisor.

Employees who anticipate the need for overtime to complete the week's work must notify their supervisor in advance and obtain approval before working hours that extend beyond their normal schedule. During busy periods employees may be required to work extended hours.

On-Call Pay (nonexempt employees)

An on-call employee who is called back to work outside their normal work schedule shall be paid for the time actually worked, in accordance with applicable laws.

Time worked while on call will be calculated at the employee's regular rate of pay, minimum pay of fifteen minutes. If an employee is called back to work, they will be paid for travel time. If an on-call employee is not called, no pay will be earned. Overtime compensation is applicable only when total hours worked exceed 40 hours in a work week or, unless otherwise required under state law, such as hours in excess of 12 hours per day, or 12 consecutive hours, regardless of whether the work period overlaps into a second day.

Mid- & End-of-Year Discretionary Bonuses

Employees may be eligible for mid- & end-of-year discretionary bonuses. However, any employee whose employment terminates prior to the mid-year and/or end-of-the-year discretionary bonus pay dates will not be eligible for any discretionary bonus.

Meal/Rest Periods

The scheduling of meal periods at the Company is set by the employee's immediate supervisor with the goal of providing the least possible disruption to company operations. Many states require employees to take meal and rest periods. Employees are required to follow their specific state laws.

Mandatory Meal Period

Some states have mandatory meal periods. Employee meal periods are important to company productivity and employee health. Employees who work at least 5 consecutive hours will be provided a 30-minute meal break. The meal period will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on meal breaks and must clock out for meal periods.

Because of the nature of our business, and certain employee's jobs, there are situations and circumstances where an uninterrupted meal period is impractical. In situations or circumstances where an uninterrupted meal break is impracticable the employee will be allowed to consume an on-duty meal without any loss of time or compensation.

Employees who are unable to take all of the meal periods to which they are entitled in accordance with this policy or not allowed to consume an on-duty meal, or who have been prevented or discouraged from taking a meal period to which they are entitled or eat on-duty, should immediately notify their supervisor. Failure to report may subject the employee to disciplinary action, up to and including termination of employment.

Rest Period

Nonexempt employees will also be permitted a 10-minute rest break for every four hours of work, in accordance with the schedule below, unless otherwise required under state law:

Duration of Shift in Hours	# of 10-Minute Rest Breaks	Comments
0 to < 2	0	Employees who work less than two hours in a workday are not required or permitted to take a rest break.
2 to < 6	1	Employees who work at least two hours in a workday but less than six hours in a workday are allowed one 10-minute rest break.
6.0 to < 10.0	2	Employees who work at least six hours in a workday but less than 10 hours in a workday are allowed two 10-minute rest breaks.

10.0 to < 14.0	3	Employees who work at least 10 hours in a workday but less than 14 hours in a workday are allowed three 10-minute rest breaks.
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Employees who are unable to take all of the rest periods to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify their supervisor. Failure to report may subject the employee to disciplinary action, up to and including termination of employment.

Employees on rest period are not required to clock in and clock out because this time is considered “time worked” and is compensable. Employees are required to remain on-site during paid rest-breaks but cannot perform any work during the rest periods.

Impermissible Use of Meal Period and/or Rest Period

Neither the meal period nor the rest period(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest periods may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour long break. In states that require employees to take meal or rest periods, employees are not allowed to skip or modify these periods unless they submit in writing in advance for each instance.

Lactation Policy

The Company will not prohibit employees from expressing breast milk and will not discriminate against employees who seek to express breast milk for their nursing child for up to 3 years after the child’s birth. In accordance with applicable law, the Company will provide unpaid break time or permit an employee to use paid break time, meal time, or both, each day, to allow the employee to express breast milk. The Company will provide a private room or other location, other than a bathroom, that is in close proximity to the employee’s working area where the employee can express breast milk in privacy.

Mileage Reimbursement

Employees will be reimbursed for business mileage at the current company mileage reimbursement rate. Mileage is only paid for the preapproved use of personal vehicles while performing business related tasks and travel. All mileage must be documented and reported to the employee’s supervisor. This does not include travel to and from an employee’s home.

Expense Reimbursement

Reimbursement requests should be submitted monthly on a timely basis in order to allow time to process. Employees should complete the *Employee Business Expense Reimbursement Form* or through the company travel/expense reimbursement portal and include original receipts when submitting reimbursement requests. These are to be submitted into the employee’s supervisor timely for approval and reimbursement. The following items are not reimbursable expenses: normal commuting, personal expenses, dues or fees for airline clubs or hotel frequent-stayer programs, gambling expenses, health club services, movies (in-room and in-flight), parking tickets, or speeding tickets. Reimbursements must be submitted within 60 days of incurring the cost. Reimbursements beyond that time may not be reimbursed. Reimbursements are required to be submitted within 60 days of incurring the cost. If they are received beyond that time, they may not be eligible for reimbursement.

Company Credit Card Policy

If an employee is provided with, and approved for a corporate credit card, Bridge will provide a Corporate Credit Card Use Agreement for the employee to sign.

Employee Housing Policy

Bridge employees may be eligible to live onsite at one of our Bridge owned housing options. Where applicable, and if approved, employees may be eligible to receive a discount on the monthly rent payment. While living in a Bridge owned housing option, employees will be treated as a resident and Bridge will follow state and local laws applicable to that property or location. The employee, and all other leaseholders, will be responsible for the rent owed each month to the property. Bridge may have the ability to withhold back rent from an employee's regular paycheck if the lease agreement is not being upheld if within the legal parameters or state or local laws. Additionally, Bridge employee's living onsite who do not maintain their lease agreement may be considered as violating the Employee Housing Policy, and the details may be grounds for termination of employment with Bridge.

Employee Travel and Reimbursement

When travel is required, we expect that employees will use good judgment and be fiscally responsible with their expenses. Employees, whenever possible, are to use the company travel portal to book all travel and accommodation needs. In order to help in this process, we have established some basic guidelines to follow for travel. Any variance from the below listed policies must be approved by the employee's immediate supervisor.

Air Transportation

In order to optimize cost savings, employees should make travel arrangements at least two to three weeks in advance. When this is not possible, approval must be received from the employee's supervisor prior to booking the flight. Non-refundable tickets tend to be less expensive than refundable tickets. Canceled non-refundable tickets can be applied to future flights up to one year.

Air mileage programs can be set-up by the employee. Airline miles earned on business-related travel are retained by the employee. For individuals who fly Delta, there is also a corporate mileage program. All employees should register the corporate Sky Bonus number to their flight preferences. This number is US822173704.

Lodging

When it's necessary to stay overnight for business-related travel, lodging reservations are made by the employee. Lodging rates must fall under the guidelines set by the company travel booking vendor. When this is not possible, approval must be received from the employee's supervisor prior to booking the room.

Ground Transportation

The most cost-effective, efficient, and safe ground transportation should be used. In general, an intermediate or smaller car should be used unless traveling with a group. Basic liability rental car insurance should be purchased, and employees should refuel rental cars prior to returning the vehicle. In some cases, a taxi or ride-share vehicle may be the best mode of transportation.

Rental car programs can be set-up by the employee. Rental car points earned on business-related travel are retained by the employee.

Meals

Daily maximum amount of \$100 is allowed for meals while traveling on business related purposes. Reimbursement for alcohol consumed is subject to approval. If alcohol is consumed, it's expected that the employee will act responsibly and avoid excess. Employees should stay under the blood alcohol limit as determined by local law.

Parking

Long-term airport parking will be reimbursed for business related travel. In the event of an emergency (i.e., possibly missing a flight), short-term or garage parking may be used with approval.

See Bridge Travel Policy for additional information

Cell Phone Reimbursement

Certain levels within the organization, which varies by vertical, will receive a monthly cell phone reimbursement that requires supervisor/department head approval and is administered through payroll.

TIMES OFF/LEAVES OF ABSENCE

Holiday Pay

The Company provides eleven (11) paid holidays for all eligible full-time employees. Regular full-time employees qualify for holiday pay immediately. Regular part-time, seasonal and temporary employees are not eligible for holiday pay.

The Company has designated Eleven (11) holidays to be observed by all states as follows:

New Year's Day	Juneteenth	Day after Thanksgiving
Martin Luther King Jr. Day	Independence Day	Christmas Eve
President's Day	Labor Day	Christmas Day
Memorial Day	Thanksgiving Day	

Holidays are automatically updated in the company HRIS system, and the calendar is available through the Company intranet for review.

There may be occasions when employees are required to work on a company observed holiday. In this circumstance, employees will be given another day off during the week as their holiday. If an employee's actual hours worked for the week are more than 40, they'll receive overtime pay for all time worked in excess of 40 hours. Should the recognized holiday fall on a weekend, a different day will be designated as the "paid holiday".

Employees must work either the day before or the day after the holiday to receive holiday pay, unless on pre-approved paid time-off. Employees on an unpaid leave will not receive holiday pay. A holiday cannot be an employee's last day of employment unless they report to work that day.

Time off may be granted to employees who desire to observe a religious holiday that is not recognized by the Company. These employees are encouraged to request such holiday time off from their supervisor.

Paid Time Off (PTO)

Each full-time employee will accrue PTO bi-weekly in increments based upon their length of service as defined below. PTO is added to the employee's PTO bank at the beginning of each pay period. Temporary, part-time, and seasonal employees are not eligible to accrue PTO. Although PTO generally may only be used after it is accrued, the Company will allow employees to take up to 40 hours of PTO prior to the employee actually accruing 40 hours, unless state law payroll does not allow recouping upon termination; ex: California.

All full-time employees will begin accruing PTO on starting on their first day of employment. Any increase in the amount of PTO time an employee is eligible to earn will take effect on the first of the pay period following their anniversary date. PTO will be available to use once you have completed 60 days of employment.

PTO is earned on the following schedule:

Employee Length of time	Accrual per pay period (26 pay periods per year)	Total Yearly Accrual
0-4 Years	5.23 hours	136 hours (17 days)
5-9 Years	6.15 hours	160 hours (20 days)
10-14 Years	7.69 hours	200 hours (25 days)
15+ Years	9.23 hours	240 hours (30 days)

Eligibility to accrue PTO is contingent on the employee either working or utilizing accrued PTO for the entire bi-weekly pay period. PTO is not earned in pay periods during which unpaid leave, short or long-term disability leave, or workers' compensation leave are taken.

Exempt Employees may use time from their PTO bank in 2-hour increments. Non-exempt Employees may use time from their PTO bank in 30-minute increments. If an employee has PTO hours available, they must use their available PTO balance prior to taking any unpaid time off.

Use of PTO requires two weeks of notice to the supervisor unless the PTO is used for emergencies or legitimate, unexpected illness. Requests must be made through the company HRIS. In all instances, PTO must be approved by the employee's supervisor in advance.

Employees are encouraged to use their PTO time each year. Employees may not accrue more than the total yearly accrual, as detailed above. A maximum of 40 hours of accrued PTO time may be carried over from one calendar year to the next. Any remaining unused PTO time will not be paid out. It will be forfeited, unless otherwise required under state or federal law.

PTO will be paid at the employee's base rate at the time the leave is taken. PTO pay is not included in overtime calculation and does not include any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's PTO, the day will be charged to holiday pay rather than to PTO pay.

If employment is terminated, any unused accrued PTO will be paid at the employee's base rate of pay, subject to the following exceptions, unless otherwise required under state law: (i) if an employee leaves the company through job abandonment with no notice, or (ii) leaves with no notice or before a reasonable resignation period has been met (typically 2 weeks), then the employee will not receive an accrued PTO payout on their last paycheck, unless required by state or local law. In the case of an employee not staying through their resignation date, accrued and unused PTO will be paid out only if the reason for the early departure is because the employee's supervisor decided to terminate employment prior to the employee's original resignation date. In the event of an employee's death, accrued unused PTO time will be paid to the employee's designated beneficiary or estate. If an employee leaves the Company with a negative PTO balance, the negative balance will be deducted from the employee's final paycheck.

Discretionary Leave

A discretionary leave of absence is absence without pay, authorized in advance by management, for a maximum time of 8 weeks. At that point the employee must either return to work or be terminated. A leave of absence implies that the employee intends to return to the same or similar position, which will

be available when the employee returns. A discretionary leave of absence is not related to a leave that qualifies under the Family and Medical Leave Act (FMLA). Managers, supervisors, and employees who violate this policy are subject to disciplinary action, up to and including termination. Discretionary leave must be pre-approved through Human Resources and the employees' manager/supervisor.

Family and Medical Leave

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law, including any rights afforded by applicable state law.

If employees have any questions, concerns, or disputes with this policy, they must contact Human Resources in writing.

General Provisions

Under this policy, the Company will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy and specific state laws.

Eligibility

To qualify for family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the Company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- The employee must work in a work site where 50 or more employees are employed by the Company within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child, or to care for a newly born child (up to 12 weeks);
- The placement of a child for adoption or foster care and to care for a newly placed child (up to 12 weeks);

- To care for an immediate family member (employee’s spouse, child, or parent) with a serious health condition (described below) (up to 12 weeks);
 - The serious health condition (described below) of the employee that makes the employee unable to perform the employee’s job (up to 12 weeks);
 - To care for a Covered Servicemember with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details); or,
 - To handle certain qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on covered active duty or call to covered active duty status in the Uniformed Services (up to 12 weeks) (see Military-Related FMLA Leave for more details).
- The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a Covered Servicemember, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

Definitions

- A “serious health condition” is defined as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.
- Employees with questions about what illnesses are covered under this FMLA policy or under the Company’s PTO policy are encouraged to consult with Human Resources.
- If an employee takes paid PTO for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the Company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

Military-Related FMLA Leave

FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

A “covered servicemember” is either: (1) a current servicemember of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty for which the servicemember is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list; or (2) a “covered veteran” who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

A “covered veteran” is an individual who was discharged under conditions other than dishonorable during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered

veteran. The period between October 28, 2009 and March 8, 2013 is excluded in determining this five-year period.

The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition.” For current servicemembers, the term “serious injury or illness” means an injury or illness that was incurred by the member in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service, that may render them medically unfit to perform the duties of their office, grade, rank or rating.

For covered veterans, this term means a serious injury or illness that was incurred in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service and manifested itself before or after the individual assumed veteran status, and is: (1) a continuation of a serious injury or illness that was incurred or aggravated when they were a member of the Armed Forces and rendered them unable to perform the duties of their office, grade, rank or rating; (2) a physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; (3) a physical or mental condition that substantially impairs the veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would be so absent treatment; or (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

“Qualifying exigencies” include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, parental care, and post-deployment debriefings.

Military Caregiver Leave

Unpaid “Military Caregiver Leave” is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. Military Caregiver Leave is a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period.

To be “eligible” for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered servicemember. “Next of kin” means the nearest blood relative of the servicemember, other than the servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered servicemember in a “single 12-month period.” The “single 12-month period” begins on the first day leave is taken to care for a covered servicemember and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this “single 12-month period,” the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each servicemember. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered servicemember, and/or for each and every serious injury or illness of the same covered servicemember. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any “single 12-month period.”

Within the “single 12-month period” described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the “single 12-month period,” an eligible employee may take up to 16 weeks of FMLA leave to care for a covered servicemember when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or covered servicemember and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Qualifying Exigency Leave

Eligible employees may take unpaid “Qualifying Exigency Leave” to tend to certain “exigencies” arising out of the covered active duty or call to covered active duty status of a “military member” (i.e. the employee’s spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a “single 12-month period”). Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include active and retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

A call to active duty refers to a *federal* call to active duty, and *state* calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

- 1 **Short-notice deployment.** To address any issue that arises out of short notice (within seven days or less) of an impending call or order to covered active duty.
- 2 **Military events and related activities.** To attend any official military ceremony, program, or event related to covered active duty or call to covered active duty status or to attend certain family support or assistance programs and informational briefings.

3. **Childcare and school activities.** To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
4. **Financial and legal arrangements.** To make or update various financial or legal arrangements; or to act as the covered military member's representative before a federal, state, or local agency in connection with service benefits.
5. **Counseling.** To attend counseling (by someone other than a health care provider) for the employee, for the military member, or for a child or dependent when necessary as a result of duty under a call or order to covered active duty.
6. **Temporary rest and recuperation.** To spend time with a military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to 15 calendar days of leave for each instance of rest and recuperation.
7. **Post-deployment activities.** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the military member's active duty status. This also encompasses leave to address issues that arise from the death of a military member while on active duty status.
8. **Parental care.** To care for the military member's parent who is incapable of self-care. The parent must be the military member's biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under 18 years of age.
9. **Mutually agreed leave.** Other events that arise from the military member's duty under a call or order to active duty, provided that the Company and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the military member's active duty or rest and recuperation orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Amount of Leave

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The Company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy, with one exception. See next paragraph for leave to care for a covered servicemember, where the Company calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date. FMLA for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement. Each time an employee takes leave, the Company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of

available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Using Leave

Eligible employees may take FMLA in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered servicemember, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for the birth of a child, or to care for a newly-born child, or for placement of a child for adoption or foster care. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period). Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Company's operations. If both spouses work for the Company and each wish to take leave for the birth of a child, adoption, or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the legal spouses may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Company and each wish to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

Employee Status and Benefits during Leave

While an employee is on leave, and if the employee and/or their family participate in our group health plan, the Company will maintain coverage during the employee's FMLA leave at the same level and under the same terms as if the employee had continued to work, unless otherwise specified by state or federal law. While an employee is on FMLA leave, the Company will continue to pay its portion of the group health insurance and the employee must continue to pay their portion (if any) while on leave unless otherwise specified by state or federal law. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave. To ensure coverage continues, they must send a check to the Payroll Department, for their portion of the insurance premium or contact Human Resources to use PTO to cover insurance premiums. Payment is due on the Company's payday. Failure to make these payments may result in a lapse in health insurance coverage until the company open enrollment or the employee has an eligible life event.

Failure to Return After FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the Company's standard leave of absence and attendance policies. This may result in termination if you have no other Company-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the Company's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

Other Employment

The Company generally prohibits employees from holding other employment. This policy remains in force during all leaves of absence, including FMLA leave, and may result in disciplinary action, up to and including immediate termination of employment.

Employee Status after Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from the health care provider.

Use of Paid and Unpaid Leave

FMLA is unpaid leave unless required under specific state laws. If an employee has PTO or Paid Sick Leave hours available, they must use their available PTO or Paid Sick Leave balance prior to taking any unpaid time off. FMLA leave runs concurrent with any PTO or Paid Sick Leave. While on unpaid FMLA leave, the employee will not be paid for holidays that occur during the leave unless they are using PTO leave during that pay period. The employee will not accrue PTO, Paid Sick Leave, or other benefits while on unpaid FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA, unless otherwise specified by state or federal law.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide Human Resources with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, Human Resources will provide the employee with the Department of Labor, Notice of Eligibility and Rights. When seeking FMLA leave, you are required to provide sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You must also inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Company's usual and customary notice and procedural requirements for requesting leave.

You must also provide the following when requesting FMLA leave:

- medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the Company's request to provide the certification (additional time may be permitted in some circumstances). See below for types of certification and recertification that we may request. If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic re-certifications may also be required;
- periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
- medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The Company will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, Human Resources will provide the employee with a written response to the employee's request for FMLA leave. To the extent required by law, the Company will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, the Company will provide him or her with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, the Company will provide a reason for the ineligibility. The Company will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the Company determines that the leave is not FMLA-protected, the Company will notify the employee.

Recertification

The Company may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of their leave. Otherwise, the Company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

Job Restoration

Upon returning from FMLA leave, eligible employees will be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

Employers' Compliance with FMLA and Employee's Enforcement Rights

FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

While the Company encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of the Human Resources Department, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Limited Nature of This Policy

This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. The Company reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

Parental Leave Policy

Purpose/Objective

The company will provide paid parental leave to all full-time eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or newly placed adopted or foster child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. To be eligible for paid parental leave, you must have been employed by the Company for six months prior to the birth or placement of the child. The amount of paid leave will be determined by your tenure.

Eligibility

Eligible employees must meet the following criteria:

- Been employed with the company for at least 6 months
- Worked at least 30 hours or more per week in the 6 months preceding the date the leave would begin
- Be a full-time employee (part-time, seasonal, or temporary employees and interns are not eligible for this benefit)

In addition, employees must meet one of the following criteria:

- Have given birth to a child or had a child through a surrogate
- Be a spouse or committed partner of an individual who has given birth to a child
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a spouse's child is excluded from this policy

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees after 6 months of service will receive a maximum of 4 weeks of paid parental leave for the primary caregiver and 2 weeks of parental leave for the secondary caregiver, per birth, adoption, or placement of a child/children. Eligible employees after 2 years of service will receive a maximum of 12 weeks of paid parental leave for the primary caregiver and 2 weeks of paid parental leave for the secondary caregiver per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid leave granted for that event. In addition, in no case will an employee receive more than 12 weeks of paid leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption, or placement of a child with the employee.
- Paid parental leave may not be used or extended beyond this 12-month time frame.
- Employees taking leave as the primary care provider must take paid parental leave in one continuous period of leave and must use all paid leave during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-

month time frame. Employees taking leave as the secondary care provider can take paid parental leave continuously or incrementally.

- Any unused paid parental leave will be forfeited at the end of the 12-month time frame.
- Upon termination of the individual's employment at the company, they will not be paid for any unused paid parental leave for which the employee was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA. Thus, for any leave taken under this policy that falls under the definition of circumstances qualifying for FMLA due to the birth or placement of a child as a result of adoption or foster care, such leave will be counted toward the 12 weeks of available FMLA leave per 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through the employee's accrued personal time. Upon exhaustion of personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The Company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as Paid Time Off (PTO).
- If a company holiday occurs while the employee is on paid parental leave, it will be paid as holiday pay. However, such holiday pay will not extend the total paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period that the employee is on paid parental leave as if the employee was on FMLA-qualified leave.

Requests for Paid Parental Leave

- The employee will provide their supervisor and the Human Resources Department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR Department to substantiate the request.
- The employee must certify their status as primary or secondary caregiver at the time of the leave request. This certification must include a basis as to why the employee is requesting primary or secondary caregiver leave.
- As is the case with all company policies, the organization has the exclusive right to interpret this policy.

Bereavement Leave

In the event of a death in an employee's immediate family, the Company follows applicable state, federal, and local law regarding bereavement leave. Please consult with Human Resources regarding the amount of bereavement leave provided in your state. Except where differing amounts are provided by state or local law, and subject to any applicable laws, an employee may be granted up to three (3) days of paid bereavement leave to handle matters related to death and grieving. Subject also to applicable state and

local law, in the event of a death in an employee's extended family, an employee may be granted one (1) day of paid bereavement leave to attend the funeral.

"Immediate family" includes the employee's spouse, domestic partner, parents (including step-parents, foster parents, parents-in-law, and domestic partner's parents), siblings, children, children of a domestic partner, step-children, adopted children, employee's grandparents, grandparents-in-law, step-grandparents, domestic partner's grandparents, grandchildren, daughter-in-law, son-in-law, and a relative who resides with the employee.

"Extended family" includes the employee's or the employee's spouse/significant other's aunts, uncles and cousins, nieces, nephews, or friend who resides with the employee.

Other time off to attend a funeral for a close personal friend or relative who is not a member of the employees immediate or extended family may be granted by one's supervisor. Time off that is used for this purpose should be recorded as PTO time or unpaid time and must be approved by one's supervisor.

If an employee must travel out of town and it requires an overnight stay to attend the funeral, they may take two (2) extra days for travel time. If additional time is needed, the employee may request an unpaid leave of absence or may request the use of accrued PTO time. Any paid time requires that the employee meets the requirements for a regular full-time employee and have fulfilled the 60-day requirement.

Employees are required to notify their supervisor in all instances of bereavement leave. This must also be communicated to Payroll for entry.

Civic Duties

The Company views civic responsibilities and formal jury duty as both an opportunity as well as a community obligation, and that the sacrifice should be supported both by the Company and the employee. Subject to all applicable laws, our policy is as follows:

Work-related case

If an employee is required to attend court for a work-related court case, they will be compensated at their regular rate of pay. This will include travel time and attendance.

Jury Duty

Upon notification that an employee has been selected for jury duty, it is their (the employee's) responsibility to notify their supervisor within 24 hours and provide the documentation from the County or Court. Any and all changes in status need to be promptly reviewed with the employee's supervisor.

The employee should do everything reasonably possible to determine the potential timeframe for jury duty and review this with the supervisor as soon as known and on an ongoing basis. The employee and supervisor should work out a schedule for completing the employee's responsibilities before or after jury duty each day and/or on weekends, where reasonably possible. As these are determined, the employee's immediate supervisor should review the possible implications to their supervisor and develop a plan to cover the employee's position. Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested.

In any event, compensation provided by the Company to an employee while on jury duty will be reduced by whatever amounts, if any, the employee receives separately as compensation for jury duty, unless the employee is able to complete their responsibilities fully during the period. The Company will provide Jury Leave Pay as required by state and local laws.

Witness Duty

If you receive a subpoena to appear in court, please notify your supervisor immediately. You are expected to return to work as soon as your service as a witness is completed.

Voting Leave

The Company believes that it is the responsibility and duty of employees to exercise the privilege of voting in elections. In accordance with this philosophy, the company will grant its employees approved time off to vote in person, on election day.

Time Off for Voting. All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, managers are authorized to grant a reasonable period of time, up to four hours, on election day to vote in person or as required by state law. This time off will be with pay. All time away must be communicated through your manager to Payroll to ensure time away to vote in person is paid appropriately.

Military Leave of Absence

The Company is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Company's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under applicable law or company policy. If any employee believes that they have been subjected to discrimination in violation of company policy, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact Human Resources to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave, and job restoration upon completion of leave, refer to the policies, procedures, and forms or contact Human Resources.

State Laws

Bridge complies with all state and local employment laws. Bridge also complies with all state and local laws permitting employees to take unpaid leaves of absence for various reasons, including but not limited to volunteer firefighter leave and crime victim leave. For more information based on a particular state or local law based on your location, see Human Resources.

Benefits

All regular full-time employees have the opportunity to participate in the company group health, dental, vision and life insurance plans, collectively referred to as "the Plan". A full description of the individual plans will be made available to employees. Regular full-time employees will be eligible for insurance coverage the first of the month following hire/rehire date. The insurance providers and terms of coverage

and employee-paid amounts may change from time to time. Failure of the employee to pay their portion of their insurance premiums will result in the termination of their health/supplemental insurances.

Medical, Dental and Vision Insurance

The Company offers multiple options for medical, dental, and vision insurance. The employee will be notified of their enrollment periods to make elections or to waive health insurance. Once made, elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the Human Resources Department to determine if a family status change qualifies under the Plan document and IRS regulations.

Each year there is an open enrollment period, which falls in the month of November, employees may change medical, dental, and vision elections for the following calendar year.

The Human Resources Department is available to answer benefits plan questions and assist in enrollment as needed.

Domestic Partners

Domestic partner health insurance is the extension of a health insurance plan to one's domestic partner. In granting domestic partner coverage, insurance providers or employers recognize these relationships and provide the same health insurance benefits as they would to a married couple. The tax consequences of a domestic partnership are the responsibility of the employee. The value of benefits provided to an employee's domestic partner (and to the domestic partner's eligible children, if any) is considered part of the employee's taxable income, unless the employee's domestic partner qualifies as a dependent under Section 152 of the Internal Revenue Code.

Questions regarding this policy should be directed to the Human Resources Department.

Group Life Insurance

The Company offers regular full-time employees, following fulfillment of the 60-Day Requirement, an employer-paid basic group term life policy along with an accidental death and dismemberment policy. Each policy is automatically set up for each qualifying employee.

Long-Term Disability Benefits

The Company offers eligible employees (i.e., regular full-time employees who are regularly scheduled to work a minimum of 30 hours per week) a noncontributory long-term disability (LTD) base plan. This noncontributory base plan provides for monthly LTD benefits of 60% of basic monthly earnings to a maximum benefit of \$6,000 per month, less any other offsets. Regular full-time employees will be automatically enrolled as of the first of the month following sixty (60) consecutive calendar days following the date of hire. Long-term disability coverage terminates on the last day of employment.

Please contact Human Resources for more information.

401(k) Plan

The Company offers a voluntary salary reduction plan, better known as a 401(k) plan, in which regular full-time and regular part-time employees (scheduled for and working a minimum of 20 hours per week), who are 21 years of age or older, will be automatically enrolled once they have met the eligibility requirements. Automatic enrollment will occur after 60 days of employment. Contributions will be 4% of employee's

compensation. Employees can change the amount of contribution to higher or lower amount at any time. If an employee does not wish to participate, they can opt-out.

Notices regarding the 401(k) plan are circulated to all employees periodically throughout the year. The Company currently matches employee 401(k) contributions dollar-for-dollar for all participating employees, on the first 6% of eligible compensation.

Further details about the 401(k) plan may be obtained from the Human Resources Department.

Workers' Compensation Benefits

The Company is covered under, and abides by all, statutory workers' compensation laws. Employees who sustain work-related injuries must immediately notify their immediate supervisor. The Company does not discriminate or retaliate against employees who have filed legitimate workers' compensation claims, nor does it take or threaten any action to compel or persuade employees not to file a workers' compensation claim.

Tuition Reimbursement Policy Summary

The policy is a broad guideline developed by the company to assist with organizational decisions. The procedures detail how the policy should be applied. It is impossible to address every situation or circumstance, and decisions regarding this benefit will be made case-by-case. Bridge Investment Group will make every effort to ensure that all employees are treated fairly and equitably. Contact Human Resources regarding any questions about the Education Benefits Program.

Full-time Regular employees are eligible and must have worked for Bridge for at least one year continuously. To be eligible, the employee must be in good standing and cannot be under any corrective action or final warnings.

Employees interested in participating in this education assistance program must complete the Request for Employee Tuition Reimbursement Form and have it approved before the commencement of any coursework for which the employee intends to be reimbursed.

The Department Head of the employee's department must approve the request. When completed, the individual must submit the Request for Employee Tuition Reimbursement Form to the Human Resources Department for review and approval.

The Department head's written approval is required at least two weeks before class starts via the application.

Up to \$5000 of covered tuition costs will be reimbursed annually. The level of reimbursement will also be contingent upon the final grade for the course.

Undergraduate or graduate courses must be completed at regionally accredited colleges or universities. Certifications must be completed through an industry recognized organization. Some certifications will be covered through your department and are not eligible for tuition reimbursement.

It is preferred that coursework be completed on the employee's own time. Courses cannot disrupt the normal processes of the employing department. If approved coursework is only available during the employee's work hours, a schedule adjustment must be arranged (at the sole discretion of Bridge Investment Group) with the individual's manager.

Reimbursement is contingent upon the earning of a passing grade. A "C" or better is considered a passing grade. The percentage of reimbursement is 105% for "A" s, 80% for "B" s and 60% for "C" s.

Upon completion of the course, the applicant must submit, within 45 days, legible copies of the following: (1) College/university invoice or statement indicating fees charged and the amount paid (the invoice must contain the school's name and address. Copies of canceled checks and credit card receipts will not be accepted); and (2) College/university grade card/report indicating the applicant's name, quarter/semester, course name(s) and grade(s) for the term.

Employee must be active on the date the reimbursement is processed for payment to be eligible for reimbursement. Terminated employees will not be eligible for reimbursement unless the termination is due to a reduction in force, disability, retirement, or death.

The full amount of tuition repayment is required if the employee leaves the company within one year of the completion of any course. If the employee leaves before the 2nd year is complete, repayment will be required at a prorated tuition amount, depending on the certification/degree. Employees will not be eligible for tuition reimbursement if they withdraw from an approved course or if it is canceled.

We make no representations regarding taxes, and the employee may want to consult with a tax advisor regarding how tuition reimbursement should be reported in their tax filings. (IRS Regulation 127 allows employers to pay, at no cost to the employee, for educational classes that lead to a degree from an accredited university or college. The regulation allows employers to pay up to a maximum of \$5,250 per year before adding any amount over \$5,250 to an employee's gross wages.)

Meals, lodging, qualifying exams, books, parking, and activity fees are not eligible for reimbursement.

The employee is required to immediately notify the Department Head and Human Resources if they withdraw from an approved course or if the course is canceled. Employees will not receive tuition reimbursement if they terminate employment before completing an approved course.

Audits will be performed on approved payment submissions regularly.

Successful completion of any course(s) does not guarantee continued employment, promotion, salary increase, etc.

Employee Assistance Program (EAP)

Through the employee assistance program (EAP), the Company provides confidential access to professional counseling services. The EAP, available to all employees and their immediate family members, offers problem assessment, short-term counseling, and referral to appropriate community and private services. This service is provided by Met Life Insurance. Employees who wish to utilize the EAP can contact a counselor 24 hours a day, 7 days a week either by phone at 1-888-319-7819 or by visiting their etliffeap.lifeworks.com, user name: **metliffeap** and password: **eap**.

The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. Contacts to and information given to the EAP counselor may be released to the Company only if requested by the employee in writing. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Employee Referral Program

The Company is always searching for the most talented, quality people to join the organization. Therefore, as an incentive and gratitude for referring quality candidates hired as employees, the Company will pay a referral bonus to the referring employee after the candidate they referred completes the required timeframe below. Referral bonuses are taxable wages and are paid on the first paycheck afterward.

Referral bonus process:

- Former employees are not eligible for referral consideration.
- Candidates referred through a search firm are not eligible for a referral bonus payment.
- Supervisors/Managers are not eligible for this referral bonus if they are directly involved in the hiring decision or if the candidate is employed in a subordinate role within their management line.
- All referred candidates must apply through the Company's Career Website. The referred applicant must indicate the referring employee's name during the application process. The referring employee should also complete the referral on the Bridge intranet at the bottom of the home page. Failure to identify the referring employee during the process may result in payment ineligibility for the referral bonus.
- The referring employee must still be employed by the Company when the bonus is payable.

Bonus levels

Site/Adm/SFR/BSL	\$1000	Paid after new hire completes 90 days of employment
Analyst/Associate/ VP	\$2500	\$1000 paid after 90 days, balance after 180 days of employment
Director	\$5000	\$2500 paid after 90 days, balance after 180 days of employment
MD and above	\$10,000	\$5000 paid after 90 days, balance after 180 days of employment

Conclusion

This Employee Handbook was created to present the Company's employment policies and benefits on a generalized scale. It is impossible for this manual to cover every situation or every law, and we encourage you to make your supervisor your first resource for any questions or concerns you may have regarding duties, performance, policies, and practices. If you have any questions or need further clarification, contact a member of the Human Resources Department. We welcome you and look forward to working together as part of our team.

EMPLOYEE ACKNOWLEDGMENT AND AGREEMENT

By signing below, I acknowledge that I have received a copy of the Bridge Investment Group LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook and I will familiarize myself with its guidelines.

1. I acknowledge that nothing in the Employee Handbook creates or is intended to create a promise or representation of continued employment or any other contractual rights or obligations, and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both the Company and I have the right to terminate my employment at any time, with or without cause or notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated.

2. This is the entire agreement between myself and the Company regarding the length of my employment, and the reasons for termination of my employment, and this agreement supersedes any and all prior agreements regarding these issues. Oral representations or agreements made before or after employment do not alter this Agreement.

3. If any term or provision, or portion of this Agreement is declared void or unenforceable it shall be severed, and the remainder of this Agreement shall be enforceable.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Signature

Print Full Name

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]



Information Security Policy

2023 V3.5

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INFORMATION SECURITY MISSION STATEMENT

Bridge Investment Group Holdings LLC and its affiliates (“Bridge” or the “Firm”) and Bridge employees have an inherent responsibility to protect the physical and/or digital information assets as well as confidential member data and intellectual capital owned by the company. These critical assets must be safeguarded to mitigate any potential impacts to Bridge and Bridge’s partners and affiliates. Information Security at Bridge is a critical business function that should be incorporated into all aspects of Bridge’s business practices and operations.

To achieve this objective, policies, procedures and standards have been created to ensure secure business practices are in place at Bridge. Information security is a foundational business practice that must be incorporated into planning, development, operations, administration, sales and marketing, as each of these business functions requires specific safeguards to be in place to mitigate the risk associated with normal business activities.

Bridge is subject to numerous State and Federal Information Security and Privacy laws and regulations, which if not complied with, could potentially result in fines, audits, reputational harm, and direct financial impacts to the company. Compliance with all applicable regulations is the responsibility of every employee at Bridge.

PURPOSE

The implementation of this policy is important to maintain and demonstrate our capability and integrity in dealing with our customers, vendors, and suppliers. Therefore, the design of this policy helps to ensure that:

- Information is protected against unauthorized access.
- Confidentiality of information is maintained.
- Information is not disclosed to unauthorized entities through deliberate or careless action.
- Information integrity is maintained to prevent unauthorized modification.
- Information is available to authorized users when needed.
- Contractual, regulatory, and legislative requirements are met.
- Business continuity plans are produced, maintained, and tested in accordance with management expectations.
- Information security training is given to all employees; and,
- All potential breaches of information security and suspected weaknesses are reported and investigated.
- Achievement of the goals and objectives requires that:
 - Each individual has an adequate understanding of their role and responsibility with regard to information security and the overall organization mission;
 - Bridge policy, procedure, and practices are effectively communicated to the appropriate parties; and,

- Each individual has adequate knowledge of management, operational, and technical controls that help protect Bridge Information Technology resources and assets.
- Each individual is provided Cyber Security and Data Handling training.

APPLICABILITY

All Bridge employees and external parties identified and authorized to support Bridge are expected to comply with this Information Security Policy (“Policy”) and with the governing roles that implements this Policy. Failure to comply with this Policy will result in serious disciplinary action, such as a loss of access privileges up to and including termination of employment. All staff and relevant external parties will receive information security education and awareness training in accordance with the Human Resources onboarding/hiring procedures and annual training procedures.

OVERSIGHT

Assignment of security responsibilities

Governance	Role/Title
Policies and Procedures	CCO, CTO
Risk Management	CCO, COO, CEO
Security Awareness	CCO, HR
Data Management	CCO
Change Management	CTO
Identity and Access Management	CTO
Asset Management	CTO
Vendor Management	CTO, Accounting, CCO
Network Management	CTO
Employee Management	HR

Chairman: Robert Morse

CEO: Jonathan Slager

COO: Adam O’Farrell

Chief Compliance Officer: Jared Forsgren

Managing Director, Chief Technology Officer: Scott Cardenas

Compliance Requirements

Annual meetings are conducted with Bridge IT and the Compliance team to review regulatory matters, existing process and controls, and potential new topics.

SECURITY POLICY

Policy Objective

Executive management of Bridge is committed to preserving the confidentiality, integrity, and availability of all information systems and applications (“System Assets”), as well as any sensitive client, employee, or Firm information stored, transmitted, or processed within the Firm’s information processing facilities or by third parties on behalf of the Firm. Bridge assigns the highest organizational priority to the protection of System Assets and ensures that the Firm’s information security strategy continues to align with the goals of the Firm and its clients.

Policy Management

IT Policies and procedures are managed by the Chief Technology Officer (CTO). Department policies and procedures are developed internally and then submitted to the CTO for committee review and approval.

All Bridge policies and procedures are accessible to employees through the Bridge intranet. Employees have access to procedures related to their job responsibility. Employees are trained on Bridge information security policies upon hiring through the Workday.

Identity and Access Management

NON-CONSOLE ADMINISTRATIVE ACCESS

Bridge restricts remote access to internal devices to authorized personnel. Access to internal devices requires two-factor authentication, elevated privilege permissions, and authorization on local devices for non-console/remote access. Remote access sessions are encrypted.

ROLE-BASED ACCESS

Bridge assigns access to internal resources based upon job role and responsibilities. Bridge access is based upon least access required to perform job duties. Non-Bridge personnel will not be granted access to internal resources except in limited circumstances with approval of the Chief Technology Officer. In addition, 3rd party accounts are setup with expiration dates.

Password Management

Bridge uses Active Directory (“AD”) for network access. The AD global policy enforces password parameters for:

- Password history: 24
- Maximum password age: 90 days
- Minimum password age: 1 days
- Minimum password length: 12 characters
- Required uppercase, special character, number, and lowercase.

Bridge corporate uses Office 365 (“O365”) which requires multi factor authentication. Employees are provisioned to O365 and then required to set up their password and an additional verification method (authenticator application, texting, or phone call) where an approval request is received. Employees are prohibited from sharing passwords with anyone.

Access Requests

New employees are processed through the Human Resource onboarding process. Access requests are based upon employee job role and responsibility.

Employee Access Change

An employee or their manager will submit a request for changes to access using the internal Service Desk email (servicedesk@bridgeig.com). IT will review the request. Any excessive or elevated privileges are validated by the Service Desk with the employee’s manager to ensure access is appropriate.

Terminated Employee

Human Resources manages the employee termination process.

Lock Out After Invalid Access Attempts

AD and O365 have “account lockout” settings after 3 bad attempts. With multi factor authentication validation, there is no access enabled if validation is not obtained.

Idle Workstation Session Timeout

If a session has been idle for more than 15 minutes, the user is required to sign back in.

Remote access

Authorized employees may access the system from the Internet using VPN technology, if needed. Employees should only access Bridge systems from their company issued device. Corporate employees are set up with the Company Portal for mobile device access.

Asset Management

Bridge manages hardware and software using native tools to detect and update inventory. New devices are added to Bridge's inventory as part of the technical operation support procedure. Devices are assessed to ensure compatibility of security and functional requirements. Once approved, devices are installed, configured, and added to the Asset management inventory.

Bridge offices have discoverable software to detect new devices on the network. Unauthorized devices are blocked.

Bridge uses vendor managed software for core applications. These assets are tracked in Yardi and are part of the vendor management procedures.

Data disposal

Decommissioned assets are recycled. During that process all Bridge data is removed via destruction of the hard drive. A certificate of destruction from our vendor is obtained and archived.

VENDOR MANAGEMENT

Bridge manages vendors, third parties, and contractors using the following department procedures:

- New services or application needs are researched by the department.
- Bridge uses vendor managed software to retain vendor/third-party data.
- Should a vendor process or retain customer information, additional review of vendor information security controls is performed.

Change Management

Bridge does not develop applications internally. Bridge manages changes related to:

- Provisioning resources

- Cloud and on-premise server patch management
- Updates to anti-virus
- Vendor support as needed to update applications

Change Requests and Processing

Development, changes, upgrades, or disable/remove requests are captured in our Change Management tool, ServiceNow. The Change Manager reviews and facilitates a weekly Change Advisory Board (“CAB”) meeting and coordinates potential emergency change requests.

- Change requests are reviewed and assigned to staff for processing.
- Weekly the Change Advisory Board meets to review change requests and completed changes ready to be applied.

Risk Management/Systems Security

Anti-virus

Bridge installs anti-virus software on all endpoints, servers, and devices that access internal systems. Anti-virus updates are pushed to all endpoints, servers and devices that connect to internal systems.

Vulnerability Scan

At least quarterly, vulnerability scans are performed on all internal systems. Identified vulnerabilities are remediated following change management procedures.

Penetration testing

At least annually, Bridge performs an external and internal penetration test to validate boundary controls. In addition, at least quarterly, vulnerability scans are performed.

Intrusion detection/Intrusion prevention

Bridge has implemented intrusion detection (“IDS”) or intrusion prevention (“IPS”) to detect and/or prevent intrusions into the network. An online Azure security dashboard provides near real-time updates on all platform and infrastructure security settings.

Security patches

Security patches are reviewed, tested and then processed to update devices. Updates are rolled out monthly or as needed.

Logging

The syslog data from our infrastructure environment is processed via a third-party Security Operations Center provider.

Incident Management

Bridge follows a defined escalation process for any incidents. This is defined by the Security Incident Response Policy and the Incident Response Plan.

Security awareness training

Bridge Human Resources performs security awareness and data handling training using Workday. Employees are provided initial policy training upon hiring. Annually, Workday is updated for all information security and HR policies training for all employees. Tracking of employee completion is tracked in Workday and hiring managers are provided access to employee training scores/completion information. In addition, there is a required annual Security awareness and data handling refresher course. Ongoing phishing campaigns are initiated and follow up training is required, should a user click on a link.

Risk Management/Network Security

Network administration

Testing Network Connections

All changes to network connections, firewalls, and routers are approved using Bridge's standard change management process. Network connections, firewall, and router changes shall be in accordance with applicable regulatory and statutory compliance requirements.

Network Diagram Connections

Network diagrams are to be kept current and must identify all connections between the Bridge network and other networks, including any wireless networks.

Firewall and Router Configurations

Firewall and router configurations follow secure standards. Network architecture identifies Demilitarized Zones ("DMZ") and network segmentation to reduce the likelihood of compromise.

Risk Management/Data Security / Personal Identifiable Information

Data in Transit

Bridge establishes secure transmissions using SSL/Transport Layer Security to encrypt data transmissions and email exchanges.

Data Encryption

Data classified as confidential is encrypted at rest.

Data Loss Prevention

Bridge has enabled email filters that identify messages coming from external IP sources to further reduce the likelihood of internal employees providing information via email to unauthorized sources. Business users store data using online applications which encrypt data in transit.

Clean Desk Policy

Bridge open spaces including desks and printers are required to be free of sensitive or confidential data in case the employee is away from their desk for longer than five minutes. In the event an employee is working remotely, including at their home or in an office space shared with non-Bridge personnel, the Bridge employee is responsible for keeping Bridge information secure, including but not limited to locking their computer or other device when not present and destroying or locking up any files containing sensitive or confidential data.

Data Disposal

Bridges procedures for the disposal of data that is no longer needed or has passed its retention date is disposed of securely and responsibly to protect the privacy and confidentiality of our customers, employees, and partners. Data classified with a retention date is purged by a formal request that will be made to the authorized person or department responsible for data disposal. This request will include details about the data to be purged, the retention period that has elapsed, and the reason for disposal.

Media Management

Bridge restricts users from utilizing removable media such as USB devices.

Personal Email and Storage

The usage of or adding emails outside of the company domain is strictly prohibited. Using only company-issued email addresses for work-related communications is mandatory, and personal email addresses or those of third-party email providers should not be used. The Bridge standard for document management is SharePoint and BOX, not other platforms should be utilized.

Risk Management/Business Continuity

The Bridge online cloud platform and infrastructure are part of high-availability configurations.

Risk Management/Physical Security

The Bridge offices have designated reception areas. The reception area is attended by a receptionist during business hours. Access to the reception area is accessible from 8am to 5pm on business days and is locked at all other times. Access beyond the reception area is controlled through the card-key access system. For offices shared with non-Bridge personnel, when the Bridge employee is not present, devices must be locked and password protected and files containing sensitive or confidential Bridge data must be destroyed or locked.

All remaining exterior ingress doors are restricted to users possessing an access card that has been assigned access for their specific location. Access is restricted through the use of access control lists. Employees are granted access cards upon hire.

Visitors check in with the receptionist in the reception area. The visitor's name, employer, and purpose for visit are recorded in a visitor log. The visitor is escorted by an employee at all times.

Upon an employee's termination, the employee's supervisor creates an "access deletion request" which includes the date of termination. This request is routed to the access administrators to deprovision access of all systems/software the employee used. In addition, terminated employees turn over their access cards/IDs during their exit interview.

Visitor Logs

The visitor's log will record the name of the individual, company whom they represent, and the Bridge employee they are visiting. Visitor logs are scanned and retained for one year.

Visitor logs must include:

- Name of visitor
- Company represented (if applicable)
- Date and approximate time of visit (please note if the visit will occur over multiple days or times)
- Name of onsite personnel authorizing physical access
- Purpose of visit (meeting, service request, personal, etc.)

History

Version	Date	Author	Modifications
1.0	9/5/2017	BP	First Revision
1.1	2/9/2018	KH	Second Revision
2.0	4/30/2019	SC	Updated to reflect changes in control environment and procedures
2.1	9/5/2019	SC	Verified governance committee outline
2.5	10/13/2020	SC	2021 Revision. Spelling and grammatical changes. Added detail to highlight training. Updated Oversight section.
3.0	1/25/2022	Jared Forsgren, Scott Cardenas	Edits made to reflect addition of Single Family Rental Vertical.
3.5	4/18/23	Scott Cardenas, Atilla Hattat	Updated Remote Access, Security Patches, Access requests

Alabama Addendum

Introduction

This addendum is applicable only to employees working in the state of Alabama and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Alabama Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Alabama Addendum, please do not hesitate to discuss your questions with **the Human Resources Department**.

Alabama Policies

Civic Duties

Jury Duty: If you receive a call to jury duty, please notify **the Human Resources Department** immediately so that we can plan our work with as little disruption as possible. Full-time employees who are summoned for jury duty are paid their usual compensation. All other employees are granted unpaid leave to serve.

Employees with jury duty must provide their manager with a copy of their summons or subpoena. Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if necessary.

Witness Leave: Employees are given the necessary unpaid leave to attend or participate in a court proceeding in accordance with state law.

Voting: Our Company believes that every employee should have the opportunity to vote in any state, federal or municipal election, general primary or special primary. Any employee whose work schedule does not provide them with at least two (2) hours after the opening of the polls or at least one (1) hour prior to the closing of the polls to vote may have up to one (1) hour of unpaid leave to vote. The Company may select the hours you are excused to vote. Please notify **the Human Resources Department** of the need for voting leave as soon as possible.

Neither the Company nor any official or manager of the Company will attempt to influence the vote of any employee or otherwise intimidate any employee about the employee's vote and will not ask to see an employee's ballot.

Election Official Leave: Employees who serve as precinct election officials are granted unpaid leave on Election Day. Employees needing leave must provide the Company with at least seven (7) days advance notice. The Company may require documentation substantiating the need for leave.

Volunteer Emergency Worker Leave

Employees who serve as unpaid volunteer emergency workers will be provided with unpaid leave when necessary to respond to an emergency call received prior to their shift. For purposes of this leave, "volunteer emergency worker" means a volunteer firefighter, emergency medical technician, rescue squad member, volunteer deputy, or a ham radio operator conducting storm spotter operations for an emergency management association.

Employees must make reasonable efforts to notify the Company of their service and continue to keep the Company informed during the course of their absence. The Company may request documentation supporting the need for leave.

Civil Air Patrol Leave

An employee who is an active member of the Alabama National Guard, Naval Militia, the Alabama State Guard, the Civil Air Patrol, the National Disaster Medical System, or any other reserve component of the Armed Forces or Uniformed Services of the United States will receive up to one hundred and sixty-eight (168) hours of paid leave per calendar year to engage in the field, coast defense or other training or service ordered as provided under state or federal law. Employees will not be paid for more than one hundred and sixty-eight (168) hours at any one time while called by the Governor to duty in the active services to the state. The Company may require documentation supporting the need for leave.

Upon return from leave, the Company will restore the employee to their position or to a position with equivalent seniority, benefits, pay and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to use of leave under this policy.

Victims of Crime Leave

The Company will grant reasonable and necessary unpaid leave from work to employees who are victims of a crime to attend or participate in legal proceedings pertaining to the crime.

Affected employees must give the Company reasonable notice that leave under this policy is required.

No Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee's locked motor vehicle.

If you are aware of violations or threats of violations of this policy, you are required to report such violations or threats of violations to your supervisor immediately. Violations of this policy will result in disciplinary action, up to and including termination.

Smoking in the Workplace

Use of tobacco in any form is permitted only in designated outdoor places at Company facilities. Smoking is prohibited by law in any area where paint or other flammable materials may be present. This policy also applies to electronic cigarettes, also known as e-cigarettes, e-cigs, e-smoke, digital cigarettes, alternative cigarettes and "vaping." In cases of excessive time spent smoking, supervisors may restrict or curtail smoking privileges during the workday. Dispose of litter properly in the receptacles provided for that purpose.

Wage Disclosure

The Company does not prohibit an employee from inquiring about, disclosing, comparing or otherwise discussing the employee's wages or the wages of another employee. The Company does not require nondisclosure of an employee's wages as a condition of employment and will not require an employee to sign any contract, waiver or document to the contrary.

Further, the Company will not take an adverse action or retaliate against an employee discussing their wages or for aiding or encouraging any employee in the exercise of their rights. The Company will not prohibit an employee from lodging a complaint or testifying, assisting or participating in an investigation or proceeding related to a violation of this policy.

Nothing in this policy will be construed to permit an employee whose job responsibilities require or allow access to other employees' wage or salary information from disclosing that information, unless the person is under a legal obligation to furnish the information and/or has obtained written consent from the employee whose information is requested or sought.

Additionally, nothing in this policy requires the Company or an employee to disclose their wages in response to an inquiry by another employee.

Military Leave

Members of the Alabama National Guard, Naval Militia, Alabama State Guard organized in lieu of the National Guard, the National Disaster Medical System, the Civil Air Patrol or the U.S. reserves will be provided with military leave on all days that they are engaged in field or coast defense or other training or service ordered under the National Defense Act or of the federal laws governing the U.S. reserves. Upon return to work, an employee will be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Employees requesting time off must notify their supervisor as soon as possible after learning the intended dates upon which such leave will begin and end. Employees may but are not required to use accrued paid time off to run concurrent with leave under this policy.

Parental Leave

The Company provides eligible employees with up to twelve (12) weeks of unpaid parental leave, for the birth or care of a newborn, or for the care of a child placed with the employee for adoption.

To be eligible, the employee: (a) must have been employed with the Company for at least twelve (12) months; (b) must have completed at least 1,250 hours of service, during the previous 12-month period; and (c) must work at a worksite with fifty (50) or more employees within seventy-five (75) miles.

The twelve (12) weeks of leave must be used within the first year of the child's birth or placement. Employees will not receive more than twelve (12) weeks of leave during the one (1) year period following the child's birth or placement, regardless of whether there are multiple births or placements for adoption.

Leave must be taken consecutively, and cannot be used intermittently, unless otherwise agreed upon by the Company.

Employees are generally expected to provide at least thirty (30) days' notice of their need for leave, unless unforeseeable or the date of placement requires leave to begin in less than thirty (30) days, in which case, the employee must provide notice as soon as is practicable.

To the extent the Company provides paid leave benefits to employees for the birth or care of a newborn, the Company will provide equivalent paid leave benefits to adoptive parents for the care of a child placed with them for adoption.

Any paid leave provided by the Company will run concurrent with leave under this policy. Likewise, leave provided under this policy will run concurrent with any other leave allowed by law, including the Federal Family and Medical Leave Act.

The Company will not discriminate or retaliate against employees for requesting or using leave consistent with applicable law. Please see the **Human Resources Manager**, if you have any questions.

Exempt employees may be provided time off with pay for any of the above-described leaves when necessary to comply with state and federal wage and hour laws.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy of Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook and Alabama Addendum and I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook or Alabama Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by a member of the Executive Committee.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Arizona Addendum

Introduction

This addendum is applicable only to employees working in the state of Arizona and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Arizona Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Arizona Addendum, please do not hesitate to discuss your questions with the **Human Resources Department**.

Arizona Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Company Handbook, and in accordance with Arizona law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, gender (sex), gender identity, gender expression, sexual orientation, marital status, ancestry, national origin, citizenship status, familial status, pregnancy, age, protected medical condition, genetic test results, genetic information, AIDS/HIV status, status as a cardholder for medicinal marijuana, disability, membership in the National Guard and/or in the military forces, military Veteran status, or any other protected status in accordance with all applicable federal, state, and local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Company Handbook, and in accordance with Arizona law, the Company strictly prohibits all forms of unlawful discrimination, harassment, and/or retaliation on the basis of race, color, religion, gender (sex), gender identity, gender expression, sexual orientation, marital status, ancestry, national origin, citizenship status, familial status, pregnancy, age, protected medical condition, genetic test results, genetic information, AIDS/HIV status, status as a cardholder for medicinal marijuana, disability, membership in the National Guard and/or in the military forces, military Veteran status, or any other protected status in accordance with all applicable federal, state, and local laws.

Paid Sick Leave

For any employees working in Arizona not covered by the Company's PTO policy, those employees are provided paid sick leave pursuant to the Fair Wages and Healthy Families Act, A.R.S. § 23-371 *et seq.*

Consult the Human Resources Department for detailed information on how the dollar amount of your sick pay is calculated and the amount you are entitled to receive. The actual dollar amount that an employee receives may vary according to the compensation plan of the employee.

Accrual and Carryover

Paid sick leave pursuant to this policy shall be accrued on a calendar year basis of January 1 to December 31 (hereinafter the "Paid Sick Leave Year"). During the Paid Sick Leave Year, all employees shall accrue one hour of sick leave for every 30 hours worked up to a maximum accrual of 40 hours of sick leave per Paid Sick Leave Year.

Employees who are exempt from the overtime requirements under the Fair Labor Standards Act of 1938 are assumed to work 40 hours in each work week for purposes of earned paid sick time accrual.

Employees who commence employment part way through the Paid Sick Leave Year will receive a pro-rated amount of Paid Sick Leave equal to the amount of leave they are expected to accrue between their start date and the end of the Paid Sick Leave Year based on their anticipated work schedule. To the extent an employee accrues more leave prior to the end of the Paid Sick Leave Year than was originally allotted, this additional leave will be immediately provided to the employee. Provided, however, that no employee shall be entitled to accrue or use more than 40 hours of sick leave per Paid Sick Leave Year.

Employees who are exempt from the overtime requirements under the Fair Labor Standards Act of 1938 are assumed to work 40 hours in each work week for purposes of earned paid sick time accrual.

Up to 40 hours of accrued but unused sick leave may be carried over from one calendar year to the next. For example, if an employee took no sick leave time and accrued 40 hours in 2020 and once again took no sick leave time and accrued 40 additional sick leave hours in 2021 (for a total of 80 hours), the employee would only be permitted to carry over 40 hours of sick leave time into 2022. The balance of the unused 40 hours of sick leave time would be forfeited as of midnight December 31, 2021. As otherwise stated herein, employees shall not be entitled to accrue or use more than 40 hours of earned paid sick time per year.

Although employees will begin to accrue paid sick leave benefits under this policy, they will be ineligible to use earned accrued paid sick time until on or after their ninetieth calendar day of employment with the Company. After successfully completing 90 days of employment, employees may begin to use paid sick leave as it is accrued.

Accrued but unused sick leave will not be paid upon separation from employment. Paid sick leave may not be gifted to other employees and may not be taken as vacation. To the extent

permissible by law, paid sick time will run concurrently with other types of leave under applicable federal, state, or local law, such as leave taken under the FMLA. Please consult the Human Resources Department for more information.

Covered Usage

All employees of the Company are eligible to use their accrued earned sick leave in accordance with the following usage guidelines. However, in no event shall any employee be entitled to use more than 40 hours of paid sick leave in a Paid Sick Leave Year. Employees must use paid sick leave in increments of no less than 1 (one) hour.

For purposes of this policy, “family member” includes a spouse or registered domestic partner; a child of the employee or the employee’s spouse or domestic partner (regardless of the child’s age), including a biological, adopted, step- or foster child, or legal ward, or a person to whom the employee or the employee’s spouse or domestic partner stands, or stood, in loco parentis; a parent of the employee or the employee’s spouse or domestic partner, including a biological, foster, step- or adoptive parent or legal guardian; a grandparent, grandchild, or sibling of the employee or the employee’s spouse or domestic partner; or any blood relative or person of such affinity or close association as to be the equivalent of a family member.

Paid sick leave under this policy may be taken for the following purposes:

- an employee’s mental or physical illness, injury or health condition; an employee’s need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; the employee’s need for preventative medical care;
- care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; care of a family member who needs preventive medical care;
- closure of the employee’s place of business by order of a public official due to a public health emergency or an employee’s need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee’s or family member’s presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or his/her family member has actually contracted the communicable disease; OR
- absence necessary due to domestic violence, sexual violence, abuse or stalking, if the leave is in order to allow the employee to obtain for him/herself or for a family member:
 - medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse or stalking;

- services from a domestic violence or sexual violence program or victim services organization;
- psychological or other counselling;
- relocation or taking steps to secure an existing home due to domestic violence, sexual violence abuse or stalking; or
- legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse or stalking.

Paid Sick Leave may not be used for any other purpose, such as vacation.

In the event of a condition triggering the use of paid sick leave pursuant to this policy, employees must notify their supervisor orally, in writing, or by electronic means in advance of the need for requested leave. In the event the request for leave is foreseeable, the Company requests that, to the extent possible, employees schedule the need for leave at least seven (7) calendar days in advance of the need to take paid sick leave or as soon as possible after the employee becomes aware of the need for paid sick leave. Employees are expected to make reasonable efforts to schedule the foreseeable use of paid sick time in a manner that does not unduly disrupt the operations of the Company. In the event an employee's use of paid sick leave is unforeseeable, an employee should, if possible, contact their manager as soon as possible, preferably no later than one (1) hour before their scheduled start time, or, barring extenuating circumstances, the employee may not receive sick pay for that day.

When possible, employees are required to provide the expected duration of the absence. If an employee takes three (3) or more consecutive days of paid sick leave, the employee may be required to provide reasonable documentation certifying the need for paid sick leave.

To the extent permissible by law, paid sick time will run concurrently with other types of leave under applicable federal, state, or local law, such as leave taken under the FMLA.

Transfer or Re-Employment

Employees who are transferred to a separate division, entity, or location, but remain employed by the Company in the State of Arizona shall retain all earned paid sick leave under this policy. Employees who are separated from employment and are re-hired within nine (9) months of separation will be entitled to reinstatement of previously earned but unused paid sick leave and are immediately eligible to begin using accrued but unused paid sick leave in accordance with the usage, accrual and carryover restrictions set forth in this policy.

Retaliation Prohibited

The Company encourages employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against an employee for taking time off under this policy. It is against Company policy for any supervisor or other Company employee to interfere with, restrain, or deny the exercise of, or the attempt to exercise, the use of paid sick leave. If any employee has not received the paid sick leave they are entitled to, the Company will take prompt corrective action. The Company will not retaliate against anyone for requesting or using paid sick leave or for reporting paid sick leave questions, concerns, or information. We encourage and require employees to communicate their concerns about the Arizona minimum wage and/or paid sick leave issues to the Human Resources Department so that the Company can properly address such matters as quickly as possible.

Absences from work resulting from the use of paid sick leave under this policy will not result in discipline, discharge, demotion, suspension or any other adverse employment action. However, providing knowingly false or misleading information or omitting material information in connection with paid sick leave will result in disciplinary action, up to and including immediate termination.

For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact the Human Resources Department.

Civic Duties

The Company encourages each of you to accept your civic responsibilities. We are a good corporate citizen, and we are pleased to assist you in the performance of your civic duties.

Jury Duty: If you receive a call to jury duty, please notify your supervisor immediately so he/she may plan the department's work with as little disruption as possible. While you are on jury duty, the Company will pay the difference between your basic rate of pay and the total amount of pay you receive from serving as a juror, for up to one week per calendar year. Exempt employees will continue to receive their regular salary when they work partial weeks while on jury duty, pursuant to state and federal law. Jury duty pay does not count as "hours worked" for purposes of calculating an employee's entitlement to overtime during the week(s) in which the jury duty occurs.

Employees will not be required to use any accrued vacation or sick leave for time spent responding to a summons for jury duty, participating in the jury selection process, or actually serving on a jury. Employees will not lose seniority or precedence while absent from employment due to serving on a jury. Upon return to employment, the employee will be returned to the employee's previous position, or to a higher position commensurate with the employee's ability and experience as seniority or precedence would ordinarily entitle the employee.

Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested.

Witness Duty: If you receive a subpoena to appear in court, please notify your supervisor immediately. You are expected to return to work as soon as your service as a witness is completed.

Voting: When employees do not have three (3) hours before or after work in which to vote, the Company provides up to three hours paid leave to vote. Employees requesting leave under this policy are required to notify the Human Resources Department as soon as possible, and no later than the last day before the day of the election. The Company, in its sole discretion, may specify any time period, during which the polls are open, for the employee to leave work in order to vote. As soon as possible upon return from voting leave, employees are required to present a voter's receipt to their supervisor.

Leave for Crime Victims

The Company provides reasonable and necessary unpaid leave for employees who are victims of a crime to exercise their rights to be present at a proceeding pertaining to the crime or to obtain or attempt to obtain an order of protection, an injunction against harassment, or any other injunctive relief to help ensure the health, safety or welfare of the victim or the victim's child. The Company also provides reasonable and necessary leave from work to employees who are victims of a juvenile offense to exercise their rights to be present at a proceeding pertaining to the juvenile offense.

Prior to taking leave under this policy, eligible employees are required to provide the Company with as much advanced notice as possible of the need for leave, including a copy of the form provided to the employee by the law-enforcement agency pursuant to Section 13-4405 of the Arizona Revised Statutes and if applicable, notice of each scheduled proceeding. However, the Company may limit the leave provided under this policy if the employee's leave creates an undue hardship to the Company's business.

Employees seeking leave under this policy may elect to use accrued paid time off.

The Company will take all reasonable steps to maintain the confidentiality of information provided to the Company in connection with a leave request under this policy, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable federal or state law. If you have any questions regarding this leave, please contact your manager or the Human Resources Department.

Military Leave of Absence

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of state and federal laws. You are expected to notify the Company of upcoming military duty by providing your supervisor with a copy of your orders as soon as possible. Unless otherwise required by state or federal law, time spent on military leave of absence will be unpaid.

Employees will not be required to use any accrued vacation or sick leave for time spent on a military leave of absence, except the Company will not consider the period of the military leave of absence as a period of work in determining eligibility for and the amount of vacation or sick

leave to which the employee is entitled. Employees will not lose seniority or precedence while absent from employment due to a military leave of absence. Upon return to employment, the employee will be returned to the employee's previous position, or to a higher position commensurate with the employee's ability and experience as seniority or precedence would ordinarily entitle the employee.

Alcohol and Drug Policy

Philosophy

The Company is committed to providing a safe, healthy and productive work environment free from the influence of alcohol and drugs. The Company is implementing this drug and alcohol policy to help meet these goals, and the drug/alcohol policy is effective immediately.

In addition to the provisions of the Alcohol and Drug Policy in the Company's Employee Handbook, please note that although the state has legalized the medicinal use of marijuana, the Company does not permit the medicinal use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

Compliance with this policy is a condition of continued employment. This policy applies to all employees and prospective employees of the Company. Please direct any questions or comments to the Human Resources Department.

This policy may be modified by the Company at its discretion at any time. It is not a contract of continued employment and does not change existing at-will relationships between the Company and its employees. Employees must comply with this policy as a condition of continued employment.

Employee Rights and Responsibilities

Work Rules

Whenever employees are present on Company premises, working at a client site, or operating Company vehicles, machinery, or property, they are prohibited from:

- using, possessing, manufacturing, selling, transferring, purchasing, or distributing illegal drugs^[1] (or attempting such conduct);
- being under the influence of alcohol or illegal drugs;
- possessing or consuming alcohol; and

[1] Illegal drugs include substances for which use, or possession is controlled by The Controlled Substances Act, which are not being used or possessed by the employee as prescribed by, and under the supervision of, a licensed healthcare professional, or the metabolites of such substances. The Controlled Substances Act is set forth at 21 U.S.C. § 812.

- selling or transferring prescription drugs or other medications.

Employees engaging in any of the foregoing activities may adversely affect the safety of themselves, other employees, clients, or the general public. Violations of these rules will lead to disciplinary action, up to and including termination, in accordance with this policy.

Prescription and Other Medications

This policy does not prohibit the lawful use and possession of prescribed medications. *Provided*, however, that such use does not impair an individual's ability to perform his/her job. An employee must consult with his or her doctor about a medication's effect on fitness for duty and ability to work safely. An employee must promptly disclose to his or her supervisor any negative effects or restrictions on his or her ability to work associated with prescription or over-the-counter medications.

Responsibility to Report Coworkers

It shall be the responsibility of each employee to bring to a supervisor's attention knowledge of any other employee who:

- poses a hazard to the safety and welfare of others; or
- is in an impaired condition and is unable to perform his or her assigned job duties;
- is selling, transferring, or possessing alcohol or an illegal drug while working or otherwise on Company premises.

Alcohol and Drug Testing

Required Testing

All employees may be tested for alcohol and illegal drugs^[2] for any job-related purpose consistent with business necessity, including:

- Investigation of possible individual employee impairment;
- Investigations of accidents and/or injuries. Employees may be required to undergo drug or alcohol impairment testing as soon as practicable after they cause, contribute to, or are involved in any way in an accident or injury of any person or involving Company equipment;
- Maintenance of safety for employees, customers, clients, and the general public when a prospective employee is applying for (or an employee is working in) a job classification which has been designated by the Company as "safety sensitive" for purposes of this policy;

[2]The substances for which testing may be conducted include alcohol, controlled substances as defined in the Controlled Substances Act, 21 U.S.C. § 812, and the metabolites of such substances.

- Maintenance of productivity, quality of products or services or security of property or information;
- Reasonable suspicion that an employee may be affected by the use of drugs or alcohol and that the use may adversely affect the job performance or the work environment;
- Follow-up testing if the employee is found to have breached the provisions of this policy but has been permitted to remain employed. The duration and extent of follow-up testing will be at the sole discretion of the Company, for a period of up to 2 years; and
- Employees or groups of employees may be required to undergo drug testing on a random or chance basis.

Cooperation with drug and alcohol screening is required as a condition of employment. Refusal to cooperate with testing and failure to provide a specimen are grounds for immediate termination. All compensated employees including officers, directors, and supervisors are uniformly included in the testing policy.

For job-related purposes, and consistent with business necessity, prospective employees may be subjected to drug testing as described above.

Collection and Testing Procedures

Individuals subject to testing may be required to provide reliable identification to the person collecting the sample. Any specimens taken from an employee will be labeled to reasonably preclude misidentification. Sample collection, storage, and transportation to the place of testing shall be performed in a manner reasonably designed to preclude the possibility of sample contamination, adulteration, or misidentification. Sample testing will comply with scientifically accepted analytical methods and procedures and will be conducted at a laboratory approved or certified by the U.S. Department of Health and Human Services, the College of American Pathologists, or the Arizona Department of Health Services.

Any positive drug test will be confirmed by a second, confirmatory drug test which shall be by use of a different chemical process than was used in the initial drug screen. The second confirmatory drug test shall employ a chromatographic technique such as gas chromatography-mass spectrometry or another comparably reliable analytical method.

Testing and Employee Rights

Testing will occur during or immediately before or after a regular work period. The testing shall be deemed work time for purposes of compensation and benefits for employees, and the Company will pay for the test and an employee's reasonable transportation costs, if any. At its sole discretion, the Company may elect to pay the costs for drug testing of prospective employees.

Employees will be given an opportunity to provide any information that may be considered relevant to the test, including identification of currently or recently used prescription or nonprescription drugs or other relevant medical information. Employees are entitled, upon

request, to obtain written copies of their test results. Employees are also entitled, upon request, to explain a positive test result in a confidential setting.

Consequences

Employees who refuse to cooperate in required drug or alcohol tests, or who test positive for illegal drugs or alcohol, or who use, possess, buy, sell, manufacture, or dispense illegal drugs in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

The Company may refuse to hire, or implement other disciplinary action, against prospective employees who refuse to cooperate in required drug testing or who test positive for, use, possess, buy, sell, manufacture, or dispense illegal drugs in violation of this policy.

Confidentiality

Information and records relating to test results, drug and alcohol dependencies, and legitimate medical explanations provided by an employee will be kept confidential and maintained in secure files separate from normal personnel files. Such confidential records and information may be disclosed only to (1) individuals designated by the Company to receive and evaluate test results or hear the explanation of the employee; (2) an arbitrator or mediator, court, or governmental or licensing agency as authorized by state or federal law; and (3) the tested employee or any other person designated in writing by the employee.

“Safety-Sensitive” Positions

The Company is committed to providing a workplace that is safe for its employees, customers, clients, and the general public. Accordingly, employees engaged in the current use of any drug that could cause an impairment or otherwise decrease or lessen the employee’s job performance or ability to perform the employee’s job duties are prohibited from performing any “Safety-Sensitive” position within the Company. This prohibition applies regardless of whether the drug is legal or has been prescribed by a physician or other healthcare provider. For purposes of this policy, “Safety-Sensitive” positions include, but are not limited to:

- operating a motor vehicle, other vehicle, equipment, machinery or power tools;
- repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage;
- performing duties in the residential or commercial premises of a customer, supplier or vendor;
- preparing or handling food or medicine;
- working in any occupation regulated pursuant to Title 32 of the Arizona Revised Statutes; and/or

- any other position designated by the Company that includes tasks or duties that the Company, in good faith, believes could affect the safety or health or the employee performing the task.

Inspections

The Company reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees, contractor employees, and visitors may be asked to cooperate in inspections of their persons, work areas, and property that might conceal drugs, alcohol, or other contraband. Employees who possess contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

Returning/Continuing to Work:

Employees who test positive, admit to improper drug or alcohol use or related misconduct, or voluntarily seek assistance, and are not terminated, may not return to work or continue working until they have been evaluated by a Company selected physician to determine if they can safely return to work.

Smoking

The Smoke-Free Arizona Act, A.R.S. § 36.601.01 prohibits smoking in all places of employment. The Smoke-Free Arizona Act specifically prohibits smoking in all work buildings and work vehicles and within 20 feet in any direction from any doors, windows, and/or ventilation systems of any buildings. The Company prohibits smoking in all areas except those that have been specifically designated as smoking areas. This policy expressly extends to the use of electronic cigarettes (“e-cigs”) or similar items (vaporizers, etc.).

Payroll Records

Upon request, employees or their designee, may inspect and obtain copies of their own payroll records. Inspections will be held on Company premises in the presence of a Company official. Please contact the Human Resources Department to arrange a time to view these records.

Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. Provided, however, that, in accordance with Ariz. Rev. Stat. § 12-781, this provision does not apply to firearms that are being lawfully transported or stored both: (1) in the employee’s locked and privately owned motor vehicle (or in a locked compartment on the employee’s privately owned motorcycle); and (2) in a manner so that the firearm is not visible to the outside of the motor vehicle (or motorcycle).

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations immediately to their manager or to the Human Resources Department.

Exempt employees may be provided time off with pay for any of the above described leaves when necessary to comply with state and federal wage and hour laws.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Arizona Addendum to the Employee Handbook and I will familiarize myself with its contents.

I acknowledge that nothing in the Arizona Addendum to the Employee Handbook creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by a member of the Executive Committee.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Colorado Addendum

Introduction

This addendum is applicable only to employees working in the state of Colorado and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Colorado Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Colorado Addendum, please do not hesitate to discuss your questions with your Manager or Human Resources Department.

Equal Employment Opportunity

In addition to the protected statuses listed in the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook, and in accordance with Colorado law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to disability (mental or physical), race (including protective hairstyles that are commonly or historically associated with race), creed, color, sex (including pregnancy and transgender status), sexual orientation, gender identity, gender expression, religion (including religious dress and grooming practices), age, national origin, ancestry, military or veteran status, genetic profile, marital status, or any other protected status in accordance with applicable federal, state, or local laws (“Protected Categories”).

The Company will not discriminate against, retaliate against, discipline, discharge, or interfere with an employee who has inquired about, discussed, compared, or disclosed his or her wages or the wages of another employee; or who has brought charges, filed a complaint, or caused to be instituted an action based on disclosure of wage information made by an employee.

The Company does not discriminate on the basis of any protected category with respect to the payment of wages. It is the Company’s desire to pay all employees’ wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair, and equitable. The Company sets wages that are appropriate for the degree of responsibility and skill for each position.

This policy extends to all aspects of our employment practices including, but not limited to, recruiting, hiring, discipline, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

Policy against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Company’s Employee Handbook, and in accordance with Colorado law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis any Protected Categories in accordance with applicable federal, state, or local laws.

The Company’s policy against unlawful harassment applies to all employees of the Company, including supervisors and managers. The Company prohibits managers, supervisors and employees from harassing co-workers as well as the Company’s customers, vendors, suppliers, independent contractors and others doing business with the Company. In addition, the Company prohibits its customers, vendors, suppliers, independent contractors and others doing business with the Company from harassing our employees.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination.

As such, further examples of prohibited sexual harassment, in addition to those articulated in the Company Employee Handbook, include harassment based on gender, transgender, and sexual orientation. By way of illustration only, and not limitation, some examples of such behavior include:

- Asking unwelcome personal questions about employees' sexual orientation;
- Intentionally causing employees distress by disclosing their sexual orientation to others;
- Using offensive names or terminology regarding employees' sexual orientation; and
- Deliberately misusing employees' preferred name, form of address, or gender-related pronoun.
- Physical or verbal abuse concerning an individual's actual sex or the perception of the individual's sex; and
- Verbal abuse concerning a person's characteristics such as vocal pitch, facial hair, or the size or shape of a person's body.

If you feel that you are being harassed in violation of this policy by another employee, supervisor, manager or third party doing business with the Company, you should immediately contact Human Resources (hrconfidential@bridgeig.com). Employees may also discuss their concerns with any other supervisor or member of Human Resources.

Meal Breaks

All employees who work five (5) or more consecutive hours in a day are required to take a 30-minute duty-free, uncompensated, uninterrupted, meal period. Employees are completely relieved of their job responsibilities during their meal periods. Employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

Because of the nature of our business, and certain employee's jobs, there are situations and circumstances where an uninterrupted meal period is impractical. In situations or circumstances where an uninterrupted meal break is impracticable the employee will be allowed to consume an on-duty meal without any loss of time or compensation.

Employees who are unable to take all of the meal periods to which they are entitled in accordance with this policy or not allowed to consume an on-duty meal, or who have been prevented or discouraged from taking a meal period to which they are entitled or eat on-duty,

should immediately notify your supervisor or Human Resources. Failure to report may subject the employee to disciplinary action, up to and including termination of employment.

Rest Periods

The Company provides all full-time non-managerial and other nonexempt employees with the opportunity to take a 10-minute rest break for every four hours of work, in accordance with the schedule below. Employees are expected to schedule their rest periods at their own discretion under these guidelines unless instructed otherwise by **the Human Resources Manager**. Rest periods may not be combined with meal periods.

Duration of Shift In Hours	# of 10- Minute Rest Breaks	Comments
0 to < 2	0	Employees who work fewer than two hours in a workday are not required or permitted to take a rest break.
2 to < 6	1	Employees who work at least two hours in a workday but fewer than six hours in a workday are allowed one 10-minute rest break.
6 to < 10	2	Employees who work at least six hours in a workday but fewer than 10 hours in a workday are allowed two 10-minute rest breaks.
10 to < 14	3	Employees who work at least 10 hours in a workday but fewer than 14 hours in a workday are allowed three 10-minute rest breaks.

Employees are required to record their rest periods on their timesheets or time cards. Rest periods may not be waived to shorten employees' workdays or be accumulated for any other purpose. Employees may be required to sign a certification providing, among other things, that they have taken all of their rest periods during the pertinent pay period.

Employees who are unable to take all of the rest periods to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify your supervisor or Human Resources. Failure to report may subject the employee to disciplinary action, up to and including termination of employment.

Overtime

Employees covered by the applicable Colorado Overtime and Minimum Pay Standards Order and eligible for overtime shall be paid time and one-half of the regular rate of pay for any work in excess of: (1) forty hours per workweek; (2) twelve hours per workday, or (3) twelve consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), whichever calculation results in the greater payment of wages.

Civic Duties

Jury Duty: If you receive a call to jury duty, please notify your supervisor immediately so that we may plan the department's work with as little disruption as possible.

Except as otherwise agreed to in writing, or as required by county or city ordinances, non-exempt employees required to appear for jury duty on a regularly scheduled workday will be paid their regular compensation up to \$50.00 per day for the first three (3) days of jury duty service.

Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested. The Company may require employees to provide proof of jury duty service.

Court Attendance and Witness Leave: The Company provides unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify the payroll department immediately so that the Company may plan the department's work with as little disruption as possible. Supporting documentation, such as a copy of the subpoena, may be requested. See the Company's handbook regarding compensation for court attendance for a work-related case.

Voting: In circumstances where the employee's work schedule does not provide three hours of continuous off-duty time during which the polls are open, the Company will provide a reasonable amount of paid time off, up to two hours, during the scheduled work time for employees to vote. Employees who need time off to vote should notify **the Human Resources Manager** prior to an election day. Any paid time off must be at the beginning or end of the work shift, during a time period in which the polls are open.

Leave for Victims of Crime

The Company provides necessary unpaid leave to employees who are victims of a crime to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees requesting leave under this policy should notify **the Human Resources Manager** immediately so that the Company may plan the department's work with as little disruption as possible.

PTO

The total leave provided to full-time employees in the Company's handbook is in at least an amount of hours and pay sufficient to satisfy Healthy Families Workplace Act ("HFWA") and applicable rules, is for all the same purposes covered by HFWA and applicable rules, not a

narrower set of purposes, and under the same conditions as under HFWA and applicable rules, not stricter or more onerous conditions (including but not limited to matters such as accrual, use, payment, annual carryover of unused accrued leave, notice and documentation requirements, and anti-retaliation and anti-interference rights). Employees may use their leave for both HFWA and non-HFWA reasons. Additional HFWA leave will not be provided when an employee uses all PTO for non-HFWA qualifying reasons (e.g., vacation) except in the event a public health emergency (“PHE”) is declared after an employee has exhausted their leave.

Paid Sick Leave

For any employee not covered by the PTO policy, the Company will provide all employees paid sick leave, accrued at one hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours per year. Leave must be taken in full hour increments.

You begin accruing paid sick leave when employment begins. All employees may use paid sick leave as it is accrued and may carry forward and use in subsequent calendar years up to 48 hours of paid sick leave that is not used in the year in which it is accrued. Any accrued but unused sick leave will not be paid out at termination. After 4 or more consecutive sick day absences, the Company may require documentation of the absence.

Employees may use accrued paid sick leave to be absent from work for the following purposes:

- A mental or physical illness, injury, or health condition that prevents work;
- Obtaining preventative medical care, or a medical diagnosis, care, or treatment, of any mental or physical illness, injury or health condition;
- The employee or family member has been the victim of domestic abuse, sexual assault or criminal harassment and needs to be absent from work for purposes related to medical attention, mental health care or other counseling, victim services (including legal) or relocation;
- Care for a family member who has a mental or physical illness, injury, or health condition, or who needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care; or
- Due to a public health emergency, a public official closed the employee’s place of business or child’s school or place of care, requiring the employee to care for the child.

The Company will not retaliate against any employee who uses the employee’s paid sick leave or otherwise exercises the employee’s rights with regard to paid sick leave.

Public Health Emergency Leave

- If an employee does not accrue at least 80 hours of leave time in a year, the Company will provide that employee an additional amount of paid sick leave during a public health emergency in an amount based on the number of hours the employee works. Accordingly, the Company will supplement employees' accrued sick leave by adding hours to the then currently available accrued time to equal: For employees who normally work at least 40 hours in a workweek: 80 hours of total sick leave.
- For employees who normally work fewer than 40 hours in a workweek: The greater of either (1) the amount of time the employee is scheduled to work in a fourteen-day period or (2) the amount of time the employee actually works on average in a fourteen-day period.

Employees may use the additional public health emergency sick leave up to and until four weeks after the official termination or suspension of the public health emergency for the following purposes:

- Needing to self-isolate due and care for oneself because the employee is diagnosed with, or experiencing symptoms, or seeking a diagnosis, treatment or preventative care, for a communicable illness that is the cause of the public health emergency;
- Caring for a family member because the family member is diagnosed with, experiencing symptoms, or seeking a diagnosis, treatment, or preventative care, for a communicable illness that is the cause of a public health emergency;
- A public official has ordered the closure of the school or place of care of the employee's child or of the employee's place of business due to a public health emergency, necessitating the employee's absence from work;
- Being unable to work due to a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency; or
- Caring for a child or other family member or whose school, childcare provider, or other care provider is either unavailable, closed, or providing remote instruction due to the public health emergency.

Employees requesting time off under this policy must provide as much advance notice as possible, if the need for leave is foreseeable. Where the need for sick leave is unforeseeable, employees must provide notice as soon as practicable. For more information regarding this policy, contact **the Human Resources Manager**.

Paid Family and Medical Leave Insurance Program

Starting January 1, 2023, all employees will have .45% deducted from their wages and remitted to the State of Colorado under the Colorado Family and Medical Leave Insurance (FAMLI) Program. Likewise, the Company will contribute .45% to the State of Colorado under the Colorado FAMLI Program.

Starting January 1, 2024, eligible employees have access to 12 weeks of paid leave through the State of Colorado in order to care for themselves or their family during a serious health condition or birth of a child. Eligible employees have access to FAMLI leave for the following purposes:

- The employee is caring for a new child during the first year after the birth, adoption or foster care placement of that child;
- The employee needs to care for a family member with a serious health condition;
- The employee needs to care for their own serious health condition;
- The employee needs to make arrangements for a family member's military deployment;
- The employee or family member has been the victim of domestic abuse, sexual assault, or criminal harassment and needs to be absent from work for purposes related to medical attention, mental health care or other counseling, victim services (including legal) or relocation.

Employees with serious health conditions caused by pregnancy complications or childbirth complications have access to an additional 4 weeks of paid leave for a total of 16 weeks of paid leave through the State of Colorado.

Employees seeking FAMLI leave through the State of Colorado must provide the Company with at least thirty (30) days advance notice before the leave start date, if the need for leave is foreseeable. Where the need for FAMLI leave is unforeseeable, employees must provide notice as soon as practicable. FAMLI leave will run concurrently with the Family and Medical Leave Act, as applicable.

Upon return from FAMLI leave, employees who have worked for the Company for over 180 days before taking FAMLI leave will be restored to the same or a comparable position as the position held prior to the leave. Employees who have worked less than 180 days for the Company at the start of their FAMLI leave remain eligible to take leave; however, the Company may be required to fill the position of such employees and the Company does not guarantee continued employment for employees who take FAMLI leave within their first 180 days of employment with the Company.

The Company will not retaliate against any employee who uses FAMLI leave or otherwise exercises the employee's rights with regard to FAMLI leave. For further information regarding this leave, contact Human Resources.

Colorado Family Care Act

In addition to the leave to which eligible team members are provided under FMLA, as detailed in the Company Team Member Handbook, the Company provides leave to employees, as

defined under the FMLA, to care for persons with serious health conditions when such persons are the employee's:

- partner in a civil union; or
- domestic partner if the partnership is registered with the municipality in which the person resides or (if applicable) with Colorado, or if the partner is recognized as the team members' domestic partner by the employer.

Team members with questions regarding this leave policy should contact Human Resources.

Adoption Leave

The Company provides leave to an employee who is an adoptive parent or a stepparent, at the time of birth or initial placement for adoption of a child, under the same terms and conditions as the Company provides such leave to team members who are biological parents. Employees with questions regarding leave under this policy should contact Human Resources.

Lactation Break/Accommodation

The Company will not discriminate against an employee who seeks to express breast milk for her nursing child. The Company will provide reasonable unpaid break time, or permit an employee to use paid break time, meal time, or both, each day to allow the employee to express breast milk for her nursing child for up to two (2) years after the child's birth. The Company will make reasonable efforts to provide a room or other location, other than a toilet stall, in close proximity to the working area where the employee can express breast milk in privacy.

Domestic Violence Leave

Any employee who is the victim of domestic abuse, stalking, sexual assault, or any other crime involving domestic violence may take up to 3 working days of leave from work in any 12-month period. To qualify for leave under this policy an employee must have worked for the Company for at least twelve (12) months.

Leave may be used to:

- Seek a civil protection order to prevent domestic abuse;
- Obtain medical care or mental health counseling for him/herself or the employee's children;
- Make the employee's home secure against the perpetrator or to find a new home;
- Seek legal advice concerning any of the above offenses; or
- Prepare or attend court proceedings arising from any of the above offenses.

Except in cases of imminent danger, employees seeking crime victim leave must provide the Company with reasonable advance notice and documentation to support the need for leave. The Company will keep all information related to the crime victim leave confidential, except to the extent that disclosure is requested or consented to in writing by the employee or otherwise required by applicable federal or state law. Employees with questions regarding this leave of absence should contact the Human Resources Manager.

Leave under this policy is generally unpaid. However, employees may elect to use their accrued unused paid time off and available short-term disability (STD) pay (if applicable). In order to use paid leave, an eligible employee must comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

Pregnancy Accommodation and Leave

The Company provides reasonable accommodations to female employees for health conditions related to pregnancy, childbirth, or physical recovery from childbirth, to the extent the accommodation can be made without imposing an undue hardship on the business. When an employee requests leave or an accommodation under this policy, the Company will engage with the employee in a timely and good-faith interactive process to determine effective, reasonable accommodations for the employee, which may include, but are not limited to:

- allowing more frequent or longer break periods;
- allowing more frequent restroom, food, and water breaks;
- providing or modifying equipment or seating;
- placing limitations on lifting;
- temporary transfer to a less strenuous or less hazardous position;
- job restructuring;
- light duty work, if available;
- assistance with manual labor; or
- modified work schedules.

The Company will not require an employee to take leave to the extent that another reasonable accommodation can be provided. Similarly, the Company will not require an employee to accept an accommodation that the employee has not requested or that is unnecessary for the employee to perform the essential functions of her job. If you require an accommodation to perform the essential functions of your job, you must notify Human Resources.

Prior to providing leave or a reasonable accommodation under this policy, the Company may require the employee to provide certification from a licensed health care provider of the necessity for the leave or the accommodation. If leave is provided as a reasonable accommodation, such leave may run concurrently with the Family Medical Leave Act or any other leave as permitted under applicable law.

The Company prohibits retaliation against an employee for requesting or using leave or an accommodation under this policy. For more information about this policy please contact Human Resources.

Personnel Records

Recognizing the confidential nature of the information in your personnel record, the Company limits access to the personnel records to you and those with proper authorization or pursuant to legal process. Personnel files are the property of the Company and will be treated the same as any other confidential Company information.

No documents contained in your personnel file will be released without your consent, except pursuant to legal process. Any records of medical evaluation results will be maintained in a separate file, in accordance with legal requirements, and may only be reviewed by authorized individuals with the approval of the Human Resources Department.

At least once a year, and at a time convenient for both you and the Company, you may review and obtain a copy of your own personnel file, with certain limitations as established by law. Your supervisor will be present with you during your inspection. If you wish to make a copy of your file, you will be responsible for the reasonable duplication costs. You may correct or clarify personal information contained in your personnel file. Additionally, a manager may review your personnel file if you have a current reporting relationship to that manager or have been interviewed and are being considered for a position reporting to that manager. Your personnel records are also subject to review by investigative agencies, or during periodic internal audits conducted by the Company. After termination, you may make one inspection of your personnel file.

Volunteer Emergency Worker Leave

The Company provides up to fifteen (15) days of unpaid leave to employees who are volunteer emergency workers, including volunteer firefighters, working for qualified volunteer organizations, and who are requested to respond to a disaster emergency. To qualify for leave under this policy, team members need to provide the Human Resources Department with appropriate written confirmation of the team member's status as a volunteer emergency worker.

If a team member is summoned to respond to an emergency during working hours, the team member must notify the Human Resources Department as soon as possible. Additionally, the Company may require appropriate written confirmation of the team member's call to emergency service. The Company reserves the right, in its discretion, to deny such leave if the team member is essential to the operation of the daily business.

Access to Personnel Files

Upon request, once a year, current employees may inspect their own personnel records at a mutually agreeable time, on Company premises and in the presence of a Company official. Employees will be permitted to inspect and obtain a copy of their personnel records. Personnel records, for purposes of this policy, include documents or records regarding the employee's qualification for employment, promotion, additional compensation, termination, or other disciplinary actions. Personnel records, for purposes of this policy, do not include documents or

records that: (1) are required to be placed or maintained in a separate file from the regular personnel file by federal or state law; (2) pertain to confidential reports from previous employers; (3) pertain to an active criminal investigation or disciplinary investigation by the Company; (4) pertain to an active investigation by a regulatory agency; or (5) identify any person who, in the sole discretion of the Company, made a confidential accusation against the employee.

Similarly, upon request, former employees may make one inspection of their personnel file following termination of employment unless otherwise required by law. For more information, contact Human Resources.

Alcohol and Drug Policy

In addition to the provisions of the Alcohol and Drug Policy in the Company's Employee Handbook, please note that although the state has legalized the use of marijuana, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in disciplinary action, up to and including immediate termination.

EMPLOYEE ACKNOWLEDGMENT AND AGREEMENT

By signing below, I acknowledge that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) (“Company”) Employee Handbook and I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook or Colorado Addendum creates or is intended to create a promise or representation of continued employment or any other contractual rights or obligations, and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both the Company and I have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by the **President** of the Company.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Signature

Print Full Name

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

**EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF COLORADO OVERTIME AND
MINIMUM PAY STANDARDS ORDER**

By signing below, I acknowledge that I have received a copy of the current Colorado Overtime & Minimum Pay Standards Order (“COMPS Order”).

I acknowledge that nothing in the COMPS Order creates or is intended to create a promise or representation of continued employment or any other contractual rights or obligations, and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both the Company and I have the right to terminate my employment at any time, with or without cause or notice.

By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated.

**MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE BEEN
PROVIDED, READ AND UNDERSTAND THE COMPS ORDER.**

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND
THE COMPS ORDER.**

Signature

Print Full Name

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE



Colorado Minimum Wage: \$13.65/hour, or \$10.63 for Tipped Employees, in 2023 (Rule 3)

- The minimum wage is adjusted each year for inflation, so the above amounts are for only 2023
- All employees must be paid at least the minimum wage (unless exempt in Rule 2), whether paid hourly or another way (salary, commission, piecework, etc.), except unemancipated minors can be paid 15% under full minimum wage
- Use the highest standard if other labor laws also apply, such as Denver's minimum wage (\$17.29 in 2023)

Overtime: 1½ times regular pay rates for hours over 40 weekly, 12 daily, or 12 consecutive (Rule 4)

- Overtime is required *each* week over 40 hours, or day over 12, even if 2 or more weeks or days *average* fewer hours
- Employers cannot provide time off ("comp time") instead of time-and-a-half premium pay for overtime hours
- Key variances/exemptions (all are detailed in Rules 2.3-2.4):
 - Modified overtime in a small number of health care jobs; exemption for certain heavy vehicle drivers
 - No 40-hour weekly overtime in downhill ski/snowboard jobs (but 56-hour overtime for many under federal law)
 - Agriculture, as of 11/1/22: overtime after 60 hours; half-hour paid break in days over 12 hours, extra pay if over 15

Meal Periods: 30 minutes uninterrupted and duty-free, for shifts over 5 hours (Rule 1.9)

- Can be unpaid, but only if employees are completely relieved of all duties, and allowed to pursue personal activities
- If work makes uninterrupted meal periods impractical, eating on-duty must be permitted, and the time must be paid
- To the extent practical, meal periods must be at least 1 hour after starting and 1 hour before ending shifts

Rest Periods: 10 minutes, paid, every 4 hours (Rule 5.2)

#Work Hours:	Up to 2	>2, up to 6	≥6, up to 10	>10, up to 14	>14, up to 18	>18, up to 22	>22
#Rest Periods:	0	1	2	3	4	5	6

- Need not be off-site, but must not include work, and should be in the middle of the 4 hours to the extent practical
- Rest periods are time worked for minimum wage and overtime purposes, and if employers do not authorize and permit rest periods, they must pay extra for time that would have been rest periods, including for non-hourly-paid employees
- Key variances/exemptions:
 - In some circumstances, 10-minute rest periods can be divided into two of 5 minutes (Rule 5.2.1)
 - Agriculture: certain work requires more breaks; other is exempt (Rule 2.3, & Agricultural Labor Conditions Rules)

Time Worked: Pay for time employers allow performing labor/service for their benefit (Rule 1.9)

- All time on-premises, on duty, or at workplaces (but not just letting off-duty employees be on-premises), including:
 - putting on/removing work clothes/gear (but not clothes worn outside work), cleanup/setup, or other off-clock duty,
 - waiting for assignments at work, or receiving or sharing work-related information,
 - security/safety screening, or clocking/checking in or out, or
 - waiting for any of the above tasks.
- Travel for employer benefit is time worked; normal home/work travel is not (details in Rule 1.9.2)
- Sleep time, if sufficiently uninterrupted and lengthy, can be excluded in certain situations (details in Rule 1.9.3)

Deductions, Credits, Charges, & Withheld Pay (Rule 6, and Article 4 of C.R.S. Title 8)

- Final pay: Owed promptly (if a termination by employer) or at next pay date (if employee resigned)
- Vacation pay: Departing employees must be paid all accrued and unused vacation pay, including paid time off usable for vacation, without deducting or declaring forfeiture based on cause for termination, lack of resignation notice, etc.
- Deductions from pay: Allowed if listed below or in C.R.S. 8-4-105 (including deductions required by law, in a written agreement for the benefit of the employee, for theft in a police report, or for property loss after audit/notice)
- Tip credits: Employers can pay up to \$3.02 under minimum wage (\$10.63 in 2023, or \$14.27 in Denver), if: (a) tips (not mandatory service charges) raise pay to full minimum, & (b) tips aren't diverted to non-tipped staff/owners
- Meal credits/deductions: Allowed for the cost or value (without employer profit) of voluntarily accepted meals
- Lodging credits/deductions: Allowed if housing is voluntarily accepted by the employee, primarily for the employee's (not the employer's) benefit, recorded in writing, and limited to \$25 or \$100 per week (based on housing type)
- Uniforms: Must be provided at no cost unless they are ordinary clothes without special material or design; employers must pay for any special cleaning required, and cannot require deposits or deduct for ordinary wear and tear

Exemptions from COMPS (Rule 2.2 lists all; key exemptions are below)

- Executives/supervisors, administrators, and professionals paid at least a salary (not hourly wages) of \$50,000 in 2023 (\$55,000 in 2024, then inflation-adjusted), except \$31.41/hour for highly technical computer work
- Other highly compensated, non-manual-labor employees paid at least 2.25 the above salary (\$112,500 in 2023)
- 20% owners, or at a nonprofit the highest-paid/highest-ranked employee, if actively engaged in management
- Various (not all) types of salespersons, taxi drivers, camp/outdoor education field staff, or property managers

Record-Keeping & Notices of Rights (Rule 7)

- Employers must give all employees (and keep for three years) pay statements that include time worked, pay rate (including any tips and credits), and total pay
- This year's poster must be displayed where easily accessible, or if not practical (such as for remote workers), provided within one month of beginning work and when employees request a copy
- Employers must include a copy of this poster, or a COMPS Order, in any employment handbook or manual
- Violation of notice of rights rules (posting or distribution), including by providing information undercutting this poster, may yield fines and/or ineligibility for employee-specific credits, deductions, or exemptions in COMPS

Complaint & Anti-Retaliation Rights (Rule 8)

- Employees can send the Division (contact info below) complaints or tips about violations, or file lawsuits in court
- Employers cannot retaliate against, or interfere with, employees exercising their rights
- Anonymous tips are accepted; anonymity or confidentiality are protected if requested (Wage Protection Rule 4.7)
- Owners and other individuals with control over work may be liable for certain violations — not just the business, even if the business is a corporation, partnership, or other entity separate from its owner(s) (Rule 1.6)
- Immigration status is irrelevant to these labor rights: the Division will not ask or report status in investigations or rulings, and it is illegal for anyone to use immigration status to interfere with these rights (Wage Protection Rule 4.8)

This Poster is a summary and cannot be relied on as complete labor law information. For all rules, fact sheets, translations, questions, or complaints, contact:
DIVISION OF LABOR STANDARDS & STATISTICS, ColoradoLaborLaw.gov, cdle_labor_standards@state.co.us, 303-318-8441 / 888-390-7936

Connecticut Addendum

Introduction

This addendum is applicable only to employees working in the state of Connecticut and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Connecticut Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Connecticut Addendum, please do not hesitate to discuss your questions with Human Resources Department.

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Connecticut law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to race (including traits historically associated with race, such as hair texture and protective hairstyles, like wigs, headwraps, braids, cornrows, locks, Bantu knots, afros and twists), religion, religious creed, color, sex, sexual orientation, gender identity or expression, age, national origin, ancestry, learning disability, intellectual disability, physical disability, mental disability, veteran status, child-bearing capacity, pregnancy (including childbirth or a related condition including, but not limited to, lactation), citizenship status, service member status, marital status, prior criminal record, off-duty smoking or tobacco usage, status as a medical marijuana patient or caregiver, housing status, status as a victim of domestic violence, declining to attend a meeting or participate in communications regarding religious or political matters that are not required by law, or any other protected status in accordance with applicable federal, state, or local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Connecticut law, the Company strictly prohibits all forms of unlawful harassment in our workplace, which includes harassment on the basis of race (including traits historically associated with race, such as hair texture and protective hairstyles, like wigs, headwraps, braids, cornrows, locks, Bantu knots, afros and twists), religion, religious creed, color, sex, sexual orientation, gender identity or expression, age, national origin, ancestry, learning disability, intellectual disability, physical disability, mental disability, veteran status, child-bearing capacity, pregnancy (including

childbirth or a related condition including, but not limited to, lactation), citizenship status, service member status, marital status, prior criminal record, off-duty smoking or tobacco usage, status as a medical marijuana patient or caregiver, housing status, status as a victim of domestic violence, declining to attend a meeting or participate in communications regarding religious or political matters that are not required by law, or any other protected status in accordance with applicable federal, state, or local laws.

Violation of this policy will result in disciplinary action, up to and including immediate termination.

The Company's policy against unlawful harassment, discrimination and retaliation applies to all applicants and employees, including supervisors and managers. The Company prohibits all employees from harassing co-workers as well as the Company's customers, vendors, suppliers and others doing business with the Company. The Company likewise prohibits its customers, vendors, suppliers and others doing business with the Company from harassing, discriminating or retaliating against our managers, supervisors and employees.

The term "workplace" extends to when employees are on Company premises, at a Company-sponsored off-site event, traveling on behalf of the Company, or conducting Company business, regardless of the location of work. This policy applies to social affairs, functions, events, travel, tradeshow and similar gatherings, whether on or off Company site(s), at any time.

Sexual harassment is illegal and prohibited by state and federal law pursuant to the Connecticut Discrimination Employment Practices Act, Conn. Gen. Stat. § 46a-60(a)(8) and Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, *et seq.* State law defines sexual harassment to include instances where an employee is subjected to any unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the employee; or (3) such conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

At a minimum, the term "sexual harassment" includes, but is not limited to:

- Unwelcome sexual advances;
- Making suggestive or lewd remarks about an individual's appearance, body, anatomy, or style of dress;
- Inappropriate or offensive touching, including unwanted hugs, touches, kisses or brushing up against someone (regardless of the gender of the individuals involved) ;
- Requests for sexual favors;
- Displaying, derogatory or pornographic images, cartoons, graffiti or drawings on computers, emails, cell phones, bulletin boards, etc.;
- Making sexist remarks or derogatory comments based on gender;
- Other conduct which has the purpose or effect of unreasonably interfering with an individual's performance or which has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

In addition to those examples listed above, further examples of prohibited sexual harassment include harassment based on gender, transgender, gender identity and sexual orientation. By way of illustration only, and not limitation, some examples of such behavior include:

- References concerning an individual's characteristics such as pitch of voice, anatomy, facial hair or the size or shape of a person's body, including remarks that a male is too feminine, or a female is too masculine;
- Intentionally and repeatedly referring to an individual by a pronoun inconsistent with their gender identity or expression; or
- Physical or verbal abuse concerning an individual's actual sex or the perception of the individual's sex.

It is further unlawful to retaliate against any individual for filing a complaint or cooperating in an investigation of sexual harassment.

All members of management are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with any member of management, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to one of the individual(s) listed below:

1. First, discuss any concern with your supervisor.
2. If you are not satisfied after you speak with your supervisor, or if you feel that you cannot speak to your supervisor, discuss your concern with your department leader or head of department.
3. If you are not satisfied after you speak with your department leader, or if you feel you cannot speak to your department leader, speak to a member of the Human Resources team.
4. If at any time you feel the need to speak to other members of management, you may contact the Senior Managing Director.

If an employee makes a report to any person listed above and that person either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other persons on the list above. You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We are serious about enforcing our policy against harassment. We will investigate the report and then take prompt, appropriate remedial action. The Company will protect the confidentiality of employees reporting suspected violations, to the extent possible, consistent with our investigation. Persons who violate this or any other Company policy will be subject to discipline, up to and including immediate termination, and may also be subject to civil and/or criminal penalties.

Employees who report a potential violation of this policy or anti-discrimination policies outlined within the Company's Handbook and are dissatisfied with the resolution of their concern, can file a complaint with the Connecticut Commission on Human Rights and Opportunities ("Commission") at 25 Sigourney Street, Hartford, Connecticut 06106, Telephone Number: (860) 541-3400, TDD Number: (860) 541-3459, or Connecticut Toll Free Number: 1 (800) 477-5737. Connecticut law requires that a formal written complaint be filed with the Commission within 180 days of the date when the alleged harassment occurred. If the Commission determines that an unlawful action has occurred, the victim may seek one or more of the following remedies: a cease and desist order, back pay, compensatory damages, hiring, promotion or reinstatement.

Please see Human Resources if you have any questions.

Meal Periods

Employees who work seven and one half (7.5) or more hours in a day are required to take a thirty (30) minute duty-free meal period. The meal period must take place after the first two hours of work and before the last two hours of work. Employees are completely relieved of their job responsibilities during their meal periods. Non-exempt employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

Overtime

Employees covered by the Connecticut Overtime Law and eligible for overtime shall be paid time and one-half of the regular rate of pay for any work in excess of forty (40) hours per workweek.

Paid Time Off

When an employee departs from the Company, the Company will pay out any accrued and unused paid time off in the employee's paid time off bank as of the date of separation. All other provisions of the Company's paid time off policy, as stated in the Employee Handbook, apply.

Connecticut Family and Medical Leave

The Company provides eligible employees with up to twelve (12) workweeks of unpaid leave during a twelve (12) month period, for qualifying family and medical leave purposes.

Eligibility

To be eligible, employees must have completed at least three (3) consecutive months of employment with the Company immediately preceding leave.

Qualifying Reasons for Leave

Leave may be taken for any of the following reasons:

- The birth, adoption, or placement of a son or daughter for foster care (including care/bonding time);
- To care for the serious health condition of a family member;
- The serious health condition of the employee;
- To serve as an organ or bone marrow donor;
- To handle any qualifying exigencies arising out of the fact that the employee's spouse, son, daughter or parent is on active duty or has been notified of an impending call or order to active duty in the armed forces; or
- Any other reason allowed by law.

Employees may take up to an additional two (2) weeks of leave during the 12-month period for a serious health condition resulting in incapacitation that occurs during a pregnancy.

Definitions

As used in this policy, the following definitions apply:

“Family member” means a spouse, sibling, son or daughter, grandparent, grandchild, parent, parent-in-law, or an individual related to the employee by blood or affinity whose close association with the employees shows to be the equivalent of those family relationships.

“Grandchild” and “grandparent” include those grandparents/grandchildren related to the employee by blood, marriage, adoption, or foster care.

“Serious health condition” means an illness, injury, impairment or physical or mental condition that involves (a) inpatient care in a hospital, hospice, nursing home or residential medical care facility; or (b) continuing treatment, including outpatient treatment, by a health care provider.

“Sibling” includes siblings related to the employee by blood, marriage, adoption, or foster care.

“Parent” means a biological parent, foster parent, adoptive parent, stepparent, parent-in-law, or legal guardian of an eligible employee or an eligible employee's spouse, an individual standing in

loco parentis to an eligible employee or an individual who stood in loco parentis to the eligible employee when the employee was a child.

“Son or daughter” means a biological, adopted or foster child, stepchild, legal ward, or, in the alternative, a child of a person standing in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a child.

Definition of the 12-Month Period

The 12-month period is based on a rolling 12-month period measured backward from the employee’s first day of leave.

Intermittent Leave

Leave may be taken intermittently or on a reduced leave schedule when medically necessary. If intermittent leave is provided and where leave is foreseeable, the Company may require the employee to transfer temporarily to an available alternative position for which the employee is qualified, equivalent in pay and benefits, and which better accommodates the intermittent leave. Leave taken for the birth, adoption, or placement of a son or daughter for foster care may not be taken intermittently, unless otherwise approved by the Company.

Requesting and Scheduling Leave

Where the need for leave is foreseeable, the employee must provide at least thirty (30) days’ advance notice of their need for leave. Where the need for leave is not foreseeable or if thirty (30) days advance notice is not possible, then the employee must provide notice as soon as practicable. Employees should make reasonable efforts to schedule leave so as not to unduly disrupt the operations of the Company.

If both spouses are employed by the Company and leave is requested for the birth, adoption, or placement of a child for foster care or to care for a parent with a serious health condition, the aggregate number of workweeks which they can receive are twelve (12) workweeks during the 12-month period.

The Company may request certification from a health care provider documenting your need for leave and expected date of return to work. The Company may require recertification on a reasonable basis no more than once during a thirty (30) day period. Failure to provide medical certification in the manner specified by law, may result in delay or denial of leave, where applicable and allowed by law.

Compensation

Leave provided under this policy will be unpaid. However, employees may (but are not required) to exhaust all accrued paid leave under this policy, but are permitted to retain up to two (2) weeks of accrued paid leave. Employees may apply for wage replacement benefits through the

Connecticut Family and Medical Leave Insurance Program. *Please see that policy for more information.*

Reinstatement

Upon return from leave, consistent with applicable law and/or our business conditions, the employee will be returned to the same or equivalent position held prior to their leave. If upon return, the employee is unable to perform their original job due to their medical condition, the Company will attempt to transfer such employee to a position suitable for the employee's condition, if such work is available.

Military Caregiver Leave

An eligible employee may take up to twenty-six (26) weeks of unpaid leave in a 12-month period to care for a spouse, son or daughter, parent, or next of kin who is a current member of the U.S. armed forces, National Guard or the military reserves and who suffers an illness or injury in the line of duty. Leave may be used to care for the individual, where they are:

- Undergoing medical treatment, recuperation, or therapy;
- Otherwise in outpatient status; or
- On the temporary disability retired list for a serious injury or illness incurred in the line of duty.

The 12-month period begins to run from the first date leave is taken. If both spouses work for the Company, the total number of workweeks they may receive is twenty-six (26) weeks of leave in a 12-month period.

Leave may be taken intermittently or on a reduced leave schedule when medically necessary. If intermittent leave is provided and where leave is foreseeable, the Company may require the employee to transfer temporarily to an available alternative position for which the employee is qualified, equivalent in pay and benefits, and which better accommodates the intermittent leave.

For purposes of Military Caregiver Leave, "next of kin" means the armed forces member's nearest blood relative, other than the covered armed forces member's spouse, parent, son or daughter, determined in the order identified by applicable law.

For purposes of Military Caregiver Leave, "son or daughter" means a biological, adopted or foster child, stepchild, legal ward or child for whom the eligible employee or armed forces member stood in loco parentis and who is any age.

Where the need for leave is foreseeable, the employee must provide at least thirty (30) days' advance notice of their need for leave. Where leave is not foreseeable or if thirty (30) days advance notice is not possible, the employee must provide notice as soon as practicable. Employees should

make reasonable efforts to schedule leave so as not to unduly disrupt the operations of the Company.

The Company may request certification from a healthcare provider documenting the need for leave and your expected date of return.

Interaction with Other Leaves

This leave may run concurrently with leave taken pursuant to the FMLA and/or any other leave permitted by law. Leave does not run concurrently with certain workers' compensation provisions.

Prohibition Against Discrimination or Retaliation

The Connecticut Family and Medical Leave Act (“Act”) makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under the Act, or discharge or discriminate against any person for opposing any practice made unlawful by Act or for involvement in any proceeding under or relating to Act. Retaliation by any employer against an employee for requesting, applying for or using family and medical leave for which the employee is eligible is prohibited by law.

While the Company encourages you to bring any concerns or complaints about compliance with the Act to the attention of Human Resources Department, the Act requires us to notify you that you have a right to file a complaint with the Connecticut Labor Commissioner for any violation of the Act.

Questions

If you have questions regarding eligibility or benefits offered under this policy, please contact the Human Resources Department.

Connecticut Paid Leave Program

The Connecticut Paid Family and Medical Leave Program (also referred to as Connecticut Family and Medical Leave Insurance) provides eligible employees with partial wage replacement benefits, while the employee is on leave for any qualifying reason under the Connecticut Family and Medical Leave, including for Military Caregiver Leave. Premiums for Connecticut Family and Medical Leave Insurance are fully-funded through employee payroll deductions, as authorized by law.

Wage Replacement

Eligible employees will receive up to twelve (12) weeks of wage-replacement benefits per 12-month period; except that employees with serious health conditions resulting in incapacitation occurring during pregnancy, may receive an additional two (2) weeks of benefits. The amount of wage replacement benefits employees receive is based on a percentage of the employee’s weekly earnings, as specified by law.

Eligibility

To be eligible, employees must have met minimum earning requirements, as specified by law, and must either be presently employed by the Company or have been employed with the Company in the previous twelve (12) weeks. Where both spouses are employed by the Company, each spouse will be eligible for up to twelve (12) weeks of compensation, in a 12-month period.

Definition of the 12-Month Period

The 12-month period is as defined in our Connecticut Family and Medical Leave policy. Please see our Connecticut Family and Medical Leave policy for additional details.

Requesting Benefits

Employees must submit their request for benefits to the state, along with medical certification of the employee's need for leave.

Interaction with Other Leaves

Employees may elect, or the Company may require employees to use vacation, sick leave, or other paid time off to run concurrent with benefits provided under this policy, such that the employee receives up to 100% of their regular compensation while on leave. In no event will an employee receive a combined total of more than 100% of the employee's regular rate of compensation.

Prohibition Against Discrimination or Retaliation

The Connecticut Family and Medical Leave Act ("Act") makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under the Act, or discharge or discriminate against any person for opposing any practice made unlawful by Act or for involvement in any proceeding under or relating to Act. Retaliation by any employer against an employee for requesting, applying for or using family and medical leave for which the employee is eligible is prohibited by law.

While the Company encourages you to bring any concerns or complaints about compliance with the Act to the attention of Human Resources Department, the Act requires us to notify you that you have a right to file a complaint with the Labor Commissioner for any violation of the Act.

Questions

If you have questions, please contact Human Resources Department.

Elected Official Leave

The Company will grant unpaid leave of absence to employees who accept a full-time elective municipal or state office position. The leave will be granted for no more than two (2) consecutive

terms of office. Employees must give the Company written notice of their candidacy for a full-time municipal or state office within thirty (30) days of their nomination for office. Employees who reapply for their original position at the end of their leave will be reinstated to their original position, or a similar position with equivalent pay, seniority, retirement and fringe benefits.

Training and Education Assistance

The Company provides periodic in-house training programs for qualified employees. In addition, regular, full-time employees may be considered to attend training programs that will benefit the Company or enable them to improve their job proficiency with the Company. Financial assistance for such training programs is provided at the discretion of the Company and may include tuition, books and supplies.

Advance approval by Human Resources is required before beginning any training program. Reimbursement is paid upon successful completion of any pre-approved program. From time to time, Human Resources may impose other requirements or conditions for receiving this benefit.

Voting Leave

Our Company believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee whose work schedule does not provide them three (3) or more hours between the opening of the polls and the close of the polls during which the employee is not required to be on the job, will be granted up to two (2) hours of unpaid time off to vote.

Please notify your supervisor of the need for voting leave at least two (2) workdays in advance of the election. The Company may select the hours you are excused to vote. Upon return from leave, the Company may require you to provide proof of having voted, such as a voting sticker.

Exempt employees may be provided time off with pay for any of the above-described leaves when necessary to comply with state and federal wage and hour laws.

Jury Duty

Employees who receive a call to jury duty should notify their supervisor or Human Resources immediately and provide a copy of the summons so that the Company may plan its work with as little disruption as possible.

Employees who have completed at least ninety (90) days of employment and who regularly work thirty (30) hours or more each week, who are summoned for jury duty, will receive their regular wages for the first five (5) days of jury duty leave. Thereafter, employees will be granted unpaid leave to serve. All other employees summoned for jury duty will be granted unpaid jury duty leave.

The Company expects you return to your job if you are excused from jury duty during your regular working hours. However, an employee who has served eight (8) hours of jury duty in any one day will not be required to return to work that same day.

Employees will receive a Juror Service Certificate at the end of jury duty service. An employee must submit a copy of this certificate to the employee's supervisor upon return to work.

Civil Air Patrol Leave

The Company does not discriminate against members of the civil air patrol. Any employee who is a member of the civil air patrol will be provided unpaid leave to:

- Respond as a member of the civil air patrol to an emergency declared by the Governor or the President of the United States;
- Respond as a member of the civil air patrol to a request for assistance in an emergency, natural disaster or life-threatening event at the request of the United States Air Force or Coast Guard, the Department of Emergency Services and Public Protection, the Division of Emergency Management and Homeland Security within the Department of Emergency Services and Public Protection, the state police or a local police department in the state;
- Participate as a member of the civil air patrol in required emergency services training programs and exercises.

As used in this policy, "civil air patrol" means the civilian auxiliary of the United States Air Force.

Please let the Company know if you are a civil air patrol member who may be called to participate in training or to serve in an emergency, natural disaster or life-threatening event, as soon as possible. Employees seeking leave pursuant to this policy must provide as much advance notice as possible. The Company may require written verification supporting the employee's need for leave.

Domestic Violence Leave

The Company does not discriminate against employees based on their status as a victim of domestic violence.

Any employee who is a victim of domestic violence can request reasonable unpaid leave to:

1. Seek attention for injuries caused by domestic violence, including for a child who is a victim of domestic violence, provided the employee is not the perpetrator of the domestic violence against the child;
2. Obtain services including safety planning from a domestic violence agency or rape crisis center, as defined by law, as a result of domestic violence;
3. Obtain psychological counseling related to an incident or incidents of domestic violence, including for a child who is a victim of domestic violence, provided the employee is not the perpetrator of the domestic violence against the child;
4. Take other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or
5. Obtain legal services, assisting in the prosecution of the offense, or otherwise participate in legal proceedings in relation to the incident or incidents of domestic violence.

The Company may request certification supporting an employee's need for leave, including but not limited to: (i) a police report indicating that the employee or the employee's child was a victim of domestic violence; (ii) a court order protecting or separating the employee or employee's child from the perpetrator of an act of domestic violence; (iii) other evidence from the court or prosecuting attorney that the employee appeared in court; (iv) documentation from a medical professional, domestic violence counselor or other health care provider, that the employee or the employee's child was receiving services, counseling or treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence; or (v) any other documentation allowed by law.

For employees who have a physical or mental disability resulting from domestic violence, such employees will be treated in the same manner as other employees with disabilities. Please see our reasonable accommodation policy for additional information.

The Company will maintain any information relating to domestic violence, confidential, to the extent required by law.

Victims of Crime, Court Attendance and Witness Leave

The Company provides necessary unpaid leave to employees who are victims of a crime or are required to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify their supervisor immediately so that the Company may plan its work with as little disruption as possible. The Company reserves the right to require employees to provide proof of the need to attend the proceedings to the extent authorized by law.

This leave is generally unpaid; however, employees will be paid if the subpoena covers testimony (1) on behalf of or against of the Company; or (2) concerning a work-related incident involving employees.

In addition, exempt employees who work any portion of a workweek in which they also take witness leave will receive their full salary for that workweek. Employees may opt to use any available paid time off in place of unpaid leave.

This policy does not extend leave to employees seeking leave because the employee has committed or are alleged to have committed a criminal act.

The employee is expected to return to work if excused from the legal proceedings during regular working hours or released from the legal proceeding earlier than expected.

Retaliation for an employee taking leave permitted under this policy is strictly prohibited. An employee who abuses this policy will be subject to disciplinary action, up to and including termination of employment.

Employees should contact Human Resources Department if they have any questions regarding this policy.

Volunteer First Responder Leave

The Company provides unpaid leave to employees who serve as volunteer firefighters or members of a volunteer ambulance service to respond to an emergency call received prior to, or during, the employee's regular hours of work.

To be eligible for leave under this policy, employees must:

- submit to the Company a written statement signed by the chief of the volunteer fire department or the medical director or chief administrator of the ambulance service or company, no later than thirty (30) days after the date on which the employee is certified as a volunteer, notifying the Company of the employee's status as a volunteer;
- make every effort to notify the Company that they may need to report to work late or be absent from work to respond to an emergency fire or ambulance call prior to or during their regular hours of work;
- when necessary, submit to the Company a written statement signed by the chief of the volunteer fire department or the medical director or chief administrator of the volunteer

ambulance service or company, providing a reasonable explanation for an employee's inability to provide prior notification of a late arrival to, or an absence from, work to respond to an emergency fire or ambulance call;

- submit a written statement from the chief of the volunteer fire department or the medical director or chief administrator of the volunteer ambulance service verifying that the employee responded to a fire or ambulance call and specifying the date, time and duration of such response; and
- promptly notify the Company of any change to the employee's status as a volunteer firefighter or member of a volunteer ambulance service, including, the termination of such status.

Employees should contact VP, Human Resources Department if they have any questions regarding this policy.

Lactation Breaks

The Company will provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid in accordance with state law.

The Company also will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, other than a toilet stall, where the employee can express milk in private. Except where doing so would result in an undue hardship on the business, the location will be free from intrusion and shielded from the public while the employee is expressing breast milk; include or be situated near a refrigerator or employee-provided portable storage device in which the employee can store their breast milk; and include access to an electrical outlet.

The Company will not discriminate or retaliate against any employee for exercising their lactation break rights consistent with applicable law.

Pregnancy Accommodation

The Company will provide reasonable accommodations to female employees for pregnancy, childbirth or related medical conditions (including, but not limited to lactation), to the extent the accommodation can be made without imposing an undue hardship on the business. The Company will not discriminate or retaliate against an employee because the employee requests or uses a reasonable accommodation.

When an employee requests a reasonable accommodation, the Company will explore with the employee the possible means of providing a reasonable accommodation, which may include, but is not limited to:

- Being permitted to sit while working;
- More frequent or longer breaks;
- Modifying policies prohibiting food or drinks while working;
- Periodic rest;
- Assistance with manual labor;
- Assistive equipment, such as a stool, chair, or assistive lifting equipment;
- Job restructuring;
- Light duty assignments;
- Modified work schedules;
- Modified dress code or uniform requirements;
- Moving a workstation to permit the movement or stretching of extremities, or to be closer to a bathroom;
- Temporary transfers to less strenuous or hazardous work;
- Time off to attend pre-natal or post-natal appointments;
- Break time and appropriate facilities for expressing breast milk.

In addition, employees may be granted a reasonable leave of absence due to a pregnancy-related disability. An employee returning from leave will be reinstated to their original position with equivalent pay and accumulated seniority, retirement and fringe benefits, unless the Company's circumstances have changed such that reinstatement is impossible or unreasonable.

Likewise, employees who are pregnant and reasonably believe that continuing to work in their present position may cause injury to themselves or their fetus, may request a temporary transfer to another position. After giving the Company written notice and request for transfer, the Company will make a reasonable effort to transfer the employee to a suitable temporary position, if one is available. Employees may appeal any such transfer to the Connecticut Commission on Human Rights and Opportunities (CHRO).

The Company may require the employee provide medical certification from the employee's physician to determine an appropriate accommodation.

If an employee needs a reasonable accommodation, the employee should notify her supervisor of the need for an accommodation. The Company will engage in a timely, good faith, discussion with the employee to investigate the request, and to the extent possible, attempt to reasonably accommodate the employee.

If leave is provided as a reasonable accommodation, such leave may run concurrent with leave provided under the Family and Medical Leave Act and/or any other leave permitted by state and federal law. Additionally, employees may use any accrued paid leave when taking leave time under this policy. For more information regarding this leave, contact Human Resources.

Alcohol and Drug Policy

In addition to the provisions of the Alcohol and Drug Policy in the Company's Employee Handbook, please note that although the state has legalized the use of marijuana for medical and/or

recreational purposes, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

Access to Personnel Files

Upon written request, current employees may inspect and obtain a copy of their own personnel files during regular business hours up to two (2) times each year on Company premises and in the presence of a Company representative. The Company will permit inspection within seven (7) business days after receipt of the request.

Upon written request, former employees may inspect and obtain a copy of their own personnel files during regular business hours at a mutually agreeable location for up to one (1) year after termination. The Company will permit inspection within ten (10) business days after receipt of the request. If the former employee and the Company cannot agree upon a location, the Company will mail a copy of the file no later than ten (10) business days after receipt of the request.

Inspection includes relevant employment information, with the exceptions of medical records, references from third parties, and certain other documents as allowed by state law. If an employee disagrees with information in his or her personnel file he or she may request to have such information removed or changed if the Company agrees, or an employee may file a statement explaining his or her position.

The Company will provide an employee with a copy of any disciplinary documentation imposed upon them within one (1) business day after the date of the action. The Company will provide an employee, immediately upon termination of employment, a copy of any documented notice related to the termination.

Any documented disciplinary action, performance evaluation, or termination notice will include a notice reminding the employee that one can submit a written statement explaining the employee's position. The statement will be maintained in the employee's personnel file and will accompany any disclosure of the records made to a third party.

Upon written request, the Company will permit the inspection of an employee's medical records during regular business hours on or reasonably near the Company's premises by a physician chosen by the employee or by a physician chosen by the Company with the employee's consent. For more information, contact Human Resources Department.

Wage Disclosure Protection

The Company is committed to equal employment opportunity in all employment practices, including but not limited to compensation. In furtherance of its commitment, the Company does not prohibit an employee from inquiring about, disclosing, comparing or otherwise discussing the employee's wages or the wages of another employee. The Company does not require nondisclosure of an employee's wages as a condition of employment and will not require an employee to sign any contract, waiver or document to the contrary.

Further, the Company will not take an discriminate or retaliate against an employee who discusses or discloses the amount of their wages or the wages of another employee, where such wages have been voluntarily disclosed. Similarly, the Company does not prohibit any employee from inquiring about the wages of another employee and will not require an employee to sign a waiver or other document denying them such right. The Company also will not discriminate or retaliate against any employee who inquires about the wages of another employee. Nothing, however, requires the Company to disclose the amount of wages paid to another employee.

The Company will not inquire or direct a third-party to inquire about an applicant's wage or salary history unless such applicant has voluntarily disclosed such information; the only exception to this will be where applicable law specifically authorizes disclosure. The Company may, however, inquire about other elements of an applicant's compensation structure, to the extent consistent with applicable law.

The Company will provide applicants with wage range information for any position for which the applicant is applying either upon request or prior to or at the time the applicant is made an offer of compensation, whichever is earlier. Similarly, the Company will provide any employee the wage range information for the employee's position either upon hire, a change of the employee's position or the employee's request, whichever is earlier.

Nothing in this policy will be construed to permit an employee with job responsibilities that require or allow the employee access to other employees' wage or salary information from disclosing that information, unless the person is under a legal obligation to furnish the information and/or has obtained written consent from the employee whose information is requested or sought.

Social Security Number Privacy and Protection of Personal Information

To ensure to the extent practicable the confidentiality of employees' Social Security Numbers (SSNs), no employee may acquire, disclose, transfer, or unlawfully use the SSN of any employee, except in accordance with this policy. The release of employee SSNs to external parties is prohibited, except where required by law. Internal access to employee SSNs is restricted to employees with a legitimate business need for the information.

Except where permitted by applicable law, the Company will not:

- Publicly display all or more than four (4) sequential digits of an employee's SSN.
- Use all or more than four (4) sequential digits of an employee's SSN as the primary account number for an individual.
- Visibly print all or more than four (4) sequential digits of an employee's SSN on any identification badge or card.
- Require an individual to use or transmit all or more than four (4) sequential digits of their SSN to gain access to an internet web site, or computer system, or network unless the connection is secure, the transmission is encrypted, or a password, or unique PIN is also required to gain access.

- Include all or more than four (4) sequential digits of an employee's SSN in or on any document or information mailed or otherwise sent to an individual if it is visible on or without manipulation from outside the envelope or packaging.
- Include all or more than four (4) sequential digits of an employee's SSN in any document or information mailed to a person.

Employee SSNs may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with applicable laws. Any documents that include employee SSNs and are to be discarded must be shredded. Violation of this policy will result in disciplinary action up to and including discharge.

This policy will not be enforced to prevent employees from discussing their wages or other terms of employment with each other or third parties.

State-Sponsored Retirement Program

The state has established a retirement program allowing eligible employees to enroll in a state sponsored Individual Retirement Arrangement program. This program allows eligible employees a tax-leveraged means of supplementing their retirement planning. Administration of this plan is funded entirely by employee contributions.

The Company will provide employees with additional information regarding the program. For more information, contact Human Resources Department.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Connecticut Addendum to the Employee Handbook and I will familiarize myself with its contents.

I acknowledge that nothing in the Connecticut Addendum to the Employee Handbook creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by a member of the Executive Committee.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

District of Columbia Addendum

Introduction

This addendum is applicable only to employees working in the state of District of Columbia and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the District of Columbia Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the District of Columbia Addendum, please do not hesitate to discuss your questions with the **Human Resources Department**.

District of Columbia Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with District of Columbia law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth, and related conditions, and breastfeeding), age (18 or over), marital status, pregnancy, personal appearance, sexual orientation, gender identity or expression, family responsibilities, familial status, genetic information, disability, use of tobacco or tobacco products, reproductive health decisions, school matriculation, political affiliation, credit information, source of income, place of residence or business, homelessness status, status as unemployed, status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking, participation in a medical cannabis program or lawful use of cannabis outside of work, or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with District of Columbia law, the Company strictly prohibits all forms of unlawful harassment which includes harassment based actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth, and related conditions, and breastfeeding), age (18 or over), marital status, pregnancy, personal appearance, sexual orientation, gender identity or expression, family responsibilities, familial status, genetic information, disability, use of tobacco or tobacco products, reproductive health decisions, school matriculation, political affiliation, credit

information, place of residence or business, homelessness status, status as unemployed, status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking, or participation in a medical cannabis program or legal use of cannabis outside of work, any other protected status in accordance with applicable federal, state and local laws.

As such, further examples of prohibited harassment, in addition to those articulated in the federal handbook, include harassment based on gender, transgender, or sexual orientation. By way of illustration only, and not limitation, some examples of such behavior include:

- Physical or verbal abuse concerning an individual's actual sex or the perception of the individual's sex; and
- Verbal abuse concerning a person's characteristics such as vocal pitch, facial hair or the size or shape of a person's body.

Civic Duties

Voting - Our Company believes that every employee should have the opportunity to vote in any public election. The Company will provide at least two (2) hours of paid voting leave to employees to vote in any election held within the District or in the jurisdiction where the employee is eligible to vote; provided that the employee is scheduled to work during the time leave is requested.

Employees must provide reasonable advance notice of the need for leave. The Company may specify the hours during which leave can be taken. This may include requiring leave to occur during early voting periods instead of actual election day, or to coincide with the beginning or ending of their work schedule. Upon returning from leave, the Company may require you to provide proof of having voted, such as a voting sticker.

The Company will not make deductions from an employee's salary, wages or accrued leave for time taken under this policy. Nor will the Company retaliate against an employee for taking leave consistent with this policy.

Court Attendance and Witness Leave - The Company provides employees with unpaid leave when necessary to attend, prepare for and/or participate in court proceedings when required by law. If you need leave for court attendance and/or you are subpoenaed to appear as a witness, please notify your supervisor immediately so that we can plan our work with as little disruption as possible. We do not pay employees who are subpoenaed to appear as witnesses, unless the witness duty is work-related.

Employees with witness duty must provide their supervisor with a copy of the subpoena. Employees who are released from witness service before the end of their regularly scheduled shift are expected to call their supervisor as soon as possible and report to work if requested.

Emancipation Day Leave

The Company provides one day of unpaid leave on April 16 each year in celebration of the District of Columbia Emancipation Day. Employees requesting leave under this policy should provide a written request to **Human Resources Department** at least ten (10) calendar days in advance.

School Activities Leave

The Company encourages employees to be involved in the education of their children. Employees with school age children (K-12) are eligible for up to twenty-four (24) hours of unpaid leave each year, to participate in school-related activities of their children if they (1) are the natural mother or father of a child, (2) have legal custody of a child or act as a child's guardian, (3) are an aunt, uncle, or grandparent of a child, or (4) are married to or in a domestic partnership with any of the individuals in (1) through (3).

Employees must give the Company at least ten (10) calendar days' advance notice of their desire to take school activities leave, unless the need for leave is not reasonably foreseeable. In lieu of taking unpaid school activities leave, employees may substitute accrued paid time off.

Outside Employment/Non-Compete Agreements

The District of Columbia's Ban on Non-Compete Agreements Amendment Act of 2020 ("Act") limits the use of non-compete agreements. It allows employers to request non-compete agreements from highly compensated employees, as that term is defined in the Ban on Non-Compete Agreements Amendment Act of 2020, under certain conditions. Non-compete agreements include provisions between employer and employees that prohibit the employee from performing work or providing services for pay for another person or operating the employee's own business.

For purposes of this policy, a "highly compensated" employee is an employee who is reasonably expected to earn from the Company in a consecutive 12-month period, compensation greater than or equal to \$150,000; or whose compensation earned from the Company in the consecutive 12-month period preceding the date on which the proposed term of non-competition is to begin, is greater than or equal to \$150,000. The Company will notify you if you are determined to be a highly compensated employee.

The Company will not prohibit any non-highly compensated employee (as that term is defined by law) from being employed by another person, performing work or providing services for pay to another person or operating the employee's own business. Likewise, the Company does not retaliate and will not threaten to retaliate against any employee for refusal to agree to a non-compete provision; alleged failure to comply with a non-compete or a workplace policy prohibited by the Act; asking, informing or complaining about the existence, applicability or validity of a non-compete provision or a workplace policy the employee reasonably believes is prohibited by the Act; or requesting information required to be provided under the Act. Employees are, however, expected to follow the Company's policies prohibiting selling, accessing, and disclosure of Company confidential, proprietary and sensitive information, including but not limited to client and customer lists, and trade secrets, as defined by law.

For more information about the Act, please contact Human Resources. If Human Resources is unable to answer your questions, you may also contact the District of Columbia Department of Employment Services (DOES).

Paid Sick and Safe Leave

For any employee not covered by the PTO policy, the Company will provide those employees paid sick and safe leave (“paid sick leave”). The Paid sick leave that is provided under our Company's other paid leave policies can be used by employees to address needs arising from their or their family members' being victims of certain types of crime.

Employees who work at a District of Columbia location with 24 or fewer employees will accrue paid sick and safe leave (“paid sick leave”) at a rate of not less than 1 hour per every 87 hours worked, up to no fewer than three (3) days per calendar year.

Unused paid leave under this policy will carry forward from year to year, but employees may not take more than the applicable maximum annual accrual amounts of paid leave under this policy during any year.

Paid sick leave may be used by an employee if:

- the employee or his/her family member is sick (resulting from physical or mental illness or injury);
- the employee or his/her family member (child, parent, spouse, domestic partner) needs routine or preventative medical care; or
- the employee or the employee's family member is a victim of stalking, domestic violence, or sexual abuse; provided, that the absence is directly related to social or legal services pertaining to the stalking, domestic violence, or sexual abuse, to:
 - seek medical attention for the employee or the employee's family member to recover from physical or psychological injury or disability caused by domestic violence or sexual abuse;
 - obtain services from a victim services organization;
 - obtain psychological or other counseling;
 - temporarily or permanently relocate;
 - take legal action; or
 - take other actions to enhance the physical, psychological, or economic health or safety of the employee or the employee's family member or to enhance the safety of those who associate or work with the employee

Employees begin accruing paid leave at the beginning of their employment, and may use paid leave for the purposes described in this policy after 90 days of employment with our Company. Additionally, employees who separate from employment and return within one year of separation will have any unused paid leave under this policy reinstated. The Company may require employees who request paid sick leave under this policy for three or more consecutive days to provide reasonable certification of their need for such leave.

Paid leave under this policy may run concurrently with the federal Family Medical Leave Act and/or any other leave, including paid time off, where permitted by applicable law.

For information on this Paid Sick and Safe Leave policy, please contact **Human Resources Department**.

Domestic Violence Leave

The Company does not discriminate or retaliate against employees based on their status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking. The Company will not discriminate or take adverse action against individuals for:

- (1) Attending, participating in, preparing for, or requesting leave to attend, participate in, or prepare for a criminal, civil, or administrative proceeding relating to domestic violence, a sexual offense, or stalking of which the employee or employee's family member was a victim, including meetings with an attorney or law enforcement official.
- (2) Seeking physical or mental health treatment or counseling relating to domestic violence, a sexual offense, or stalking of which the employee or employee's family member was a victim; or
- (3) Where an individual causes a disruption at the employee's workplace or makes a threat to an employee's employment, relating to domestic violence, a sexual offense, or stalking of which the employee or employee's family member was a victim.

The Company will provide reasonable accommodations to any employee who is the victim or whose family member is the victim of domestic violence, a sexual offense, or stalking where necessary to ensure the security and safety of the employee, unless such accommodation would cause undue hardship on the Company. A reasonable accommodation may include a transfer; reassignment; modified schedule; leave; changed work station; changed work telephone or email address; installed lock; assistance in documenting domestic violence, a sexual offense, or stalking occurring in the workplace; or the implementation of another safety procedure in response to actual or threatened domestic violence, a sexual offense or stalking.

Any information provided in connection with an accommodation request under this policy will be maintained confidential, unless otherwise required/allowed by law.

Leave provided under this policy may run concurrent with the Federal Family and Medical Leave Act and/or any other leave allowed by law.

District of Columbia Universal Paid Family Leave Benefits

The Company provides paid family and medical leave benefits to eligible employees. Family and medical leave benefits provide employees with partial wage replacements when they

are unable to work due to family, medical, pre-natal and/or parental needs. Contributions are funded by the Company, based on a percentage of employee wages.

Definitions

As used in this policy, the following definitions apply:

“Covered Employee” means an employee who: (A) spends more than 50% of their work time working for an employer in the District of Columbia; or (B) whose employment for an employer is based in the District of Columbia and who regularly spends a substantial amount of their work time for that employer in the District of Columbia and not more than 50% of their work time in another jurisdiction.

“Family Leave” means leave for the care or companionship of a family member due to the diagnosis or occurrence of a serious health condition.

“Family Member” means a child (biological, adopted, foster, step, legal ward, a son or daughter of a domestic partner, or child to whom the employee stands *in loco parentis*), parent (biological, adoptive, foster parent, stepparent, parent-in-law, legal guardian of an employee, or an individual who stood *in loco parentis* to an employee when the employee was a child), a person to whom an eligible employee is related by domestic partnership or marriage, or a grandparent, sibling, spouse or state registered domestic partner.

“Medical Leave” means any leave taken by the employee due to the diagnosis or occurrence of the employee’s own serious health condition, including the occurrence of a stillbirth (meaning, loss of a pregnancy at twenty (20) weeks’ gestation or later) or medical care related to a miscarriage (meaning, loss of pregnancy before twenty (20) weeks’ gestation).

“Parental Leave” means any leave due to the birth of a child, the adoption of a child, or the placement of a child with an employee for foster care (including bonding time). Likewise, parental leave includes the placement of a child with an employee for whom the employee legally assumes parental responsibilities. Parental leave must be taken within one (1) year of the occurrence of the qualifying parental leave event.

“Pre-Natal Leave” means leave that an eligible employee who is pregnant may take for pre-natal medical care following a diagnosis of pregnancy by a health care provider and prior to the occurrence of a qualifying parental leave event. Pre-natal medical care includes routine and specialty appointments, exams, and treatments associated with a pregnancy provided by a health care provider, including pre-natal check-ups, ultrasounds, treatment for pregnancy complications, bedrest that is required or prescribed by a health care provider, and pre-natal physical therapy.

Eligible Employees

Employees are eligible for paid family and medical leave benefits if they have been a Covered Employee during some or all of the fifty-two (52) calendar weeks immediately preceding the qualifying event for which leave is taken.

Eligibility is portable, meaning that it is not dependent on the length of time working for this Company so long as you meet the Covered Employee definition.

Benefit Amount as of October 1, 2022:

Benefits will be paid based on the reason for leave, as follows:

- Family Leave – Employees will receive up to twelve (12) weeks of leave per fifty-two (52) workweek period.
- Medical Leave – Employees will receive up to twelve (12) weeks of leave per fifty-two (52) workweek period.
- Parental Leave – Employees will receive up to twelve (12) weeks of leave per fifty-two (52) workweek period.
- Pre-natal Leave – Employees will receive up to two (2) weeks of leave per fifty-two (52) workweek period.

The amount of wage replacement benefits employees are eligible to receive will depend on the employee's average weekly earnings, subject to maximum caps set by law. Please speak with Human Resources for additional information.

Eligible employees cannot receive payment for more than a total of twelve (12) workweeks of paid leave benefits total in any fifty-two (52) workweek period regardless of the number of qualifying leave events occurring during that period. There is one exception to this maximum total paid leave amount; an eligible employee may file a claim for paid pre-natal leave benefits, in addition to the twelve (12) workweek period above, so long as they do not receive a combination of qualifying pre-natal and parental leave exceeding fourteen (14) weeks of leave benefits.

Eligible employees may receive payment for intermittent leave so long as the total amount of intermittent leave does not exceed the above leave amounts. Benefits for partial weeks of leave will be prorated.

Submitting a Claim

Eligible employees may submit a claim for payment for any period during which they do not perform work because of a qualifying event.

Eligible employees may only receive paid leave benefits retroactively if they submit a claim within thirty (30) days following a qualifying event. However, the thirty (30) day period may be waived if an employee is unable to apply for benefits due to exigent circumstances as defined by law.

Disqualification from Benefits

Any eligible employee who makes a false statement, misrepresentation, or who intentionally fails to report a material fact, to obtain benefits will be disqualified from receiving paid leave benefits for a period of three (3) years. Leave benefits which are paid erroneously or as a result of willful misrepresentation may also be subject to repayment.

Family and Medical Leave Act

These leave benefits will run concurrently with the Federal Family and Medical Leave, District of Columbia Family and Medical Leave Act, and any other leave allowed by law.

No Discrimination or Retaliation

The Company does not discriminate or retaliate against employees for taking or requesting paid benefits in accordance with applicable law. Supervisors and managers are prohibited from discriminating or retaliating against employees for exercising their rights related to paid family leave benefits.

Questions

The Company will provide employees with additional information regarding universal paid leave benefits, including instructions on how to file a claim for benefits, upon any qualifying request for leave. Please contact Human Resources with any questions or for assistance with filing a claim.

District of Columbia Family and Medical Leave

The Company provides eligible employees with up to sixteen (16) weeks of unpaid family and medical leave in a twenty-four (24) month period consistent with applicable law (“DCFMLA”).

Eligible Employees

To be eligible, employees must have been employed for at least twelve (12) consecutive or non-consecutive months, inclusive of holiday, sick or personal leave granted by the Company as part of its regular benefits, regardless of whether such leave is paid or unpaid, in the seven (7) years immediately preceding the date DCFMLA is to begin. Further, the employee must have worked at least 1,000 hours during the 12-month period described above.

Purposes for Leave

DCFMLA may be used for:

1. Family Leave: Leave for family purposes specified below:
 - a. The birth of a child of the employee;
 - b. The placement of a child with the employee for adoption or foster care;
 - c. The placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibilities;
 - d. The care of a family member of the employee with a serious health condition;
2. Medical Leave: When an employee becomes unable to perform their job because of a serious health condition; or
3. Any other leave allowed by law.

A “serious health condition” generally refers to a physical or mental illness, injury or impairment that involves: (a) inpatient care in a hospital, hospice, or residential health care facility; or (b) continuing treatment or supervision at home by a health care provider or other competent individual.

Benefit Year

The Company measures the twenty-four (24) month period in which leave is taken by the “rolling” twenty-four (24) method, measured backward from the date of any DCFMLA leave.

Use of Leave

An eligible employee may take both up to sixteen (16) weeks of medical leave and up to sixteen (16) weeks of family leave (for a total of 32 workweeks) during a twenty-four (24) month period.

DCFMLA used in connection with the birth or placement of a child expires twelve (12) months after the birth or placement. Where leave is used for an employee or family member with a serious health condition, leave may be taken intermittently as medically necessary.

Notice and Scheduling

If the necessity for leave is foreseeable, the employee must provide the Company with notice as far in advance of the need for leave as possible. If the need for leave is not foreseeable,

the employee must provide the Company with reasonable advance notice and make a reasonable effort to schedule leave in a manner not to disrupt the Company's operations.

Certification

The Company may require certification by a health care provider supporting the need for leave.

Maintenance of Benefits

If you and/or your family participate in our group health plan, the Company will maintain coverage during your leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

Reinstatement

At the end of your leave, you will be returned to your previous or an equivalent position, unless the Company experienced a reduction in force or layoff during your leave and you would have lost your position had you not been on leave.

Confidentiality

The Company will maintain information provided in connection with leave confidential to the extent allowed and/or required by law.

Discrimination and Retaliation Prohibited

The Company will not discriminate or retaliate against any employee exercising requesting or using leave under this policy. Likewise, the Company will not discriminate or retaliate against any employee exercising their rights under this policy.

Interaction with Other Leave

DCFMLA leave may run concurrent with any paid time off (e.g., vacation, sick leave or other paid leave) available. Further, DCFMLA may run concurrent with the Federal Family and Medical Leave Act and/or any other leave allowed by law.

Enforcement

This policy will be interpreted and applied consistent with applicable law. Exceptions to eligibility and/or reasons for leave may be made where required by law (for example, where

applicable law requires us to extend leave rights to employees in connection with a public health emergency).

Pregnancy Accommodation

The Company provides medical reasonable accommodations to employees when requested for reasons related to pregnancy, childbirth or related medical conditions (including pre-birth complications), or breastfeeding, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, the Company will explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- more frequent or longer breaks;
- time off to recover from childbirth;
- time off due to pre-birth complications;
- the acquisition or modification of equipment or seating;
- the temporary transfer to a less strenuous or hazardous position or other job restructuring such as providing light duty or a modified work schedule;
- having the employee refrain from heavy lifting;
- relocating the employee's work area; or
- providing a private non-bathroom space for expressing breast milk

Employees requesting leave or other reasonable accommodation under this policy should provide an appropriate health care provider certification to the extent a certification is required for other temporary disabilities, that includes the following:

- the date the reasonable accommodation became medically advisable;
- the probable duration of the reasonable accommodation; and
- an explanatory statement as to the medical condition and advisability of the reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the FMLA/DCFMLA and/or any other applicable leave as permitted under federal, state, or local law.

For more information about this policy or if you require an accommodation, please contact **Human Resources Department**.

Wage Disclosure Policy

The Company, consistent with applicable law, does not prohibit employees from inquiring about, disclosing, comparing or otherwise discussing their wages or the wages of another employee. Further, the Company does not require, as a condition of employment, employees to

refrain from discussing wages and will not require employees to sign any document contrary to this policy.

Moreover, the Company will not take an adverse employment action or retaliate against an employee for discussing his or her wages. Nor will the Company prohibit an employee from lodging a complaint or testifying, assisting, or participating in an investigation or proceeding related to a violation of this policy.

Nothing in this policy shall be construed to permit an employee with regular access to wage information in the course of the employee's work from disclosing wage information, unless the person is under a legal obligation to furnish such information. Additionally, nothing in this policy requires an employer or an employee to disclose wages in response to an inquiry by another employee.

Fair Credit in Employment Act

In compliance with the District of Columbia's Fair Credit in Employment Act, the Company will not use an employee's credit history or credit information for hiring decisions or any other employment decisions beyond hiring, including compensation, promotions, and other privileges or terms of employment.

Alcohol and Drug Policy

In addition to the provisions of the Alcohol and Drug Policy in the Company's Employee Handbook, please note that although the District of Columbia has legalized the use of marijuana, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in disciplinary action, up to and including immediate termination.

Exempt employees may be provided time off with pay for any of the above leaves when necessary to comply with state and federal wage and hour laws.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook and District of Columbia Addendum and I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook and District of Columbia Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by the **Chief Executive Officer** of the Company.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Signature

Print Full Name

Date

[RETAIN IN EMPLOYEES PERSONNEL FILE]

Florida Addendum

Introduction

This addendum is applicable only to team members (employees working in the state of Florida and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook (“Handbook”) and this Addendum, this Addendum shall control. Except as set forth herein, the Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Handbook and the Florida Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Handbook or the Florida Addendum, please do not hesitate to discuss your questions with **Human Resources Departments**.

Florida Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Company Team Member Handbook, and in accordance with Florida law, the Company is committed to providing equal employment opportunities to all team members and applicants without regard to handicap; Florida National Guard membership; AIDS and/or AIDS-related diseases (unless the absence of the AIDS virus is a bona fide occupational qualification); sickle-cell trait; ancestry, marital or familial status, sexual orientation, exercise of constitutional rights, gender identity or expression, any other protected status in accordance with applicable Florida or local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Company Handbook, and in accordance with Florida law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of handicap; Florida National Guard membership; AIDS and/or AIDS-related diseases (unless the absence of the AIDS virus is a bona fide occupational qualification); sickle-cell trait; any other protected status in accordance with applicable Florida or local laws.

Civic Duties

Jury Duty – If you receive a call to jury duty, please notify **Human Resources** and provide a copy of the summons to your supervisor so we may plan the department’s work with as little disruption as possible.

Except as required under applicable law, jury duty leave is unpaid. Exempt employees will continue to receive their regular salary for any week in which they perform any work while on jury duty, pursuant to state and federal law.

Employees who are relieved from jury duty must call their supervisor as soon as possible and report to work if necessary.

Court Attendance and Witness Leave – The Company provides reasonable and necessary unpaid leave to employees who are subpoenaed to attend or participate in court proceedings. Employees who receive a subpoena or summons to appear in court, should notify their supervisor immediately so that the Company may plan the department's work with as little disruption as possible.

Domestic Violence and Sexual Violence Victim Leave

The Company provides unpaid, job-protected leave of up to three (3) working days in any twelve (12) month period unless a different amount of leave is required under applicable county or city ordinances, to eligible team members who are victims of domestic violence or sexual violence or have a family or household member who is a victim of domestic violence or sexual violence. To be eligible for domestic or sexual violence leave, a team member must have been employed with the Company for at least three (3) months.

Leave under this policy may be requested for the following:

- Seeking a court-ordered injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
- Obtaining: medical care or mental health counseling, or both, for the team member or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
- Obtaining services from a victim-services organization, including but not limited to, a domestic violence shelter or program or rape crisis center as a result of the act of domestic violence or sexual violence;
- Making the team member's home secure from the perpetrator of the domestic violence or sexual violence or to seek new housing to escape the perpetrator; or
- Seeking legal assistance in addressing issues arising from the act of domestic violence or sexual violence or to attend and prepare for court-related proceedings arising from the act of domestic violence or sexual violence.
- Add for Miami Dade: Any other reason allowed by state or local law.

For purposes of this policy, an employee’s “family or household member” means an employee’s spouse, former spouse, persons related to the employee by blood or marriage, persons who are presently residing with the employee as if a family or who have resided with the team member in the past as if a family, and persons who are parents of a child in common with the team member regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided with the team member in the same single dwelling unit.

When seeking domestic violence or sexual violence leave, team members must provide the Company with appropriate advance notice of the need for leave except in cases of imminent danger to the health or safety of the team member or the team member’s family or household member. When advance notice is not possible, team members are expected to provide notice as soon as practicable. Team members must also provide documentation, if requested by the Company, establishing the need for leave under this policy. Depending on the specific purpose of the leave request, team members may choose, or the Company may require team members, to use accrued paid or unpaid leave (such as FMLA, personal leave, sick leave, or PTO) concurrently with some or all of the leave taken under this policy.

The Company will hold the employee’s information in confidence, except to the extent such disclosure is: (1) requested or consented to in writing by the employee or (2) otherwise required by applicable law.

Grandparent Leave [Miami-Dade Only: Applies to employers with 50+ employees in Miami-Dade County]

Employees are permitted to take leave to care for a grandparent with a serious health condition on the same terms and conditions permitted under the Federal Family and Medical Leave Act to care for a parent with a serious health condition.

If you require such an accommodation, please notify Human Resources. Team members who make a bona fide request for leave pursuant to this policy will not be unlawfully retaliated against for exercising their rights under this policy. However, team members remain subject to the Company’s other policies and procedures.

Human Trafficking Awareness

The Company is committed to helping victims of human trafficking and taking reasonable steps necessary to prevent human trafficking. In furtherance of this commitment, the Company provides all employees who are likely to interact or come into contact with victims of human trafficking a training on human trafficking awareness.

All employees located in the state of Florida are subject to this policy and will receive training every two years, which includes, but is not limited to:

- The definition of human trafficking and commercial exploitation of children;

- Guidance on how to identify individuals who are most at risk for human trafficking;
- The difference between labor and sex trafficking specific to the hotel sector;
- Guidance on the role of hospitality employees in reporting and responding to this issue; and
- The contact information of appropriate agencies, including, but not limited to, the National Human Trafficking Hotline toll-free telephone number, 1-888-373-7888, and text line, 233733, and the telephone numbers of the appropriate local law enforcement agencies.

If you encounter a suspicious situation that seems to involve human trafficking, you are to immediately report it to your manager or supervisor and call 911. You should follow all instructions given to you by the 911 operator. Under no circumstances are you permitted to confront the suspected trafficker alone. Should you have any questions about the human trafficking awareness training requirement or a related matter, please contact your supervisor and/or Human Resources.

Civil Air Patrol Leave

The Company provides up to fifteen (15) days of unpaid leave per calendar year to eligible team members who are senior members of the Florida Wing of the Civil Air Patrol, with at least an emergency services qualification, to participate in Civil Air Patrol trainings and/or missions. To be eligible, team members must have been employed with the Company for at least ninety (90) days immediately preceding the commencement of leave. Any employee with such a commitment is expected to notify and provide the Company with a copy of the orders as soon as possible. The Company will not discriminate or retaliate against an employee taking leave in accordance with this policy.

Upon completion of the leave, team members shall promptly provide the Human Resources Department's Manager confirmation of their intent to return to work. Granting a leave of absence under this policy does not guarantee there will be a position available upon your return from leave. The Company endeavors, however, to place employees returning from leave in their former position, or in a position comparable in status and pay.

Leave under this policy is unpaid. However, upon request, returning team members may choose to use any available accrued, but unused PTO for leave under this policy.

Weapons in the Workplace

The Company prohibits you and all other persons (other than law enforcement and authorized security personnel) from having firearms in working areas, in buildings, or on your

person during working time or while performing work. Firearms are prohibited on all Company property and in Company vehicles. The only exception to this rule is that a person with a current license to carry a firearm may keep a firearm in their personal vehicle so long as it is kept out of sight in a locked, enclosed compartment or area of their vehicle in the Company's parking lot. Anyone who has a license to carry a firearm and will have the firearm on Company property, must notify the Company and provide a copy of the license.

Team members who are aware of violations or threats of violation of this policy are required to immediately report such violations or threats of violations to the Human Resources Departments Manager. Violations of this policy will result in disciplinary action, up to and including termination.

Failure to notify the Company with a copy of a current firearm license, to properly secure and protect a firearm or to comply with this policy may also subject you to discipline, up to and including immediate termination. Employees who have questions concerning the application of this policy, should consult the **Human Resources Manager** immediately.

Alcohol and Drug Policy

In addition to the provisions of the Company's Alcohol and Drug Policy, please note that although the state has legalized the use of marijuana for medicinal purposes, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in disciplinary action, up to and including immediate termination.

Exempt employees may be provided time off with pay for any of the above-described leaves when necessary to comply with state and federal wage and hour laws.

Team Member Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook and Florida Addendum and I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook or Florida Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by the **CEO** of the Company.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Signature

Printed Name

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Georgia Addendum

Introduction

This Addendum is applicable only to employees working in the state of Georgia and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Georgia Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Georgia Addendum, please do not hesitate to discuss your questions with the **Human Resources Department**.

Civic Duties

Jury Duty: Employees who receive a call to jury duty, should notify the **Human Resources Department** immediately so that the Company may plan the department’s work with as little disruption as possible.

Except as otherwise required by county or city ordinances, employees required to appear for jury duty will be paid their regular compensation, less any fees received for jury duty service. Employees should provide a copy of the court payment records.

Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested.

Voting: The Company provides reasonable and necessary unpaid leave of up to two (2) hours, to eligible employees to vote in any municipal, county, state or federal election, general primary or special primary. Employees are eligible for leave under this policy if their work schedule does not provide at least two (2) consecutive hours either before or after their shift when the polls are open. Employees who will need a leave of absence to vote should notify their supervisor prior to the day of election. The Company may specify the period, during which the polls are open, for employees to leave work to vote.

Court Attendance and Witness Leave: The Company provides reasonable and necessary unpaid leave to employees who receive a subpoena or summons to attend court proceedings. Employees who receive a subpoena or summons to appear in court, should notify their supervisor

immediately so that the Company may plan the department's work with as little disruption as possible.

Weapons in the Workplace

The Company prohibits you and all other persons (other than law enforcement and authorized security personnel) from having firearms in working areas, in buildings, or on your person during working time or while performing work. The only exception to this rule is that a person lawfully authorized to carry a firearm, may keep the firearm in their personal vehicle in the Company's parking lot, so long as it is kept out of sight in a locked, enclosed compartment or area of the vehicle (trunk, glove box, etc.). For safety and security, anyone maintaining a lawful firearm in their vehicle, is required to notify the Company and may be requested to provide a copy of their license, to the extent applicable. This policy will be interpreted and enforced consistent with applicable law.

Employees who are aware of violations or threats of violation of this policy are required to report such violations or threats of violations to a supervisor immediately. Any employee's failure to properly secure and protect a firearm or to comply with this policy may subject the employee to discipline, up to and including immediate termination.

Employees with questions concerning the application of this policy, should consult the Human Resources Manager.

Kin Care

Employees who work at least thirty (30) hours per week, may use up to five (5) days of their available PTO per year for the care of an immediate family member. "Immediate family member" means an employee's child, spouse, grandchild, grandparent, or parent or any dependents as shown on the employee's most recent tax returns.

Leave can be used on the same terms upon which the employee uses his or her own personal sick leave benefits.

The Company may request written verification to support the need for leave, where consistent with other Company benefit plans or paid leave policies.

This leave may run concurrently with the Federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

Exempt employees may be provided time off with pay for any of the above described leaves when necessary to comply with state and federal wage and hour laws.

Lactation Breaks

The Company will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk. The break time should, if possible, be taken concurrently with other break periods already provided. Break times will be paid where required by law. The

Company will provide the use of a room or other location in close proximity to the employee's work area to express milk in private.

Employee Acknowledgment and Agreement

By signing below, this acknowledges that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook and Georgia State Addendum and I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook or Georgia Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by the **President** of the Company.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Illinois Addendum

Introduction

This addendum is applicable only to Employees (employees) working in the state of Illinois and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Illinois Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Illinois Addendum, please do not hesitate to discuss your questions with Human Resources Department.

Illinois Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Illinois law, the Company is committed to providing equal employment opportunities to all Employees and applicants without regard for their actual or perceived race, color, religion, national origin, ancestry, age, sex, gender identity, pregnancy, genetic information, marital status, physical or mental disability, military status, sexual orientation, parental status, credit history, source of income, arrest records (including criminal convictions that were ordered sealed, expunged, or impounded), criminal convictions unless permitted by applicable law, order of protection status, housing status, unfavorable discharge from military status, any individual associated with protected status, off-duty use of lawful products (including alcohol or tobacco), registered qualifying medical marijuana patient, status as an organ donor, or any other protected statutes in accordance with all applicable federal, state, or local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Illinois law, the Company strictly prohibits all forms of unlawful harassment, which includes actual or perceived race, color, religion, national origin, ancestry, age, sex, gender identity, pregnancy, genetic information, marital status, physical or mental disability, military status, sexual orientation, ancestor, parental status, credit history, source of income, arrest records (including criminal convictions that were ordered seal, expunged, or impounded), criminal convictions unless permitted by applicable law, order or protection status, housing status, unfavorable discharge from military status, any individual associated with protected status, off-

duty use of lawful products (including alcohol or tobacco), registered qualifying medical marijuana patient, status as an organ donor, or any other protected statutes in accordance with all applicable federal, state, or local laws.

By way of illustration only, and not limitation, prohibited harassment includes:

- slurs, epithets, and any other offensive remarks;
- offensive jokes, comments, or remarks, whether written, verbal, or electronic;
- threats, intimidation, and other menacing behavior;
- display of offensive pictures, drawings, or photographs;
- other verbal, graphic, or physical conduct; and
- other conduct predicated upon one or more of the protected categories identified in this policy.

Examples of Prohibited Sexual Harassment: In addition to the above listed conduct, the Company strictly prohibits sexual harassment. Sexual harassment includes a broad spectrum of conduct. By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- Unwanted sexual advances;
- Offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity;
- Visual conduct, such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters;
- Verbal sexual advances, propositions or requests;
- Sending sexually-related text messages, videos, images, or messages via social media;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; or
- Physical conduct, such as touching, assault, impeding or blocking movements.

If you have any questions about what constitutes harassing behavior, ask your supervisor or another management official.

To report discrimination, harassment, or retaliation, you may:

- Contact the Company's Human Resources Department;
- Contact the Illinois Department of Human Rights ("IDHR") to file a charge; or
- Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

Chicago IDHR Office
555 W. Monroe Street
7th Floor
Chicago, Illinois 60661
(312) 814-6200
(866) 740-3953 (TTY)
(312) 814-6251 (Fax)
IDHR.Intake@illinois.gov

Springfield IDHR Office
535 W. Jefferson Street
1st Floor
Springfield, Illinois 62702
(217) 785-5100
(866) 740-3953 (TTY)
(217) 785-5106 (Fax)
IDHR.Intake@illinois.gov

Illinois Human Rights Commission
James R. Thompson Center
100 W. Randolph Street, Suite 5-100
Chicago, Illinois 60601
(312) 814-6269
(312) 814-4760 (TTD)
(312) 814-6517 (Fax)

Equal Employment
Opportunity Commission
230 S. Dearborn Street
Chicago, Illinois 60604
1-800-669-4000
(312) 588-1260 (Fax)

In addition, for employees working for the Company in the City of Chicago, sexual harassment includes any (1) unwelcome sexual advances of a sexual nature; or (2) requests for sexual favors or conduct of a sexual nature when (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or (b) submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual, or (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; or (3) sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual's employment position. Sexual harassment and retaliation for reporting alleged sexual harassment are illegal in the City of Chicago, and all employees working in the City of Chicago are required to participate in annual sexual harassment prevention training and annual bystander training.

Please see the Employee Handbook for a more detailed Policy Against Unlawful Harassment, Discrimination, and Retaliation.

Policy Against Retaliation

The Company is committed to prohibiting retaliation against those who report, oppose, or participate in an investigation of alleged wrongdoing in the workplace. By way of example only, participating in an investigation of alleged wrongdoing in the workplace, includes, but is not limited to:

- Filing a complaint with a federal or state enforcement or administrative agency;
- Participating in or cooperating with a federal or state enforcement agency that is conducting an investigation of the Company regarding alleged unlawful activity;
- Testifying as a party, witness, or accused regarding alleged unlawful activity;

- Associating with another Employee who is engaged in any of these activities;
- Making or filing an internal complaint with the Company regarding alleged unlawful activity;
- Providing informal notice to the Company regarding alleged unlawful activity.

The Company strictly prohibits any adverse action/retaliation against a Employee for participating in an investigation of any alleged wrongdoing in the workplace. If you feel that you are being retaliated against you should immediately contact your immediate supervisor, any member of management, or Human Resources Department. In addition, if you observe retaliation by another Employee, supervisor, manager, or non-Employee, please report the incident immediately to your immediate supervisor, member of management, or Human Resources Department.

Any Employee determined to be responsible for violating this policy will be subject to appropriate disciplinary action, up to and including immediate termination. Moreover, any Employee, supervisor, or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including immediate termination.

Meal Periods

It is our policy to provide and afford all Employees who work seven and a half (7 ½) or more continuous hours in a work day with an uninterrupted twenty (20) minute meal period free from all duty to begin no later than the end of the fifth hour of work. If an employee works in excess of seven and a half (7.5) continuous hours, they are required to take an additional thirty (30) minute duty-free meal period for every additional four and a half (4.5) continuous hours worked. Employees must record the beginning and ending time of their meal period every day.

It is our policy to relieve you of all duty during your meal periods, so that you are at liberty to use the meal period time as you wish. You may leave the premises for your meal period if you so desire. The Company schedules all work assignments with the expectation that all Employees will take their duty-free meal periods and we encourage you to do so. You may be asked to confirm in writing that you have been relieved of all duty and otherwise provided all of your meal periods during a particular pay period, or in the alternative, identify any meal periods during which you were required to work. At no time may any Employee perform off-the-clock work or otherwise alter, falsify, or manipulate any aspect of their timekeeping records to inaccurately reflect or hide meal periods or time spent working during meal periods.

Certain Employees must receive at least twenty-four (24) consecutive hours of rest in every calendar week in addition to the regular period of rest allowed at the close of each work day. This mandatory rest provision does not apply to part time Employees who work 20 or less hours per week; workers needed in case of breakdown of machinery or equipment or other emergency requiring immediate services of experienced labor; watchmen or security guards; and Employees employed in a bona fide executive, administrative, or professional capacity; outside salespersons.

Please note that no Company manager or supervisor is authorized to instruct you how to spend your personal time during a meal or rest period. You should immediately report a manager's or supervisor's instruction to skip or work during a meal period to Human Resources Department. The Company strictly prohibits retaliation against any Employee who reports violations of the Company's meal and rest period policies.

Lactation Accommodations

You have the right to request, and the Company will provide, accommodations required for employees to express breast milk as necessary. Employees should notify their immediate supervisor or the Human Resources Department to request accommodations to express breast milk under this policy. The Company will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with meal and rest periods already provided. The Company will not reduce an employee's compensation for the time used for the purpose of expressing milk or nursing a baby.

The Company will also make a reasonable effort to provide employees needing to express breast milk with a private room or place, other than a restroom, to express breast milk in private that is in the employee's work area. The room or location will be near employee's work area, shielded from view, and free from intrusion while the employee is expressing to express milk.

Employees should notify the Human Resources Department to request time to express breast milk under this policy. The Company does, however, reserve the right to deny an employee's request for a lactation break if the additional break time will cause an undue hardship to the Company. There will be no adverse personnel actions taken against employees who exercise, or attempt to exercise, their rights under this policy.

Civic Duties

Jury Duty - In addition to the requirements set forth in the Company's Employee Handbook, employees who are summoned for jury duty are required to provide a copy of the summons to the Human Resources Department within ten (10) days of the date of issuance to the employee. Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call the Human Resources Department as soon as possible and report to work if requested. Unless otherwise required by state or federal law, time spent serving on a jury will be unpaid. Exempt employees will continue to receive their regular salary when they work partial weeks while on jury duty, pursuant to applicable state and federal law.

Voting Leave: If you would like to vote in a public election, but do not have sufficient time to vote during non-work hours, you may arrange up to two (2) hours off from work with pay to vote. To receive time off for voting, you must obtain advance approval from your supervisor as soon as possible, but no less than one (1) day before the election and must take time off to vote at the time the Company selects. The Company reserves the right to request a copy of your voter's receipt following any time off to vote.

Leave for Election Judges: The Company provides Employees who serve as appointed election judges unpaid leave on an election day. Employees requesting leave under this policy are required to provide at least twenty (20) days' written notice of the need for leave, including documentation demonstrating the appointment and the dates of the required service, to Human Resources Department.

Witness Leave: The Company provides reasonable and necessary unpaid time off for Employees to appear in court in accordance with Illinois law. Employees requesting leave under this policy are required to provide as much advance notice, including supporting documentation, as possible of the need for leave. Employees taking leave under this policy are expected to return to work as soon as their service as a witness is completed.

Predictive Scheduling (Chicago, Illinois)

This policy only applies to employees who work in the City of Chicago and either earn (1) \$56,381.85 or less annually as a salaried employee or (2) \$29.35 per hour or less as an hourly employee.

On or before employees' first day of employment, the Company will provide employees with a good faith estimate in writing of the employees' projected days and hours of work for the first ninety (90) days of employment. This good faith estimate will include:

1. The average number of weekly work hours employees can expect to work each week;
2. Whether employees can expect to work any on-call shifts; and
3. A subset of days and times employees can expect to work, or days of the week and times or shifts when employees will not be scheduled to work.

This good faith estimate is not a guarantee by the Company, but rather a good faith estimate of the aforementioned information.

Subject to applicable law, the Company shall provide employees with written notice of the applicable work schedule no later than 14 days before the first day of the new work schedule. Employees may decline shifts that less than 10 hours after the end of the previous day's shift.

Subject to applicable law, the Company reserves the right to adjust employees' work schedules for disciplinary reasons. The Company shall further comply with all legal requirements applicable to this policy.

Subject to applicable law, this policy shall not apply to schedule changes that are due to COVID-19.

If you have any questions about this policy, consult with the Human Resources Department or the Fair Workweek Notice posted in the breakroom.

Paid Sick Leave for Employees (Cook County, Illinois)

Employees who are ineligible for Paid Time off (PTO) benefits are eligible for paid sick leave according to the following policy:

The Company provides paid sick leave to Employees who have worked a minimum of eighty (80) hours within any 120-day period. The sick leave year runs from anniversary to anniversary. Eligible Employees will accrue one (1) hour of paid sick leave for every forty (40) hours worked. Beginning on the 180th day of employment, eligible Employees may begin to use paid sick leave as it is accrued, up to a maximum of forty (40) hours of paid sick leave per year (sixty (60) hours if a Family and Medical Leave Act-protected leave is involved). Employees may not use accrued paid sick leave in increments of less than two (2) hours. Unused sick leave will carry over to the next year, up to a maximum of twenty (20) hours of accrued paid sick leave. Additionally, a Employee covered under the FMLA may carry over an additional forty (40) hours of unused paid sick leave to the next year, which can only be used for FMLA qualifying reasons.

Leave under this policy may be used for the following reasons:

- The employee is ill or injured, or to receive medical care, treatment, diagnosis, or preventative medical care;
- To care for a member of his or her family member that is ill or injured, or who is receiving medical care, treatment, diagnosis, or preventive medical care;
- When the Employee is a victim of domestic violence or a sex offense or stalking;
- To care for a member of his or her family member that is a victim of domestic violence or a sex offense or stalking;
- When the Company is closed by order of a public official due to a public health emergency;
- To care for a child whose school or place of care has been closed by order of a public official due to a public health emergency.
- When an employee obeys an order issued by the Mayor, Governor of Illinois, the Chicago Department of Public Health, or treating healthcare provider to:
 - Stay at home to minimize transmission of a communicable disease;
 - Remain at home while experiencing symptoms or sick with a communicable disease;
- Obey a quarantine order issued to the employee; or
- Obey an isolation order issued to the employee.

“Family member” for purposes of this policy includes a spouse, registered domestic partner, child, parent, grandparent, grandchild, godparent, godchild or any other individual related by blood whose close association with the Employee is equivalent of a family relationship.

Consult Human Resources Department for detailed information on how the dollar amount of your sick pay is calculated and the amount you are entitled to receive. The actual dollar amount that a Employee receives may vary according to the compensation plan of the Employee.

Employees requesting time off under this policy must provide seven (7) days’ notice. Where your need for paid sick leave is unforeseeable, you must provide notice as soon as practicable.

If your absence is four (4) or more consecutive workdays, the Company may require you to provide a certification that your use of leave was authorized under this policy.

The Company will not take any adverse action against Employees who utilize paid sick leave. However, Employees who misuse or abuse this policy, e.g., misrepresent the reason for use of paid sick leave or use paid sick leave for vacation, may be subject to disciplinary action.

Accrued, unused time under this policy will not be paid out at the time of separation from employment.

Leave under this policy may run concurrently with leave taken under local, state, or federal law, including leave taken pursuant to the Family and Medical Leave Act. For more information regarding this policy, contact Human Resources Department.

Sick Leave

Employees can use their PTO, as outlined in the Employee Handbook, for the following purposes: absences related to the illness, injury, medical appointment, or personal care of a Employee’s child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

Under the Employee Sick Leave Act, “personal care” means activities to ensure that a covered family member's basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for a covered family member who is unable to meet those needs themselves. “Personal care” also means being physically present to provide emotional support to a covered family member with a serious health condition who is receiving inpatient or home care.

Leave for Blood Donation

The Company provides up to one hour of paid time away from work to eligible Employees to donate blood every 56 days. Eligible Employees must work a full-time schedule and have at least six (6) months of employment.

To request leave under this policy, Employees are required to provide Human Resources Department or their supervisor with written verification of the purpose and length of the requested leave. For more information regarding this leave, contact Human Resources Department.

Pregnancy Accommodation Leave

The Company, consistent with state law, will provide reasonable accommodations for pregnancy-related, or childbirth-related conditions. In furtherance of this commitment, the Company strictly prohibits discrimination on the basis of pregnancy and/or medical conditions related to pregnancy. Reasonable accommodations will enable the affected Employee to perform the essential functions of her position. These reasonable accommodations may include, but are not limited to:

- more frequent or longer bathroom breaks;
- breaks for increased water intake;
- breaks for period rest;
- private non-bathroom space for expressing breast milk and breastfeeding;
- seating;
- assistance with manual labor;
- light duty;
- temporary transfer to a less strenuous or hazardous position;
- the provision of an accessible worksite;
- acquisition or modification of equipment;
- job restructuring;
- part-time or modified work schedule;
- appropriate adjustment or modifications of examinations, training materials, or policies;
- reassignment to a vacant position;
- time off to recover from conditions related to childbirth; and
- leave necessitated by pregnancy, childbirth, or medical or common conditions resulting from pregnancy or childbirth.

The Company may request documentation from the Employee's health care provider concerning the need for the requested reasonable accommodation(s), including the following information:

- the medical justification for the requested accommodation(s);
- a description of the reasonable accommodation(s) medically advisable;
- the date the reasonable accommodation(s) became medically advisable; and
- the probable duration of the reasonable accommodation(s).

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

For more information, or if you require an accommodation, please contact Human Resources Department.

Reasonable Accommodations for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crimes of Violence

The Company provides twelve (12) workweeks during any twelve (12) month period of unpaid time away from work and/or reasonable accommodations to Employees who are victims of domestic violence, sexual violence, gender violence, or other crimes of violence or have family or household members who are victims of domestic violence, sexual violence, gender violence, or other crimes of violence. When appropriate, leave under this policy may be taken consecutively, intermittently, or on a reduced schedule.

Reasonable accommodations under this policy may be provided for the following reasons:

- to obtain medical attention for physical or psychological injuries, or recover from such injuries caused to the Employee or Employee's family member;
- to obtain services from a victim services organization for the Employee or Employee's family member;
- to participate in safety planning, temporarily or permanently relocate, or take other actions to ensure the health and safety of the Employee or the Employee's family member, or to ensure economic security;
- to seek legal assistance or remedies, including preparing for or participating in any civil or legal proceeding to ensure the health and safety of the Employee or Employee's family member; or
- to obtain psychological counseling for the domestic violence, sexual violence, gender violence, or other crimes of violence.

To take this leave under this policy, affected Employees must provide the Company with at least 48 hours advance notice, unless such advance notice is not possible due to an emergency. The Company reserves the right to ask a Employee to provide appropriate documentation evidencing that the Employee is entitled to leave and/or a reasonable accommodation under this policy.

The Company will hold the information that the Employee provides to the Company in order to request the leave in confidence, except to the extent that disclosure is requested or consented to in writing by the Employee; or otherwise required by applicable federal or state law. For more information regarding this leave please contact Human Resources Department.

Please note that this policy does not create a right for Employees to take unpaid leave that exceeds the unpaid leave time allowed under the leave time permitted by the federal Family and Medical Leave Act.

Leave for Volunteer Emergency Worker

The Company provides unpaid time off to Employees who serve as “volunteer emergency workers” and are required to respond to an emergency call.

For purposes of this policy, “volunteer emergency worker” means a person who does not receive monetary compensation for his or her services as a volunteer firefighter, Emergency Medical Technician (licensed as an EMT-B, EMT-I, or EMT-P under the Emergency Medical Services (EMS) Systems Act), a volunteer ambulance driver or attendant, or a volunteer "First Responder", as defined in Sec. 3.60 of the EMS Systems Act, to a fire Department, fire protection district, or other governmental entity and who does not work in one of these capacities for any other fire Department, fire protection district, or governmental entity for monetary compensation.

Employees requesting leave under this policy are required to make reasonable efforts to notify Human Resources Department or their supervisor prior to missing work due to an emergency call, and if possible, and to continue to make reasonable notification efforts over the course of any absence.

The Company may request Employees taking leave under this policy to provide written verification from the supervisor or acting supervisor of the volunteer fire Department or emergency medical services that the Employee served as a volunteer emergency worker during the period of absence. The Company encourages Employees to take leave under this policy, and prohibits retaliation against Employees for requesting or taking leave under this policy

For more information regarding this leave, contact Human Resources Department.

Leave for Volunteer Fire Protection Trustee

The Company provides reasonable and necessary unpaid leave to Employees who serve as elected or appointed trustees of a fire protection district. Leave under this policy is provided to allow such Employees to attend a meeting of the board of trustees, including the reasonable and necessary travel time. Employees requesting leave under this policy are required to provide as much advance notice as possible to Human Resources Department.

Civil Air Patrol Leave

The Company will provide eligible Employees who are members of the Civil Air Patrol and are called to a civil air patrol mission with thirty (30) days unpaid leave.

Eligible Employees have been employed with the Company for at least twelve (12) months and have worked at least 1,250 hours of service during the twelve (12) months immediately preceding the commencement of leave.

Employees requesting leave under this policy are required to give fourteen (14) days' notice of the intended date upon which leave will commence if leave will consist of five (5) or more consecutive work days. When able, the Employee is required to consult with the Company to schedule the leave so as to not unduly disrupt the operations of the Company. Employees

requesting leave under this policy for less than five (5) consecutive days should provide as much advance notice as possible. The Company may require certification from the proper civil air patrol authority to verify the Employee's eligibility for any requested leave under this policy.

Military Leave of Absence

The Company will not discharge the employment of a permanent Employee who is a member of the state military forces of this state or any other state because the Employee is ordered to authorized training or duty. Upon returning from leave under his policy, the Employee is entitled to return to the same employment, and may not be subjected to loss of time, efficiency rating, PTO, or any benefit of employment during or because of the absence. The Employee, as soon as practicable after release from duty, must give written or actual notice of intent to return to employment.

Illinois Service Member Employment and Reemployment Rights

The Company provides protection and benefits for eligible Employees who leave their employment to serve the country and the State of Illinois. Under this policy, eligible Employees include the following:

- All members of the Armed Forces of the United States, whether active duty or reserve, including the National Guard when performing state duty;
- All members of Military Auxiliary Radio System, United States Coast Guard Reserve, Civil Air Patrol, and the Merchant Marines when performing official duties in support of an emergency; and
- Members who are released from military duty with follow-on care by the Department of Defense.

Eligible Employees are required to contact Human Resources Department in advance of any pending service under this policy, unless military necessity makes such notice impracticable.

An eligible Employee who is absent on military leave shall, minimally, for the period of the military leave, be credited with the average of the efficiency or performance evaluations received for the three years immediately before the absence for military leave. Additionally, the evaluation shall not be less than the rating that he or she received for the period immediately prior to his or her absence on military leave. In computing seniority and service requirements for promotion eligibility or any other benefit of employment, the period of military duty shall be counted as civilian service. This paragraph does not apply to probationary periods.

Eligible Employees shall not be discriminated against or retaliated against for exercising any rights under this policy.

Leave for Family of Military

The Company provides up to thirty (30) days of unpaid time off to Employees whose family members are called to serve over thirty (30) days in the military. "Family members" under this policy includes the spouse, civil union partner, parent, child, or grandchild of a Employee.

To be eligible for leave, Employees must have been employed by the Company for 12 months and worked at least 1,250 hours during the 12-month period immediately preceding the start of the leave.

Employees are required to provide at least fourteen (14) days' advance notice if the requested leave is for five (5) or more consecutive workdays. For leaves of less than five days, Employees are required to provide as much advance notice as possible. Employees are required to provide certification from the proper military authority to verify eligibility for the leave requested and Company reserves the right to request certification from the proper military authority to verify eligibility.

Employees may be asked to use accrued, unused paid time off (except for sick time) in lieu of the unpaid leave provided under this policy. Leave under this policy may run concurrently with the Family and Medical Leave Act for qualifying exigency and/or any other leave where permitted under state and federal law.

For more information regarding this leave, contact Human Resources Department.

Personnel Records

You may inspect your personnel records upon written request, up to two (2) times each year. Requests will generally be granted within seven (7) working days. A Employee who wishes to obtain a copy of their records may do so. The Company reserves the right to charge a reasonable fee for duplication costs.

Business Expense Reimbursement

It is the Company's policy to reimburse Employees for necessary business expenditures. "Necessary business expenditures" are necessary expenses or losses incurred by a Employee within the Employee's scope of employment that are directly related to the Company's business.

The Company is not responsible for expenses due to a Employee's own negligence, losses due to normal wear, or losses due to theft unless such theft was due to the Company's negligence.

A Employee is not entitled to full reimbursement if he or she fails to comply with this Policy.

To be considered for full reimbursement, all expenses must be:

- Pre-approved, either specifically or generally for routine or recurring items, by the Employee's supervisor;
- Within the Employee's scope of employment and are directly related to the Company's business;
- Evidenced by an original receipt, regardless of amount, or if an original receipt is unavailable, a signed statement regarding such receipt;

- Submitted on the Company's business expense and travel form, if applicable; and
- Submitted no later than 30 days after the expense is incurred.

Any use of a personal vehicle for business purposes must be pre-approved by the Employee's supervisor. The Employee shall not be reimbursed for expenses associated with traffic or parking violations, as such expenses are not necessary business expenditures. Normal parking lot or metered parking expenses may qualify as necessary business expenditures. The approved use of a personal vehicle will be reimbursed at the current rate determined by the Internal Revenue Service on a per-mile basis. Employees are responsible for having a valid driver's license and maintaining proper insurance on their vehicles. Employees should ensure that their insurance coverage satisfies the state law in which they are driving. Employees must have a valid driver's license in order to receive reimbursement for business mileage expenses.

If a Employee is required to be out of town on overnight business, the Company will reimburse the Employee for reasonable accommodation, meals, and transportation expenses. Specifically excluded from reimbursable business expenses are all expenses associated with personal activities and/or entertainment. Such expenses are not necessary business expenditures. Business-related entertainment expenses are reimbursable if those expenses comply with this policy and the Employee's manager approved them in advance. No reimbursement will be allowed for any expense associated with any unlawful activity.

The Company reserves the right to revise, reduce, increase, or eliminate reimbursement policies at its discretion. The Company further has the exclusive right and discretion to determine whether any given expense is reimbursable pursuant to this policy.

Alcohol and Drug Policy

All Employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing, or using illegal drugs (including marijuana, regardless of prescription or recreational purpose) or other unauthorized or mind-altering or intoxicating substances while on the Company's property (including parking areas and grounds), or while otherwise performing their work duties away from Company property. Included within this prohibition are lawful controlled substances, which have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription.

Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work (including marijuana, regardless of prescription or recreational use), and from having excessive amounts of otherwise lawful controlled substance in their systems.

All employees are prohibited from distributing, dispensing, possessing or using alcohol or marijuana while at work or on duty. Furthermore, off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's ability to perform the essential

functions of his/her job. Off-duty prescription or medical marijuana use must not interfere with an employee's ability to perform the essential functions of his/her job.

Prescription Drugs

With the exception of medically prescribed marijuana, the proper use of medication prescribed by your physician is not prohibited; however, we do prohibit the misuse of prescribed medication. Accordingly, employees are reminded that it is against Company policy to have any controlled substances (including marijuana, regardless of prescription or recreational use) in their system while at work, using such controlled substances (including prescription or recreational marijuana) prior to the start of your work shift, or from having excessive amounts of otherwise lawful controlled substance in their systems. Employees' drug use may affect their job performance, such as causing dizziness or drowsiness. Employees are required to disclose any medication that would make them a risk of harm to themselves or to others in performing their job responsibilities. It is the employee's responsibility to determine from his/her physician whether a prescribed drug may impair job performance.

Notification of Impairment

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition which impairs the employee in the performance of his/her job duties, or who presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, to promptly report that fact to his/her immediate supervisor.

Who is Tested

Employees are subject to drug and alcohol testing as discussed in the Company's Employee Handbook. All drug-testing information will be maintained in employee confidential records.

What Happens When a Employee Tests Positive for Prohibited Substances

All Employees who test positive in a confirmed substance test will be subject to discipline, up to and including immediate termination. If the Company elects to discipline a Employee in connection with being under the influence of or impaired by marijuana in violation of this policy, the Employee shall have seven calendar days to submit a written explanation to Human Resources Department to contest the Company's determination that such discipline is warranted.

Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted under state or local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms lawfully stored in the employee's locked motor vehicle in accordance with applicable law.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the Company.

Note: Exempt Employees may be provided time off with pay for any of the above described leaves when necessary to comply with state and federal wage and hour laws.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Illinois Addendum to the Employee Handbook and I will familiarize myself with its contents.

I acknowledge that nothing in the Illinois Addendum to the Employee Handbook creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by the CEO of the Company.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Indiana Addendum

Introduction

This Addendum is applicable only to Employees working in the state of Indiana and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Indiana Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Indiana Addendum, please do not hesitate to discuss your questions with Human Resources.

Indiana Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Indiana law, the Company is committed to providing equal employment opportunities to all Employees and applicants without regard to ancestry, off-duty use of tobacco products, use of a service animal in connection with a disability, filing for a protective order, or any other protected status in accordance with applicable federal, state, or local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Indiana law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of ancestry, off-duty use of tobacco products, use of a service animal in connection with a disability, filing for a protective order, or any other protected status in accordance with applicable federal, state, or local laws.

Pregnancy Accommodations

Employees are permitted to request a pregnancy-related accommodation. The Company will respond to any such request within a reasonable time frame. The Company will not discipline, terminate, or retaliate against an employee because the employee has requested or used an accommodation for the employee’s pregnancy.

Lactation Accommodations

In addition to the Lactation Accommodations policy provisions detailed in the Company Employee Handbook, and in accordance with Indiana law, the Company will provide a refrigerator or other cold storage space for keeping milk that has been expressed or allow the employee to provide her own portable cold storage device for keeping milk that has been expressed until the end of the employee's work day. To the extent reasonably possible, the Company will provide a private location, other than a toilet stall, where an employee can express the employee's breast milk in privacy during any period away from the employee's assigned duties.

Civic Duties

Jury Duty: In addition to the Jury Duty policy provisions detailed in the Company Employee Handbook, and in accordance with Indiana law, employees may, at their option, elect to use accrued, unused paid time off for time spent providing jury service.

Court Attendance and Witness Leave: The Company provides reasonable and necessary unpaid leave to employees who are subpoenaed to attend or participate in court proceedings. Employees who receive a subpoena or summons to appear in court, should notify the Human Resources Manager immediately so that the Company may plan the department's work with as little disruption as possible.

Military Leave

A member of the Indiana National Guard is entitled to an unpaid leave of absence from the member's respective duties, in addition to the member's regular PTO period, for the total number of days that the member is on state active duty.

Furthermore, any reserve member of the armed forces of the United States called upon to receive temporary military training is entitled to a temporary leave of absence from employment, not to exceed fifteen (15) days in any one calendar year. Such person is required to provide the Company with:

- evidence of the dates of departure and return as soon as practicable before the person's departure; and
- evidence of satisfactory completion of training.

Upon return, such person is to be restored to the Employee's previous or a similar position, with the same status as held prior to the leave for training period. Temporary leaves of absence are not to affect the rights of the Employee to PTO leave, sick leave, or other normal benefits of employment. A Employee is entitled to be restored to the Employee's previous position or a similar position, with the same status and pay, if the Employee:

- is a duly qualified member of the reserve components of the armed forces, a member of the ready reserve, or a member of an organized unit who, in order to receive military training with the armed forces of the United States, not to exceed fifteen (15) days in any one (1) calendar year, leaves a position other than a temporary position

with the Company;

- gives evidence defining the date of departure and date of return for purposes of military training ninety (90) days prior to the date of departure;
- gives evidence of the satisfactory completion of such training immediately thereafter; and
- is still qualified to perform the duties of such position.

Seniority is to continue to accrue during such period of absence, and such period of absence for military training is to be considered as an absence with leave. Absence for military training does not affect the Employee's right to receive normal PTO, sick leave, bonus, advancement and other advantages of employment normally to be anticipated in the Employee's position.

Military Family Leave

The Company offers up to ten (10) days of unpaid leave to eligible Employees who are the spouse, parent, grandparent, or sibling of a person who is ordered to active duty for military service for a period longer than eighty-nine (89) days. Leave under this policy may be taken during the thirty (30) days before active duty orders are in effect, during a period in which the person ordered to active duty is on leave while active duty orders are in effect, or during the thirty (30) days after the active duty orders are terminated.

To be eligible for leave under this policy, Employees must have been employed by the Company for twelve (12) months and worked 1,500 hours during the twelve (12) month period immediately preceding the start of the leave.

An eligible Employee may elect, or the Company may require the substitution of paid leave, except for paid medical or sick leave, for any part of the ten (10) day period of such leave.

When requesting leave under this policy, Employees should provide written notice, including a copy of the active duty orders if available, and the date the leave will begin to Human Resources at least thirty (30) days before the leave will begin, unless the active duty orders are issued less than thirty (30) days before the date the requested leave is to begin.

Volunteer Firefighter and Emergency Medical Service Leave

The Company provides reasonable and necessary unpaid leave to eligible Employees who serve as a volunteer firefighter to respond to an emergency call received prior to or during the time the Employee is scheduled to report to work.

The Company also provides unpaid leave, up to six (6) months from the date of injury, to eligible Employees who serves as a volunteer firefighter or emergency medical service provider when such Employees are injured or absent from work because of an injury that occurs while the Employee is engaged in emergency firefighting or emergency response activities. Such leave may run concurrently with leave under the federal Family Medical Leave Act and/or any other leave policy,

including paid time off, where permitted under applicable law

Employees are eligible for leave under this policy if they have previously provided the Company with written documentation from the Fire Chief or other officer in charge of the Employee's status as a volunteer firefighter or emergency medical service provider.

Employees who take leave under this policy must provide Human Resources with a written statement from the Chief or other officer in charge that the Employee was engaged in emergency firefighting or emergency medical service activity at the time of the absence or injury.

Leave under this policy is subject to the business needs of the Company. For more information regarding this leave, please contact Human Resources.

Emergency Civil Air Patrol Leave

In accordance with Indiana law, the Company provides reasonable and necessary unpaid leave to non-essential Employees who are members of the Indiana Wing of the Civil Air Patrol provided the Employee provides reasonable advance notice of the need for leave. The Company may request Employees to provide appropriate documentation in support of a request for leave under this policy. Employees may use accrued paid time off when taking leave under this policy.

Weapons in the Workplace

Possession, use or sale of weapons, firearms, or explosives on work premises, while operating Company machinery, equipment, or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted under state or local laws. This policy applies to all Employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the Employee's locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to Human Resources.

Exempt Employees may be provided time off with pay for any of the above described leaves when necessary to comply with state and federal wage and hour laws.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook and Indiana Addendum and I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook or Indiana Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by the CEO of the Company.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Iowa Addendum

Introduction

This Addendum is applicable only to employees working in the state of Iowa and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Iowa Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Iowa Addendum, please do not hesitate to discuss your questions with Human Resources or a member of management.

Iowa Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Iowa law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to: age (18 years or older, or under 18 and considered to be adult); creed; membership in the national guard, civil air patrol, or armed services reserves; or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Iowa law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of age (18 years or older, or under 18 and considered to be adult); creed; membership in the national guard, civil air patrol, or armed services reserves or any other protected status in accordance with applicable federal, state, and local laws.

Civic Duties

Jury Duty – If you receive a call to jury duty, please notify the **Human Resources Manager** immediately and provide a copy of the summons to your supervisor so we may plan the department’s work with as little disruption as possible. Unless otherwise required by state or federal law, time spent serving on jury duty will be unpaid.

Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested.

Voting Leave – The Company provides up to two (2) consecutive hours of paid time off to eligible employees who do not otherwise have two (2) consecutive non-working hours between the opening and closing of the polls in which to vote.

To request leave under this policy employees must notify Human Resources or their supervisor as soon as possible, and no later than on the day prior to an election day, of the need for leave. The Company, in its sole discretion, will determine the hours which employees may use for time off under this policy, and employees should provide a copy of their voter's receipt upon return to work.

Witness Leave – The Company provides employee with necessary unpaid leave to attend or participate in court proceedings as a witness in a criminal proceeding or as a plaintiff, defendant, or witness in a civil proceeding in accordance with state law. Employees must notify their supervisor of the need to take leave under this policy as far in advance as possible so that the Company can arrange to cover work duties during the employee's absence.

Pregnancy-Related Disability Leave

The Company provides eligible employees with reasonable and necessary unpaid leave for pregnancy, childbirth, or other pregnancy-related medical conditions for the period of temporary disability, up to eight (8) weeks. Employees requesting leave under this policy should provide as much advanced notice as possible, and should provide appropriate medical certification of the amount of leave needed, and any change in the initial period of time requested

Upon returning from leave under this policy, employees will be returned to the same or similar job with the same pay, unless the Company's circumstances have changed so as to make it impossible or unreasonable to do so.

Leave under this policy may run concurrently with leave under the Federal Family Medical Leave Act and/or any other leave policies, including paid time off, where permitted by applicable law.

Volunteer Emergency Services Leave

The Company provides employees who serve as Volunteer Emergency Service Providers with unpaid leave when absent or late to work when necessary to respond to an emergency call received before the employee's shift. If a call is received while the employee is at work, the Company will determine whether the employee can leave work to serve.

Eligible employees must provide the Company with advance written notice that they serve as a volunteer emergency services provider. Further, employees using this leave must make reasonable efforts to notify the Company of their service and must continue to keep the Company informed over the course of any absence.

The Company may request the employee provide a written statement from their supervisor or acting supervisor of the emergency unit or organization stating that the employee responded to an emergency and stating the date and time of the emergency.

Veterans Day Leave

The Company provides unpaid leave to eligible employees on Veteran's Day. Eligible employees are those who have been released or discharged from active military duty and have been scheduled to work on Veteran's Day. Employees requesting leave under this policy should provide written notice to Human Resources of the need for leave at least one (1) month in advance. Employees may also be required to provide a federal certificate of leave or discharge.

Personnel Records

The Company provides employees with the opportunity to review their own personnel records on a date and time that is mutually agreed to and in the presence of a supervisor or Human Resource representative. To review their personnel file, employees should submit a written request. Employees will be permitted to copy materials contained in their personnel records including, but not limited to, evaluations, disciplinary records, and other information concerning employer-employee relations. The Company may charge a reasonable fee, in accordance with state law, for photocopies made by employees.

Alcohol and Drug Policy

In addition to the provisions of the Alcohol and Drug Policy in the Company's Employee Handbook, please note that the Company may require employees to undergo drug or alcohol screening, including urinalysis, blood tests, or other appropriate tests, as authorized under applicable law. If such screening is for alcohol, a result of more than 0.2 grams of alcohol per 210 liters of breath, or its equivalent, will be considered a violation of this policy.

All tests will be subject to confirmation testing. Testing and confirmation testing will be conducted by laboratory personnel certified by the United States Department of Health and Human Services' Substance Abuse and Mental Health Administration or approved under the rules adopted by the Iowa department of public health, and consistent with requirements under Iowa Admin. Code r. 641-12.5(730), *et seq.* Disciplinary action taken against individuals will be based on the results of a confirmed drug or alcohol test.

Applicants and employees will be given an opportunity to provide any information relevant to the test to the laboratory medical review officer, including identification of prescription or nonprescription drugs currently or recently used, or other relevant medical information. To assist the applicant or employee in providing the information above, the Company will ensure that the applicant or employee receives a list of the drugs to be tested for separate from this policy.

If an applicant or employee receives a confirmed positive test, the Company will notify the employee of the test results, in writing, by certified mail, return receipt requested, including a copy of the results, the name and address of the medical review officer who made the report, their right to request their drug and alcohol testing records, and their right to request retesting of the sample at a state approved lab and at their own expense. The individual must notify the Company if they

wish to contest and/or have the specimen retested and pay for the retest, within seven (7) days from the date the Company mailed their notice.

Additionally, the Company offers rehabilitation options to qualified employees with a confirmed positive alcohol test, to the extent required under applicable law. An employee is qualified for rehabilitation if they have been employed for at least twelve (12) of the eighteen (18) months prior to the violation, the employee has not previously violated this policy, and the employee agrees to the terms of the rehabilitation. The Company will not take disciplinary action against the employee so long as they comply with the requirements of rehabilitation and successfully complete rehabilitation. However, nothing in this policy limits the Company's ability to take disciplinary action against an individual based on their failure to comply with any requirements of rehabilitation.

Where applicable, the Company will provide employees with information regarding any resource files or Employee Assistance Programs it is required to maintain by law. Please see the Human Resources for more information regarding this policy.

Exempt employees may be provided time off with pay for any of the above described leaves when necessary to comply with state and federal wage and hour laws.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook and Iowa Addendum and I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook or Iowa Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by the **CEO** of the Company.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Kentucky Addendum

Introduction

This addendum is applicable only to employees working in the state of Kentucky and amends only those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state Addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Kentucky Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Kentucky Addendum, please do not hesitate to discuss your questions with Human Resources Department.

Kentucky Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Kentucky law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to status as a smoker or nonsmoker, AIDS and/or HIV-status (unless absence of the virus is a bona fide occupational qualification), Kentucky National Guard or active militia membership, or any other protected status in accordance with applicable federal, state, or local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Kentucky law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of status as a smoker or nonsmoker, AIDS and/or HIV-status (unless absence of the virus is a bona fide occupational qualification), Kentucky National Guard or active militia membership, or any other protected status in accordance with applicable federal, state, or local laws.

Meal Periods

The Company provides all full-time non-managerial and other non-exempt employees with a thirty (30) minute duty-free meal period, which should be taken between the third and fifth hour of work. During their meal periods, employees are completely relieved of their job responsibilities,

and employees are required to clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day.

The Company's policy is to relieve employees of job responsibilities and duties during their meal periods, with employees being at liberty to use the meal period time as they wish. The Company schedules work assignments with the expectation that employees will take their duty-free meal periods, and we encourage you to do so. At no time may employees perform off-the-clock work or otherwise alter, falsify, or manipulate any aspect of their timekeeping records to inaccurately reflect or hide meal periods or time spent working during meal periods. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

Rest Periods

The Company provides all full-time non-managerial and other non-exempt employees with the opportunity to take a ten (10) minute rest period for every four (4) hours worked, which should be taken so far as practicable in the middle of each work period. Employees are expected to schedule their rest periods at their own discretion under these guidelines unless instructed otherwise by a supervisor. Rest periods may not be combined with meal periods.

Rest periods are counted as hours worked, and thus, employees are not required to record their rest periods on their timesheets or time cards. Rest periods may not be waived to shorten your workday or be accumulated for any other purpose. Employees may be required to sign a certification providing, among other things, that they have taken all of their rest periods during the pertinent pay period.

Civic Duties

Jury Duty: If you receive a call to jury duty, please notify your supervisor immediately so your supervisor may plan the department's work with as little disruption as possible.

Unless otherwise required by state or federal law, time spent serving on jury duty will be unpaid.

Exempt employees will continue to receive their regular salary for any week in which they perform any work while on jury duty, pursuant to state and federal law.

Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested.

Court Attendance and Witness Leave: The Company provides reasonable and necessary unpaid leave to employees who are subpoenaed to attend or participate in court proceedings. Employees who receive a subpoena or summons to appear in court, should notify Human Resources Department immediately so that the Company may plan the department's work with as

little disruption as possible.

Voting: In circumstances where employees' work schedule makes it impracticable to vote before or after work, the Company will provide a reasonable amount of unpaid time off during scheduled work time, up to four (4) hours, for employees to vote. Employees who need time off to vote should notify Human Resources Department prior to Election Day. The Company reserves the right in its sole discretion to specify any time period during which the polls are open, for employees to leave work to vote.

Election Officer Leave: The Company provides unpaid leave to employees serving as election officers training or to serve on an election day. Proper documentation of the appointment and the dates of the required service must be furnished to Human Resources Department by the requesting employee at least seven (7) days before the expected absence.

Unpaid Adoption Leave

The Company provides employees who do not otherwise qualify for adoption leave under the provisions of the FMLA with unpaid leave of up to six (6) weeks for the reception of an adopted child under the age of ten (10). Employees requesting leave under this policy should submit their request in writing and should speak directly with Human Resources Department for further information.

Military Leave

The Company provides military leave to regular, full-time employees and complies with Kentucky law with respect to job reinstatement. The employee must notify his or General Manager immediately upon being called to active duty. Notice should include anticipated duration of service and when the employee expects to return to work, if this information is available. The employee is entitled to return to the same job unless the Company's circumstances have changed so much that reinstatement is impossible.

Disaster and Emergency Services Leave

The Company provides employees who are volunteer firefighters, rescue squad members, emergency medical technicians, peace officers, or members of emergency management agencies ("emergency service personnel") reasonable and necessary unpaid leave to respond to emergencies consistent with state and federal law.

An employee who takes leave under this policy should provide the Company with a written statement from the supervisor of the employee's department, squad, or agency stating that the employee responded to an emergency and listing the time and date of the emergency.

Additionally, the Company provides employees who are injured while acting as emergency service personnel up to twelve (12) months of unpaid leave to recover from such injury consistent with state and federal law. Such leave may run concurrently with the Family and Medical Leave Act and/or any other leave where permitted by state and federal law. Employees taking such leave must provide appropriate documentation, including:

- A written statement from the supervisor, acting supervisor, or director of the volunteer fire department, rescue squad, emergency medical services agency, law enforcement agency, or emergency management agency under whose command the employee was on active duty and on assignment with when the injury occurred; and
- A written statement from a licensed and practicing physician stating that the employee is injured and the anticipated date for the employee's return to work.

For more information regarding this leave, please contact Human Resources Department.

Kentucky Pregnant Workers' Act

To assist our employees who are or who become disabled, or experience limitations related to pregnancy, childbirth, or a related medical condition, the Company will make reasonable accommodations as to enable such employees to continue performing the essential functions of their jobs or to enable them to enjoy all the benefits of employment. The specific accommodation offered will depend on the specific facts and circumstances of the employee's job and any actual limitations. Possible accommodations include, but are not limited to, modification of job duties to comply with medical requirements or restrictions, modification of policies and procedures, leaves of absence for a definite duration or reduced schedules for a finite duration. Transfer to a vacant position for which the employee is qualified also may be appropriate, depending upon specific facts and circumstances of individual situations. For individuals needing an accommodation for limitations related to pregnancy, childbirth, or related medical conditions, accommodations may include, but are not limited to more frequent or longer breaks; time off to recover from childbirth, acquisition or modification of equipment; appropriate seating; temporary transfer to a less strenuous or less hazardous position; job restructuring; light duty; modified schedule; or private space that is not a bathroom for expressing breast milk. Obviously, there are limits to the accommodations which we can realistically make. For example, where an accommodation would cause an undue hardship to the Company, we would be unable to make the particular accommodation. Similarly, where placing an individual in a position, with or without accommodation, would cause the employee to be a direct threat to the employee or others, we may be unable to place the employee in a particular position. If you need to request a reasonable accommodation because of a disability or on-the-job injury, please contact Human Resources Department. The Company will discuss the matter with you and attempt to reasonably accommodate you.

You have the right to request, and the Company will provide, accommodations required for employees to express breast milk as necessary. Employees should notify their manager or General Manager to request accommodations to express breast milk under this policy. The Company will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with meal and rest periods already provided. Non-exempt employees should clock out for additional lactation breaks that do not run concurrently with normally scheduled meal and rest periods. Such additional breaks will be unpaid. The Company will provide employees needing to express breast milk with a room or place, other than a restroom, to express breast milk in private.

Workplace Violence Policy

The Company has a zero-tolerance policy for violent acts or threats of violence against our employees, applicants, customers, or vendors.

We do not allow fighting, threatening words, or conduct. No employee may commit or threaten to commit any violent act against a co-worker, applicant, customer, or vendor. This includes discussions of the use of dangerous weapons, such as bombs, guns, or knives, even in a joking manner.

Employees who are subjected to or threatened with violence by a co-worker, customer or vendor, or are aware of another individual who has been subjected to or threatened with violence, are to report this information to their supervisor, or **Human Resources Department** as soon as possible.

All threats should be taken seriously. Please bring all threats to our attention so that we can deal with them appropriately. All threats will be thoroughly investigated, and all complaints which are reported to management will be treated with as much confidentiality as possible.

Possession, use or sale of weapons, firearms, or explosives on work premises, while operating Company machinery, equipment, or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted under state or local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee's locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to, the Safety Department and/or Human Resources Department.

Expense Reimbursement

The Company reimburses employees for business expenses reasonably incurred in performing their duties. Reimbursement for any expense will only be made upon the employee's timely submission of a request for reimbursement along with sufficient documentation such as receipts. It is the employee's responsibility to seek reimbursement for business expenses, as the Company can only reimburse expenses for which it receives a request and sufficient documentation.

Exempt employees may be provided time off with pay for any of the above described leaves when necessary to comply with state and federal wage and hour laws.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received my copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook and Kentucky Addendum and that I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook or Kentucky Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by the Co-Presidents and the Vice President of Human Resources Department of the Company.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Louisiana Addendum

Introduction

This addendum is applicable only to Employees working in the state of Louisiana and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Louisiana Employee Handbook Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Louisiana Employee Handbook Addendum, please do not hesitate to discuss your questions with the **Human Resources Department**.

Louisiana Policies

Equal Employment Opportunity Policy

If you work at a Louisiana location with twenty or more Employees, in addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Louisiana law, the Company is committed to providing equal employment opportunities to all Employees and applicants without regard to political affiliation or belief, participation in political activities, or candidacy for public office, sickle cell trait, veteran status, and for all Louisiana locations, tobacco use or non-use during non-working hours, or any other legally protected status or characteristic recognized by applicable federal, state, or local laws. The Company prohibits and will not tolerate discrimination or harassment based upon these or any other legally protected characteristics.

Smoke-Free Workplace

The Company is committed to providing all Louisiana Employees with a smoke-free workplace. Smoking is expressly prohibited in all enclosed areas within the Company’s facilities.

Civic Duties

Jury Duty: All Employees summoned for jury duty will receive their regular wages for the first day of service, and without the use of any paid time off or other benefit available. Thereafter, the Company provides unpaid leave for jury duty service.

Employees must provide reasonable advance notice to their Supervisor and the **Human Resources Department** upon receiving a jury duty summons.

Employees who are released from jury duty during regular working hours are generally expected to contact their supervisor and report to work if so requested. Upon return to work, Employees should submit appropriate documentation of their jury duty service to the **Human Resources Department**.

Leave for Bone Marrow Donation

The Company provides paid leave time up to 40 hours to eligible Employees who seek to undergo a medical procedure to donate bone marrow. Employees are eligible to request leave under this policy if they work an average of 20 or more hours per week. Employees requesting leave under this policy should provide the **Human Resources Department** with appropriate physician documentation of the purpose and length of the requested leave. If there is a medical determination that the Employee does not qualify as a bone marrow donor, the paid time off granted to the Employee prior to the medical determination will not be forfeited. The Company will not retaliate, or tolerate retaliation, against any Employee who seeks or obtains leave under this policy.

This leave may run concurrently with FMLA. For more information regarding this leave, please contact the **Human Resources Department**.

School Visitation Leave

The Company provides Employees with dependent children up to 16 hours of unpaid leave during any twelve-month period to attend, observe, or participate in school conferences or other classroom activities related to the Employee's dependent children (or to children for whom the Employee is a legal guardian) if such conferences or activities cannot reasonably be scheduled outside of the Employee's normal working hours. Employees requesting leave under this policy should provide reasonable advance notice of their need for leave and should make reasonable efforts to schedule such leave so as not to unduly disrupt the operations of the Company.

Leave under this policy is generally unpaid. However, Employees may elect to use their accrued but unused PTO time, if any, to attend school-related activities. In order to use PTO time, an eligible Employee must still comply with the Company's normal policies and procedures concerning PTO time (*e.g.*, call-in procedures, advance notice).

Fingerprinting, Medical Examinations, Drug Tests, or Other Records

The Company will cover the costs of any medical examinations, fingerprinting, drug tests, or the production of records it may require from an Employee or job applicant as a condition of employment.

Pregnancy Disability Leave of Absence

Pursuant to Louisiana law, employees have the right to be free from discrimination based on medical needs arising from pregnancy, childbirth, or related medical conditions known to their employer, and the Company's policy strictly prohibits such discrimination in any form. The

Company provides up to four (4) months of unpaid leave to female employees for disabilities relating to pregnancy, childbirth, or related medical conditions. The Company also provides other reasonable accommodations to female employees affected by disabilities relating to pregnancy, childbirth, or related medical conditions, including, but not limited to, the following: a temporarily reduced or modified work schedule; more frequent or longer paid breaks from work; more frequent bathroom breaks; access to a private place (other than a restroom stall) for the purpose of lactation or expressing breast milk for up to one year after childbirth; temporary modifications or exemptions to existing workplace food or drink policies; access to seating (for employees whose jobs require standing); assistance with manual labor and/or lifting restrictions; temporary transfer to a less strenuous or less hazardous vacant position, if qualified; job restructuring or light duty, if available; or acquiring or modifying equipment or devices that are necessary to perform essential job functions. Employees covered by this policy are not required to take leave if their limitations arising from pregnancy, childbirth, or related medical conditions may be reasonably accommodated through other means. Similarly, employees affected by pregnancy, childbirth, or related medical conditions are not required to accept any accommodation that they chose not to accept or that is unnecessary for them to perform the essential duties of their jobs.

Employees requesting leave or a reasonable accommodation under this policy should provide as much advanced notice as possible, including, when applicable, an appropriate health care provider certification. The notice should include the date the leave or accommodation is anticipated to commence, as well as the intended date of return to normal duties. In the event the employee's leave or request for accommodation exceeds the anticipated date of return to regular job duties, it is the employee's responsibility to provide further verification from her health care provider that she is unable to return to her regular job duties and to provide a revised anticipated date of return.

Upon return to work following leave under this policy, employees will be reinstated to their same position or to an equivalent position with the same status, pay, length of service and seniority, unless other similarly situated employees have been laid off due to economic conditions or other changes in operating conditions affecting employment during the period of leave. Where applicable, any leave time for which an employee may be eligible under this policy and the federal Family and Medical Leave Act and/or other similar leaves mandated by state or local law, or other leave provided by the Company, shall run concurrently.

Leave under this policy is generally unpaid. However, employees may elect to use their accrued but unused PTO and/or available short-term disability (STD) pay (if applicable) for leave for disabilities relating to pregnancy, childbirth, or related medical conditions. In order to use PTO, an eligible employee must still comply with the Company's normal policies and procedures concerning PTO (*e.g.*, call-in procedures, advance notice, etc.).

If an employee and/or the employee's family participate in the Company's group health plan, the Company will maintain coverage during the employee's leave under this policy on the same terms as if the employee had continued to work. If applicable, the employee should make arrangements to pay her share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for the employee and the employee's family. Use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the leave. Consult the applicable plan document for further information regarding eligibility, coverage, and benefits.

Employees should speak directly with the Human Resources department prior to taking leave or when requesting a temporary accommodation under this policy to ensure understanding of their obligations to the Company such as reporting and verification requirements. If the

Company does not completely and timely address an employee's request for leave, he or she should contact the Chief Operations Officer.

Emergency Response Leave

The Company provides unpaid leave to Employees who serve as volunteers engaged in activities pursuant to an operations plan implemented by the Governor's Office of Homeland Security and Emergency Preparedness, and first responders (including, but not limited to, medical personnel, emergency and medical technicians, volunteer firemen, auxiliary law enforcement officers, and members of the Civil Air Patrol) when responding to a state of emergency prior to or during the time the Employee is scheduled to work consistent with applicable state and federal law.

Employees who take leave under this policy should contact their supervisor and the **Human Resources Department** as soon as possible to advise of the need for leave and expected duration of their service. Additionally, Employees are generally required to report back to work no later than 72 hours after they have been released from first responder duty.

Following a leave under this policy, Employees will be reinstated to their previous or a comparable position to the extent possible.

Additionally, Employees who are disabled while serving as a first responder may seek a reasonable accommodation in accordance with applicable law.

For more information regarding Emergency Response Leave, please contact your supervisor or the **Human Resources Department**.

Veterans' Medical Appointment Leave

The Company will not discriminate, terminate, otherwise discipline, or threaten to terminate or discipline honorably discharged veterans of the United States armed forces (including the reserve components of the armed forces, Army or Air National Guard, the commissioned corps of the Public Health Service, or any other category of persons designated by the United States president in a time of war or emergency) who take time off from work to attend medical appointments that are necessary to receive veterans' benefits. The Company may request verification of attendance at the medical appointment.

Weapons in the Workplace

Possession, use or sale of weapons, firearms, or explosives on work premises, while operating Company machinery, equipment, or vehicles for work-related purposes, or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all Employees, including

but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to lawfully possessed firearms stored inside of an Employee's locked, privately-owned vehicle.

Employees who are aware of any actual or threatened violation of this policy are required to immediately report the incident to their supervisor or the **Human Resources Department**.

Online Account Privacy Protection

The Company will neither request nor require Employees or job applicants to disclose the username, password, or other account credentials required to access any online accounts that are used exclusively for personal communications unrelated to any business purpose or activity of the Company, except for reasons expressly allowable by law.

Payment of Wages Upon Termination

When an Employee is discharged or voluntarily quits, all amounts due under the terms of employment will be paid out on the next regular payday, or within 15 days, whichever is sooner. Payment shall include any accrued, but unused PTO time.

Registration of Vehicles

Any individual who lives and works in Louisiana and who operates one or more vehicles on public streets or roads must apply for a certificate of registration for each such vehicle within thirty days of the date the individual becomes employed in Louisiana.

Earned Income Tax Credit

If you make \$35,000 or less per year, you may be eligible for the federal Earned Income Tax Credit or Advance Earned Income Credit. Earned Income Tax Credits are reductions in federal income tax liability for which you may be eligible if you meet certain requirements. Generally, you may either apply for the credit on your federal income tax return or receive the credit in advance payments during the year. Additional information concerning these programs is available from the Internal Revenue Service.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Louisiana Employee Handbook Addendum and I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook or Louisiana Employee Handbook Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by a member of the Executive Committee.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Maryland Addendum

Introduction

This addendum is applicable only to Employees working in the state of Maryland and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Maryland Employee Handbook Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Maryland Employee Handbook Addendum, please do not hesitate to discuss your questions with the **Human Resources Department**.

Maryland Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Employee Handbook, and in accordance with Maryland law, the Company is committed to providing equal employment opportunities to all Employees and applicants without regard to race (including hair texture, afro hairstyles and protective hairstyles like braids, locks, and twists), ancestry, marital status, genetic information, sexual orientation, gender identity, credit history, or any other protected status in accordance with applicable federal, Maryland or local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Employee Handbook, and in accordance with Maryland law, the Company strictly prohibits all forms of unlawful harassment, discrimination, and retaliation which includes harassment, discrimination or retaliation on the basis of race (including hair texture, afro hairstyles and protective hairstyles like braids, locks, and twists), ancestry, marital status, genetic information, sexual orientation, gender identity, credit history or any other protected status in accordance with applicable federal, Maryland or local laws.

Civic Duties

Jury Duty –An Employee who is summoned and appears for jury service for four (4) or more hours, including travel time, will not be required to work a shift that begins (1) on or after 5:00 p.m. on the day of the Employee’s appearance for jury service; or (2) before 3:00 a.m. on the day following the Employee’s appearance for jury service.

Voting – In circumstances where an Employee’s work schedule does not provide two (2) hours of continuous off-duty time during the time polls are open, the Company will provide a reasonable amount of paid time off during scheduled work time, up to two (2) hours, for the Employee to vote. Employees who need time off to vote should notify their supervisor and the **Human Resources Department** prior to an election day, and the Company requires such Employees to submit proof of voting on a form prescribed by the State Board. The Company reserves the right in its sole discretion to specify a time period during which the polls are open, for Employees to leave work to vote.

Court Attendance and Witness Leave

The Company provides necessary unpaid leave to Employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify the **Human Resources Department** immediately so that the Company may plan the department’s work with as little disruption as possible.

Crime Victim Leave

The Company provides unpaid leave for Employees who are subpoenaed to attend or participate in court proceedings, including reasonable time requested by a prosecuting attorney to participate in the preparation of criminal proceedings when the Employee is a victim of a crime or the representative of a crime victim or when the Employee’s attendance at a criminal justice proceeding is reasonably necessary to protect the interests of the crime victim. The Employee is expected to provide the Company with as much notice as possible of the need to take leave under this policy.

Family Military Leave

An eligible employee may take unpaid leave from work on the day that an immediate family member (spouse, parent, stepparent, child, stepchild, or sibling) of the employee is leaving for, or returning from, active duty outside the United States as a member of the Armed Forces of the United States. The Company will not require eligible employees to use any compensatory, sick, or vacation leave available when taking leave under this policy.

To be eligible for family military leave, an employee must work full- or part-time, have been employed by the Company for the last twelve (12) months, and worked 1,250 hours during the last 12-month period. The Company may require an employee requesting leave under this policy to submit proof verifying the need for leave.

Flexible Family Leave

You may use accrued, unused paid time off (e.g., vacation, PTO, sick time) to care for an immediate family member due to an illness. For purposes of this policy, an immediate family member includes a child, spouse, or parent. Employees who have accrued more than one type of

paid time off may elect the type and amount of paid time off to be used. Employees will not be permitted to take advances on their paid time off for purposes of this policy. To use paid leave under this policy, eligible Employees should comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.). The Company will not discriminate, retaliate or take any adverse employment action against an employee for use of leave under this policy.

Adoption Leave

The Company provides Employees who are adoptive parent or a stepparent, at the time of birth or initial placement of a child, the same terms and conditions as the Company provides such leave to biological parents, as set forth by Maryland Law. Employees with questions regarding leave under this policy should contact the **Human Resources Department**.

Bone Marrow and Organ Donor Leave [For employers with 15+ employees in the state]

The Company will provide unpaid leave for eligible employees to serve as organ or bone marrow donors. Employees are eligible for leave if they have worked for the Company for at least a 12-month period and at least 1,250 hours during the previous twelve (12) months. Eligible employees can take up to sixty (60) business days of unpaid leave in any 12-month period to serve as organ donors and up to thirty (30) business days of unpaid leave in any 12-month period to serve as bone marrow donors.

The Company will not count time spent on donor leave as a break in continuous service for the purposes of determining eligible employees' right to salary adjustments, sick leave, time off, other types of leave, or seniority. Employees must provide the Company with a physician's written verification, as a condition for taking donor leave, regarding their status as an organ or bone marrow donor and the medical necessity of their organ or bone marrow donation.

Leave provided pursuant to this policy will not run concurrently with leave provided under the Federal Family and Medical Leave Act (FMLA) and will be provided in addition to any leave for which you may be eligible under FMLA. While on leave, the Company will maintain health care coverage in the same manner as if the employee continued working. Leave provided will not be considered a break in service for purposes of salary adjustments, sick leave, accrued paid leave, annual leave or seniority, to the extent applicable.

Pregnancy Accommodation [Applies to employers with 15+ employees' total.]

The Company, consistent with state law, will provide reasonable accommodations to employees for pregnancy-related disabilities, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, the Company will explore with the employee the possible means of providing the reasonable accommodation, which may include:

- changing the employee’s job duties;
- changing the employee’s work hours;
- relocating the employee’s work area;
- providing mechanical or electrical aids;
- transferring the employee to a less strenuous or less hazardous position; or
- providing a leave of absence.

In connection with a request for an accommodation, the Company may require the employee to provide certification supporting the need for a reasonable accommodation.

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

For more information, or if you require an accommodation, please contact **the Human Resources Manager**.

Paid Sick and Safe Leave

This policy applies to any Employees who are ineligible for the Company’s PTO as detailed in the Employee Handbook. To the extent there is any conflict between this policy and the Company’s PTO policy, the Company will provide the greater of the two benefits.

Eligible Employees will accrue paid sick and safe leave (“paid sick leave”) at a rate of not less than one (1) hour per every thirty (30) hours worked. Employees can earn up to forty (40) hours of paid sick leave per anniversary year, and accrue up to sixty-four (64) hours of earned sick and safe leave in total. Employees may begin using earned paid sick leave after completing 106 days of employment.

Employees may carry over any unused earned paid sick leave from one year to the next, up to a maximum of forty (40) hours. Employees may not use more than sixty-four (64) hours of paid sick leave in a year or maintain more than sixty-four (64) hours of leave at any point.

Earned paid sick leave may be used for:

1. An Employee’s mental or physical illness, injury, or condition;
2. An Employee’s family member’s mental or physical illness, injury, or condition;
3. To obtain preventative medical care for the Employee’s family member;
4. For maternity or paternity leave; or
5. Leave related to domestic violence, sexual assault, or stalking committed against the Employee or the Employee’s family member, including leave to obtain: (a) medical or

mental health attention related to domestic violence, sexual assault or stalking; (b) services from a victim services organization related to domestic violence, sexual assault, or stalking; (c) legal services or proceedings related to or resulting from domestic violence, sexual assault, or stalking; or (d) for any time that the Employee has temporarily relocated due to the domestic violence, sexual assault or stalking.

As used in this policy, the term “family member” includes the following individuals whether biological, adopted, foster or step: parent (including legal guardian or individual who acted as a parent or stood in loco parentis to the Employee or the Employee’s spouse when the Employee or the Employee’s spouse was a minor), child (including a child for whom the Employee has legal or physical custody or guardianship or a child for whom the Employee stands in loco parentis regardless of the child’s age), spouse, grandparent, grandchild or sibling.

Paid sick leave can be taken in four-hour minimum increments and will be compensated at the Employee’s normal wage rate and with the same benefits as the Employee earns during work hours.

When the need for paid sick leave is foreseeable, Employees must provide advance notice of the need for leave, at least seven days in advance. When the need for paid sick leave is not foreseeable, Employees must provide notice as soon as practicable and in compliance with the Company’s notice requirements for requesting leave. Employees are expected to use paid sick leave for the purposes specified in this policy. Employees improperly using paid sick leave will be subject to disciplinary action.

The Company may require Employees using paid sick leave lasting longer than two (2) consecutive shifts to provide verification that leave was used for purposes allowed under this policy. Employees also agree that they will provide verification for any leave taken between their 107th and 120th calendar day of employment.

Employees separated from employment and rehired within 37 weeks will have any previously unused earned paid sick leave reinstated upon re-employment.

This leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

An Employee who believes that the Company has violated this policy may file a written complaint with the Commissioner of Labor and Industry or bring civil suit pursuant to Maryland law.

The Company will not take adverse action against an Employee for taking or requesting earned paid sick leave in accordance with law. Further, the Company will not take adverse action against an Employee making a complaint, bringing an action, or testifying in an action related to paid sick leave.

Emergency Services Leave

The Company provides reasonable and necessary unpaid leave to Employees who serve as a member of the Maryland wing of the Civil Air Patrol, civil defense, volunteer fire department,

or volunteer rescue squad and who are called to respond to an emergency declared by the Governor of Maryland or the governing body of a county or municipal corporation.

Employees requesting leave under this policy should give as much advanced notice of possible of the dates of leave, including the anticipated return date. Additionally, Employees should notify the **Human Resources Department** if the beginning or end dates for the leave change.

Employees will be required to provide written confirmation from an appropriate authority regarding the Employee's participation in a declared emergency.

Upon returning from leave under this policy, eligible Employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. Employees may choose to use accrued paid leave (such as vacation, or PTO), concurrently with leave under this policy. To do so, eligible Employees must comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

Civil Air Patrol Leave

The Company provides eligible Employees with up to fifteen (15) days per year of unpaid leave when such Employees are called to perform a civil air patrol mission.

To be eligible for leave under this policy, Employees must have been employed with the Company for at least ninety (90) days immediately preceding the commencement of leave. Employees requesting leave under this policy must give as much notice as possible of the beginning and ending dates of the leave. If leave is due to an emergency, Employees must provide notice as soon as possible after the commencement of the emergency and provide the estimated time for the mission. While on leave, Employees must provide the Company with updates on their status and expected return to work dates if such information changes.

Employees may be required to provide certification from a civil air patrol authority of eligibility for the requested leave.

Employees may use accrued paid time off when taking leave under this policy.

Parental Leave [Applies to employers with 15-49 employees within a 75-mile radius in the state. FMLA will apply to employers with 50+ employees.]

The Company provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons under the Maryland Parental Leave Act (MPLA). The maximum amount of leave under this policy that an employee may use is six (6) weeks within a twelve (12) month period.

Employee Eligibility

To be eligible for MPLA leave, you must:

- Have worked at least twelve (12) months for the Company in the preceding seven (7) years (limited exceptions apply to the seven-year requirement);
- Have worked at least 1,250 hours for the Company over the preceding twelve (12) months; and
- Currently work at a location where there are at least fifteen (15) employees within seventy-five (75) miles.

Conditions Triggering Leave

MPLA leave may be taken for the following reasons:

- Birth of a child, or to care for a newly-born child (up to twelve (12) weeks);
- Placement of a child with the employee for adoption or foster care (up to twelve (12) weeks);

The maximum amount of leave that may be taken in a twelve (12) month period for all reasons combined is six (6) weeks. The Company may require employees to take MPLA concurrently with leave under the Federal Family Medical Leave Act.

Identifying the 12-Month Period

The Company measures the twelve (12) month period in which leave is taken by the “rolling” twelve (12) month method, measured backward from the date of any MPLA leave. Additionally, MPLA leave for the birth or placement of a child for adoption or foster care must be concluded within twelve (12) months of the birth or placement.

Use of Accrued Paid Leave

Depending on the purpose of your leave request, you may choose (or the Company may require you) to use accrued paid leave (such as sick leave, vacation, or paid time off), concurrently with some or all of your MPLA leave. To use paid leave for MPLA leave, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, the Company will maintain coverage during your MPLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of MPLA leave will not result in the loss of any

employment benefit that accrued prior to the start of your leave. Consult the applicable plan document for further information regarding eligibility, coverage and benefits.

Notice

When seeking MPLA leave, employees are required to provide sufficient information for the Company to determine whether the requested leave may qualify for MPLA leave, and the anticipated timing and duration of the leave. If the need for leave is foreseeable, this information must be provided thirty (30) days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the Company's normal call-in procedures, absent unusual circumstances. Employees taking MPLA leave will also be required to provide periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination. You should speak directly with **the Human Resources Manager** prior to taking a leave to ensure your understanding of all of your obligations to the Company while on leave, such as reporting and verification obligations. Failure to comply with this policy may substantially affect your ability to return to work.

Employer Responsibilities

To the extent required by law, the Company will inform employees whether they are eligible under the MPLA. Should an employee be eligible for MPLA leave, the Company will provide him or her with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, the Company will provide a reason for the ineligibility. The Company will also inform employees if leave will be designated as MPLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the Company determines that the leave is not MPLA-protected, the Company will notify the employee.

Job Restoration

Upon returning from MPLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Failure to Return After MPLA Leave

Employees who fail to return to work as scheduled after MPLA leave or exceed the six (6) weeks of MPLA, will be subject to the Company's standard leave of absence and attendance policies. This may result in termination if you have no other Company-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your MPLA leave, the Company's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

Other Employment

The Company generally prohibits employees from holding other employment. This policy remains in force during all leaves of absence including MPLA leave and may result in disciplinary action, up to and including immediate termination of employment.

Fraud

Providing false or misleading information or omitting material information in connection with an MPLA leave will result in disciplinary action, up to and including immediate termination.

Compliance with MPLA and Employee Rights

MPLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under MPLA, or discharge or discriminate against any person for opposing any practice made unlawful by MPLA or for involvement in any proceeding under or relating to MPLA. The Company encourages employees to bring any concerns or complaints about compliance with MPLA to the attention of **the Human Resources Manager**. Further, MPLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Limited Nature of This Policy

This policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by MPLA. The Company may modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

Wage Disclosure Protection

Consistent with Maryland law, the Company will not take an adverse employment action against an Employee for: inquiring about, discussing or disclosing wages of the Employee or another Employee which have been disclosed voluntarily; requesting that the Company provide a reason for the Employee's wages; or aiding or encouraging another Employee's exercise of his or her rights.

Upon request from an applicant or employee, the Company will provide such individual with the wage range for the position for which the applicant or employee has applied. The Company will not discriminate or retaliate against an individual for making such request.

Nothing in this policy permits an Employee to discuss or disclose the wages of another Employee without that Employee's prior permission unless doing so is in response to a complaint or charge or in furtherance of an investigation, proceeding, hearing, or legal action, including an investigation conducted by the Company. Further, Employees are not permitted to disclose proprietary information, trade secret information, or information that is otherwise subject to legal

privilege or protection or to disclose wage information to a competitor of the Company without the prior written consent of the Company.

Additionally, nothing in this policy requires the Company or an Employee to disclose wages in response to an inquiry by another Employee.

Alcohol and Drug Policy

In addition to the provisions of the Drug-Free Workplace policy in the Company's Employee Handbook, please note that although the state has decriminalized the use of marijuana for medicinal purposes, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

In compliance with Maryland law, the Company may require employees to be tested for the use of drugs and/or alcohol for a legitimate business purpose, including based on a reasonable suspicion that an employee is engaged in work-related activities under the influence of drugs or alcohol in violation of the Alcohol and Drug Policy.

The Company will collect any samples or specimens in compliance with Maryland law and, upon request of the employee, will provide the name and address of the laboratory that will conduct the test. In compliance with Maryland law, an employee who tests positive for use of drugs or alcohol in violation of the Alcohol and Drug Policy will receive, within thirty (30) days from date of when the test was performed, (1) a copy of the laboratory test results, (2) a copy of the Company's Alcohol and Drug Policy, (3) a statement showing the type of discipline the Company intends to take, if any, and (4) a statement indicating that the employee has the right to seek independent confirmation of the drug test at his or her own expense. The Company will maintain the confidentiality of all relevant and related records in full compliance with federal and state law.

Exempt employees may be provided time off with pay for any of the above-described leaves where necessary to comply with state and federal wage and hour laws.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Maryland Employee Handbook Addendum and I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook or Maryland Employee Handbook Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by a member of the Executive Committee.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Massachusetts Addendum

Introduction

This addendum is applicable only to Employees working in the Commonwealth of Massachusetts and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Massachusetts Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Massachusetts Addendum, please do not hesitate to discuss your questions with **Human Resources Department**.

Massachusetts Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Company’s Employee Handbook, and in accordance with Massachusetts law, the Company is committed to providing equal employment opportunities to all Employees and applicants without regard to race, color, national origin, ancestry, sex, age, gender identity, genetics, criminal record (inquiries only), physical or mental disability, mental illness, sexual orientation, religious creed, pregnancy, childbirth or other related medical conditions (including, but not limited to, lactation or the need to express breast milk for a nursing child), veteran status, active military personnel, or any other protected status in accordance with applicable federal, Commonwealth of Massachusetts, or local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Company’s Employee Handbook, and in accordance with Massachusetts law, the Company strictly prohibits all forms of unlawful harassment, discrimination, and retaliation which includes harassment, discrimination, and retaliation on the basis of race, color, national origin, ancestry, sex, age, gender identity, genetics, criminal record (inquiries only), physical or mental disability, mental illness, sexual orientation, religious creed, pregnancy, childbirth or other related medical conditions (including, but not limited to, lactation or the need to express breast milk for a nursing child), veteran status, active military personnel, or any other protected status in accordance with applicable federal, Commonwealth of Massachusetts, or local laws.

The Company is cognizant of and complies with the requirements under M.G.L. c. 151B, including but not limited to the Massachusetts Criminal Records Statute, M.G.L. c. 151B, § 4(9), which prohibits an employer from taking an adverse employment action against an applicant or Employee because of criminal history information the employer obtained unlawfully.

Further examples of prohibited sexual harassment, in addition to those articulated in the federal handbook, include harassment based on gender, and sexual orientation. By way of illustration only, and not limitation, some examples of such behavior include:

- physical or verbal abuse concerning an individual's actual sex or the perception of the individual's sex; and
- verbal abuse concerning a person's characteristics such as vocal pitch, facial hair or the size or shape of a person's body.

If you feel that you are being harassed and/or discriminated against in violation of this policy by another Employee, supervisor, manager or third party doing business with the Company, **you should immediately consult the Complaint Procedure in the Employee Handbook.** Additionally, you may contact one of the following agencies:

- Massachusetts Commission Against Discrimination Boston Office: One Ashburton Place, Room 601, Boston, MA 02108, (617) 994-6000 (voice), (617) 994-6196 (TTY).
- Springfield Office: 436 Dwight Street, Room 220, Springfield, MA 01103, (413) 739-2145.
- Worcester Office: 484 Main Street, Room 320, Worcester, MA 01608, (508) 453-9630.
- Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 15 New Sudbury Street, 4th Floor, Room 475, Boston, MA 02203, (800) 669-4400 (voice), (800) 669-6820 (TTY).

Complaints must be filed within 300 days of the adverse action.

Civic Duties

Voting Leave - The Company will not attempt to influence a Employee's vote or political contribution by threatening to discharge the Employee, reduce their wages, or otherwise adversely affect the terms and conditions of their employment. The Company also will not promise to give a Employee higher wages or otherwise favorably affect the terms and conditions of their employment. The Company also provides up to two (2) hours of unpaid time off to Employees who are scheduled to work during the first two (2) hours after polls are opened where the Employee is entitled to vote. To be eligible for time off under this policy, Employees must notify your supervisor or Human Resources Department in advance.

Massachusetts Paid Family and Medical Leave

Massachusetts law entitles eligible Employees to certain paid family and medical leave. Consistent with the law, the Company has established the following policy to inform Employees of their rights and obligations. This policy is a summary and may not include every detail about the law. If you have any questions, please consult **Human Resources Department**.

Explanation of Benefits

Eligible Employees may have access to the following benefits:

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

Eligible Employees may have access to up to twelve (12) weeks of paid family leave in a benefit year to care for a family member with a serious health condition.

Eligible Employees may be entitled to up to twenty-six (26) total weeks, in the aggregate, of paid family and medical leave in a single benefit year. An eligible Employee's weekly benefit amount will be based on the Employee's earnings, with a maximum benefit as determined by the Department of Family and Medical Leave each October.

For details regarding Employee eligibility, please review consult the Department's website at www.mass.gov/DFML and/or speak with **Human Resources Department**.

Job Protection, Continuation of Health Insurance, No Retaliation

Generally, a Employee who has taken family or medical leave under the law will be restored to his or her previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority as of the date of leave.

The Company will continue to provide for and contribute to the Employee's employment-related health insurance benefits, if any, at the level and under the condition's coverage would have been provided if the Employee had continued working continuously for the duration of such leave. Employees will be required to remit their portion of any employment-related health

insurance benefits in accordance with Company policy.

The Company will not discriminate or retaliate against a Employee for exercising any right to which he or she is entitled under the paid family and medical leave law.

Employer/Employee Contributions

The Company has remitted contributions to the Department of Family and Medical Leave (“DFML”) Employment Security Trust Fund by deducting payroll contributions from a covered Employee’s wages or other earnings.

The Company will continue to deduct payroll contributions from a covered employee’s wages or other earnings for purposes of contributing those contributions to the Department of Paid Family Medical Leave (“DFML”) for all employees.

How to File a Claim

Employees must file claims for paid family and medical leave benefits with the DFML using the Department’s forms. The Massachusetts Department of Family and Medical Leave is located at:

The Charles F. Hurley Building
19 Staniford Street, 1st Floor
Boston, MA 02114
(617) 626-6565

Forms and claim instructions are available on the Department’s website: <https://paidleave.mass.gov/>.

Employees are required to provide at least thirty (30) days’ notice to the Company of the anticipated starting date of any leave, the anticipated length of the leave, and the expected date of return. A Employee who is unable to provide thirty (30) days’ notice due to circumstances beyond his or her control is required to provide notice as soon as practicable.

Employees must file claims for paid family and medical leave benefits with MetLife, using their forms. Employees with questions concerning application for family and medical leave benefits should speak with **Human Resources Department**.

Employees are required to provide at least thirty (30) days’ notice to the Company of the anticipated starting date of any leave, the anticipated length of the leave, and the expected date of return. A Employee who is unable to provide thirty (30) days’ notice due to circumstances beyond his or her control is required to provide notice as soon as practicable.

Payment for Concurrent Leave

Any paid leave provided under a collective bargaining agreement or Company policy and paid at the same or higher rate than paid leave available under the Massachusetts Paid Family and Medical Leave Law shall count against the allotment of leave benefits available under the Massachusetts Paid Family and Medical Leave Law.

For more detailed information on this policy, please consult the Department's website at www.mass.gov/DFML or speak with **Human Resources Department**.

Paid Time Off

Upon termination and/or separation of employment, Massachusetts Employees will be paid for all accrued and unused PTO time.

Meal Periods for Employees in Non-Exempt Positions

Meal periods of thirty (30) minutes are provided to Employees for every six (6) hours worked. Employees who work more than twelve (12) hours in a workday are provided with a second 30-minute meal period.

Meal periods will be scheduled by your supervisor. Employees are relieved of all duties during the meal periods. You must clock in and out during your meal period. The meal periods are unpaid.

You are expected to observe your assigned work hours and to take your meal periods as scheduled. If you are unable to take your meal period for any reason, you are to notify your supervisor immediately. Failure to take your meal periods in accordance with this policy may lead to discipline, up to and including unpaid suspension and/or termination of employment.

The Company will permit Employees a reasonable opportunity to take their meal period and will do nothing to impede or discourage Employees from taking their meal period. If a Employee believes that he/she has been impeded from taking his/her meal period, the Employee must notify his/her supervisor or **Human Resources Department** immediately, so the matter may be properly addressed.

Paid Sick Leave

This policy applies to any Employees who are ineligible for the Company's PTO as detailed in the Employee Handbook. To the extent there is any conflict between this policy and the Company's PTO policy, the Company will provide the greater of the two benefits.

Policy:

The Company provides up to forty (40) hours of paid sick leave per calendar year and this policy is intended to comply with all requirements under the Massachusetts Earned Sick Time Law, G.L. c. 149, § 148C for Massachusetts Employees.

Employees must have been employed for ninety (90) days before they can begin using their accrued sick leave, even though they actually begin accruing the leave itself at the commencement of employment.

Eligible Employees will accrue one (1) hour of sick leave for every thirty (30) hours worked during each 12-month period. The Company defines a twelve (12)-month period for purposes of this policy only as running from **January 1 to December 31**. After successfully completing ninety (90) days of employment, eligible Employees may begin to use sick leave for the purposes described below, as it is accrued up to a maximum of forty (40) hours during each 12-month period. A maximum of forty (40) hours of accrued unused sick leave will carry over at the end of each 12-month period. However, accrued unused time under this policy has no monetary value and is not paid out at the time of separation from employment.

Use of Leave:

- 1) to care for the Employee's child, spouse, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
- 2) to care for the Employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
- 3) to attend the Employee's routine medical appointment or a routine medical appointment for the Employee's child, spouse, parent, or parent of spouse; or
- 4) to address the psychological, physical or legal effects of domestic violence; or
- 5) to travel to and from an appointment, a pharmacy, or other location related to the purpose for which the time was taken.

Employees requesting time off under this policy must provide as much advance notice as possible, if the need for leave is foreseeable. Where the need for sick leave is unforeseeable, Employees must provide notice as soon as practicable.

The Company may require appropriate certification of leave under this policy when a leave: 1) exceeds twenty-four (24) consecutively scheduled work hours; 2) exceeds 3 consecutive work days; 3) occurs within two (2) weeks prior to a Employee's final scheduled day of work before termination (except in the case of temporary Employees); or 4) occurs after four (4) unforeseeable and undocumented absences within a three (3)-month period. However, the Company will not delay the taking of earned sick time pay or delay pay for the period in which earned sick time was taken for Employees on the basis that the Company has not yet received the certification.

The Company encourages Employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against a Employee for taking time off under this policy. For more information regarding this policy or to report any concerns or issues regarding this policy, Employees should contact **Human Resources Department**.

Leave under this policy may run concurrently with leave under local, state or federal law, including leave taken pursuant to the federal Family Medical Leave Act. Please check with **Human Resources Department** for more detail on the Company's Paid Sick Leave Policy.

Pregnancy Accommodation Leave

The Company, consistent with Massachusetts law, will provide reasonable accommodations for pregnancy-related, or childbirth-related conditions provided such accommodations do not impose an undue hardship on the business. Reasonable accommodations include reasonable modifications or adjustments to the work environment, or to the manner or circumstances under which the affected Employee performs her regular job duties, that enable the affected Employee to perform the essential functions of her position, and may include, but are not limited to:

- more frequent or longer bathroom breaks;
- breaks for increased water intake;
- private non-bathroom space for expressing breast milk and breastfeeding;
- seating;
- assistance with manual labor;
- light duty;
- temporary transfer to a less strenuous or hazardous position;
- the provision of an accessible worksite;
- acquisition or modification of equipment;
- job restructuring;
- part-time or modified work schedule;
- appropriate adjustment or modifications of examinations, training materials, or policies;
- reassignment to a vacant position;
- time off to recover from conditions related to childbirth; and
- leave necessitated by pregnancy, childbirth, or medical or common conditions resulting from pregnancy or childbirth.

The Company may require documentation from an appropriate health care or rehabilitation professional if the requested accommodation is anything other than more frequent restroom, food, or water breaks, seating, limits on lifting more than twenty (20) pounds, or private, non-bathroom space for expressing breast milk.

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

For more information, or if you require an accommodation, please contact **Human Resources Department**.

Massachusetts Pregnant Workers Fairness Act

All Company Employees have the right to be free from discrimination in relation to

pregnancy or a condition related to pregnancy including, but not limited to, lactation, or the need to express breast milk for a nursing child, including the right to reasonable accommodations for conditions related to pregnancy.

The Company will provide a reasonable break time for a Employee to express breast milk for her nursing child for the period required by federal and Massachusetts laws. The Employee will be provided a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. If applicable, the Company has set aside a private space for Employees to express breast milk as needed. If you have any questions, please contact **Human Resources Department**.

Massachusetts Parental Leave

The Massachusetts Parental Leave Act (MPLA) applies to businesses with six (6) or more Employees in Massachusetts or if at least one (1) Employee is classified as a “domestic worker” under the Massachusetts Domestic Workers Bill of Rights.

If the Company is a covered employer for purposes of the MPLA, the Company will provide eight (8) weeks of unpaid Parental Leave for the birth or adoption of a child to Employees that qualify for this leave under the Massachusetts Parental Leave Act.

Eligibility

To be eligible for leave under the MPLA:

1. A Employee must have been employed for at least three (3) months, and;
2. A Employee must have had a “qualifying event” defined as:
 - The birth of a child to the Employee or to the Employee’s spouse; or
 - The adoption of a child under the age of 18; or
 - The adoption of a child under the age of 23, if the child is mentally or physically disabled.

Employee Notice Requirements

A Employee must notify **Human Resources Department** of his/her intent to use Parental Leave (including the Employee’s anticipated date of departure and the Employee’s intention to return) no later than two weeks prior to beginning his/her leave (when foreseeable).

Benefits During Leave

You may elect to use accrued paid leave (such as accrued PTO), if available, for some or all of your otherwise unpaid Parental Leave. Any income received through sick leave, PTO or disability payments will run concurrently with your Parental Leave. Use of paid time off benefits will not extend the total time available for Parental Leave beyond 8 weeks.

If you receive group insurance benefits, they will continue during the leave provided you continue to pay your share of the premium, if applicable.

Domestic Violence Leave

In accordance with Massachusetts law, the Company provides eligible Employees with up to fifteen (15) days of unpaid leave in any twelve (12) month period if the Employee, or a covered family member of the Employee, is a victim of domestic violence or abusive behavior. Employees may take this leave in order to seek treatment and/or services relating to domestic violence, including:

- seeking or obtaining medical attention, counseling, victim services, or legal assistance;
- securing housing;
- obtaining a protective order from a court;
- appearing in court or before a grand jury;
- meeting with a district attorney or other law enforcement official;
- attending child-custody proceedings; and
- addressing other issues directly related to the domestic violence or abusive behavior against the Employee or family member of the Employee.

For purposes of this policy, “abusive behavior” includes conduct by a current or former spouse; a person with whom the Employee or covered family member shares a child; a person cohabitating with or who has cohabitated with the Employee or covered family member; a person related by blood or marriage to the Employee or covered family member; or a person with whom the Employee or covered family member has or had a dating relationship.

“Covered family members” include the Employee’s spouse; a person in a dating or engagement relationship with the Employee and who resides with the Employee; someone who has a child in common with the Employee; a parent, stepparent, child, stepchild, sibling, grandparent, grandchild or someone in a guardianship relationship with the Employee.

To be eligible for leave under this policy, Employees must have previously exhausted all other available leave such as PTO, paid sick leave, or personal time. Employees must also provide appropriate documentation in support of a request for leave under this policy. Such documentation may include court documents, medical documentation, or a written statement of a counselor, social worker, health care worker, member of the clergy, or other professional. This documentation will be kept strictly confidential and will only be kept in the Employee’s file as long as is necessary to determine eligibility for leave, unless disclosure is expressly required by law, requested in writing by the Employee, or necessary to protect the safety of the Employee or other Employees.

If the need for leave is foreseeable Employees should provide as much advance notice of the need for leave as possible. When advanced notice is not possible, for example in cases of imminent danger to the health or safety of a Employee or the Employee’s family member, Employees should provide as much advanced notice as possible. Such notice may be given by the Employee, a family member of the Employee, or another person on the Employee’s behalf.

Upon return from leave, Employees will be restored to their original position or to an equivalent position. The Company will not take any adverse action against a Employee for exercising his or her rights under this policy. Additionally, Employees taking leave under this policy will not lose any benefits accrued prior to the start of the leave.

Please contact **Human Resources Department** for more information regarding leave under this policy.

School Activities and Small Necessities Leave

Employees who work in a Massachusetts location and are eligible for leave under the Company's FMLA policy, as detailed in the Company's Employee Handbook, may also be eligible for unpaid leave for certain family obligations in accordance with Massachusetts law. To be eligible, the employee must have been employed at least one year and must have worked at least 1,250 hours in the twelve (12) months preceding the leave. If eligible, the employee may take up to twenty-four (24) hours of leave in a twelve (12)-month period for any of the following reasons:

- 1) To participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school;
- 2) To accompany the son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations; and
- 3) To accompany an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes.

A "school" means a public or private elementary or secondary school, a Head Start program, or a children's day care facility licensed under Massachusetts law. An "elderly relative" means an individual of at least sixty (60) years of age who is related by blood or marriage to the employee, including a parent.

If the necessity for leave is foreseeable, the employee must provide the Company with not less than seven (7) days' notice before the date of the leave requested. If the necessity for leave is not foreseeable, the employee must provide such notice as is practicable. Employees will be required to support the leave request with an appropriate certification.

An eligible employee may elect, or the Company may require, the use of any accrued paid leave during the leave taken under this policy. Paid sick leave or paid medical leave is not available under this policy except for situations in which the Company would normally provide such paid leave.

Leave under this policy is generally subject to all the provisions of our Family and Medical Leave Policy except as set forth in the handbook. If you have any questions regarding this leave of absence, please contact **the Human Resources Department**.

Emergency Response Leave

The Company provides reasonable and necessary unpaid leave to Employees who are volunteer firefighters or emergency medical technicians, as defined by state law, when such Employees are late for or absent from work due to responding to an emergency. For purposes of this policy, “responding to an emergency” means responding to, working at the scene of, or returning from a fire, rescue, emergency medical service call, hazardous materials incident or a natural or man-made disaster in the good faith belief that such action is necessary to prevent the imminent loss of life or property.

Employees requesting leave under this policy are expected to notify their supervisor or Human Resources Department of the need for leave as soon as reasonably possible.

Employees taking leave under this policy are expected to return to work as soon as they are released from their volunteer duties.

Upon return from leave, Employees must provide their supervisor or Human Resources Department with a statement from the chief of the volunteer fire department or ambulance department stating the time the Employee responded to, and was released from, the emergency call.

For more information regarding this leave, please contact **Human Resources Department**.

Veteran’s Day/Memorial Day Leave

The Company provides Employees who are veterans or members of a department of war veterans and who desire to participate in a Veterans Day or Memorial Day exercise reasonable and necessary unpaid leave to participate in such services in the Employee’s community of residence, unless the Employee’s position with the Company is essential and critical to public health or safety. Employees requesting leave under this policy are expected to notify their supervisor of the need for leave as soon as reasonably possible.

Alcohol and Drug Policy

In addition to the provisions of the Alcohol and Drug Policy in the Company’s Employee Handbook, please note that although Massachusetts has legalized the use of marijuana for medicinal and other purposes, the Company does not permit the use or possession of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

Handicapped Employees with a valid prescription for medical marijuana may be entitled to a reasonable accommodation for off-site use. If you are prescribed medical marijuana and require an accommodation to perform the essential functions of your job, you must notify **Human Resources Department**. Once the Company is aware of the request for an accommodation, the Company will engage you in an interactive process in order to explore possible accommodations that do not create an undue hardship on the Company’s business.

For more information regarding this leave, please see **Human Resources Department**.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook and Massachusetts Addendum and that I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook or Massachusetts Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by the CEO of the Company.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Michigan Addendum

Introduction

This Addendum is applicable only to employees working in the state of Michigan and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Michigan Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Michigan Addendum, please do not hesitate to discuss your questions with the **Human Resources Department**.

Michigan Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Michigan law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to height, weight, marital status, sexual orientation, gender identity or expression, or any other protected status in accordance with applicable federal, state and local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Michigan law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment on the basis of height, weight, marital status, sexual orientation, gender identity or expression, or any other protected status in accordance with applicable federal, state, and local laws.

Civic Duties

Jury Duty - Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested. However, the Company will not require an employee who is serving on jury duty to work any number of hours that, when added to the number

of hours the person spends on jury duty that day, would exceed the number of hours the employee would normally and customarily work or that would extend beyond the normal and customary quitting time, unless voluntarily agreed to by the employee or as provided in an applicable collective bargaining agreement.

Court Attendance and Witness Leave - The Company provides necessary unpaid leave to employees who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Employees who receive a subpoena or summons to appear in court, should notify the **Human Resources Department** immediately so that the Company may plan the department's work with as little disruption as possible. *See also the Paid Sick Leave Policy.*

Victims of Crime Leave

The Company provides reasonable and necessary unpaid leave from work, when subpoenaed, to employees who are victims of crime to attend or participate in legal proceedings pertaining to the crime. Employees can also take leave to attend proceedings as victim representatives. Victim representatives include guardians or custodians of a deceased victim's child; parents, custodians, or guardians of assault victims younger than 18; and individuals designated to act on behalf of assault victims who are suffering from physical or emotional disabilities. Affected employees should notify their supervisor immediately so he or she may plan the department's work with as little disruption as possible. *See also the Paid Sick Leave Policy.*

Civil Air Patrol Leave

The Company provides unpaid leave to eligible employees who serve as a member of the Civil Air Patrol, and who are called to respond to an emergency declared by the governor or the President of the United States. When requesting leave under this policy, employees must give as much notice as possible of the need for leave, and while on leave, employees must provide regular updates regarding their status and return to work date. Upon return to work, the Company may require employees to provide verification from the civil air patrol of the leave taken.

Social Security Number Privacy and Protection of Personal Information

Employee Social Security Numbers and personal information may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws. Records that include Social Security Numbers and personal information will be maintained in accordance with federal and state laws. To the extent practicable, the Company protects the confidentiality of employees' and applicants' Social Security Numbers (SSNs) and confidential personal information. Thus, no employee may acquire, disclose, transfer, or unlawfully use the SSN or personal information of any employee except as needed to conduct legitimate Company business. The release of employee SSNs, driver's license numbers, or financial account numbers to external parties is prohibited except as required by law. Internal access to employee SSNs must be authorized by the **Human Resources Department** and is restricted to employees with a legitimate business need for the information.

Additionally, except where permitted by state or federal law, the Company will not: 1) publicly display all or more than four sequential digits of an employee's SSN; 2) use all or more than four sequential digits of an employee's SSN as the primary account number for an individual; 3) visibly print all or more than four sequential digits of an employee's SSN on any identification badge or card; 4) require an individual to use or transmit all or more than four sequential digits of their SSN to gain access to an Internet Web site, or computer system, or network unless the connection is secure, the transmission is encrypted, or a password, or unique PIN is also required to gain access; 5) include all or more than four sequential digits of an employee's SSN in or on any document or information mailed or otherwise sent to an individual if it is visible on or without manipulation from outside the envelope or packaging; or 6) include all or more than four sequential digits of an employee's SSN in any document or information mailed to a person.

This policy will not be enforced to prevent employees from discussing their wages or other terms of employment with each other or third parties.

For more information about this policy contact the **Human Resources Department**.

Alcohol and Drug Policy

In addition to the provisions of the Alcohol and Drug Policy in the Company's Employee Handbook, please note that although the state has legalized the use of marijuana for medicinal purposes, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in disciplinary action, up to and including immediate termination.

Personnel Records

Upon written request twice per year, the Company will provide employees with the opportunity to review his or her own personnel record. Any review of personnel files must take place at the location where the personnel files are maintained and during normal office hours unless, at the Company's discretion, a more convenient time and location for the employee can be arranged.

Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including not limited to, those who have a valid permit to carry a concealed firearm.

Employees who are aware of violations or threats of violation of this policy are required to report such violations or threats of violations to **the Human Resources Manager** immediately. Violations of this policy will result in disciplinary action, up to and including termination.

Wage Disclosure Protection

The Company does not prohibit an employee from disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily. Further, the Company does not require nondisclosure of an employee's wages as a condition of employment, and will not require an employee to sign any document to the contrary. Employees are, however, under no obligation to disclose their wages.

Paid Sick Leave

This policy applies to any Employees who are ineligible for the Company's PTO as detailed in the Employee Handbook. To the extent there is any conflict between this policy and the Company's PTO policy, the Company will provide the greater of the two benefits.

Accrual Rate

At the start of employment, eligible employees begin accruing paid sick leave at a rate of not less than one (1) hour for every thirty-five (35) hours worked per employment year ("benefit year").

Employees may accrue up to one (1) hour of paid sick leave per week and up to forty (40) hours of paid sick leave per benefit year.

Eligible Employees

To be eligible for leave, employees must be non-exempt and work on average twenty-five (25) or more hours per week.

Use of Paid Sick Leave

Eligible employees may begin using accrued paid sick leave after completing ninety (90) days of continuous employment and may use up to forty (40) hours of paid sick leave per benefit year.

Purposes for Paid Sick Leave

Paid sick leave may be used for the following purposes:

1. For the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. For the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the employee;

3. If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
4. When the Company is closed by order of a public official due to a public health emergency;
5. When an employee needs to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or
6. When it has been determined by the health authorities having jurisdiction or by a health care provider that the employee or employee's family member's presence in the community would jeopardize the health of others because of the employee or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

As used in this policy, family members include an eligible employee's child (including foster, step, adopted, legal ward or *in loco parentis*), parent (including foster, step and adoptive), spouse, domestic partner, person to whom the employee is legally married under the laws of any state, grandparent, grandchild or sibling (including foster or adopted).

Carry Over

Employees may carry over up to forty (40) hours of paid sick leave from one (1) benefit year to the next. Any accrued, but unused sick leave in excess of forty (40) hours is lost and will not be paid out.

Notice and Scheduling

Where the need for leave is foreseeable, eligible employees must provide at least seven (7) days advanced notice of the need for leave. Where the need for leave is not foreseeable, eligible employees must provide notice of their need for leave as soon as practicable. Leave may be taken in one (1) hours increments.

Certification

The Company may require documentation substantiating the need for leave for leave. In such an event, the eligible employee has three (3) days from the date of the Company's request to provide the documentation.

Payment of Paid Sick Leave

Leave will be paid at the employee's regular wage rate for the period of time in which leave is used, and with continuation of the same benefits that the employee normally earns during work hours.

Termination of Employment

Unused sick leave will not be paid out at the end of employment.

Discrimination and Retaliation Prohibited

The Company will not discriminate or retaliate against any employee for requesting or using leave provided under this policy or exercising any right allowed under the Michigan Paid Medical Leave Act.

Family and Medical Leave

Information provided in connection with leave will be maintained confidential. This leave may run concurrent with the Family and Medical Leave Act and/or any other leave, where permitted by state or federal law.

Exempt employees may be provided time off with pay for any of the above described leaves when necessary to comply with state and federal wage and hour laws.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy of Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook and Michigan Addendum and I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook or Michigan Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by a member of the Executive Committee.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Minnesota Addendum

Introduction

This Addendum is applicable only to Employees working (and/or in certain circumstances, residing) in the state of Minnesota and amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This State Addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Minnesota Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Minnesota Addendum, please do not hesitate to discuss your questions with the **Human Resources Department**.

Minnesota Policies

Equal Employment Opportunity and Harassment-Free Workplace

In addition to the protected categories listed in the Employee Handbook, and in accordance with Minnesota law, the Company is committed to providing equal employment opportunities to all employees and applicants and strictly prohibits all forms of unlawful harassment without regard to marital status, public assistance status, familial status, membership or activity in local commissions, disability, sexual orientation, age (which, under Minnesota law also includes those above the age of 18), creed, genetic, gender identity, status as a patient enrolled in the marijuana registry program, off duty use of lawful products (e.g. tobacco or alcohol), race (including hair textures and hair styles) or any other protected status in accordance with applicable federal, state, or local laws.

Minneapolis Sick and Safe Leave Policy

This policy governs paid sick and leave time (collectively PSL and/or PSL time) as applicable under the ordinances of the City of Minneapolis and/or the City of St. Paul. For terms not defined in this policy, see the applicable ordinance. This policy applies to any Employees who are ineligible for the Company’s PTO as detailed in the Employee Handbook. To the extent there is any conflict between this policy and the Company’s PTO policy, the Company will provide the greater of the two benefits.

All Employees ineligible for the Company’s PTO policy begin accruing hours on the first day of work. The sick leave year runs January 1 to December 31. Employees will accrue sick and

safe leave at the rate of one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours accrued per year. Accrued and unused hours carry over into future years, up to a maximum of eighty (80) hours accrued overall. When the eighty (80)-hour overall limit is reached, accrual immediately stops until usage occurs, at which time accrual restarts (until either the yearly or overall limit is reached). When the forty-eight (48)-hour yearly limit is reached, accrual does not restart until the following year. The terms under which Employees are permitted to use this leave are set forth below.

Use and Reasons for Use:

An eligible employee is entitled to use accrued PSL time beginning ninety (90) calendar days following commencement of employment. After ninety (90) calendar days of employment, the employee may use PSL time as it is accrued. An eligible employee may use PSL for the following:

1. The care of a family member: (a) with a mental or physical illness, injury or health condition; (b) who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or (c) who needs preventive medical or health care;
2. The employee's own: (a) mental or physical illness, injury or health condition; (b) need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or (c) need for preventive medical or health care;
3. An absence due to domestic abuse, sexual assault, or stalking of the employee or the employee's family member, provided the absence is to: (a) seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking; (b) obtain services from a victim services organization; (c) obtain psychological or other counseling; (d) seek relocation due to domestic abuse, sexual assault, or stalking; or (e) take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking;
4. The closure of the employee's place of business by order of a public official to limit exposure to an infectious agent, biological toxin, or hazardous material or other public health emergency;
5. To accommodate the employee's need to care for a family member whose school or place of care has been closed by order of a public official to limit exposure to an infectious agent, biological toxin, or hazardous material or other public health emergency; or
6. To accommodate the employee's need to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure as well as the need to care for a

family member due to Coronavirus symptoms, testing, infection, screening, quarantine or vaccine or vaccine related complications.

Regular Attendance:

Regular attendance is crucial to the success of the Company's business and is an essential function of every job with the Company. An eligible employee may only use PSL for purposes described above, unless otherwise provided by law; an employee may not use PSL as additional time for any other purpose, such as vacation or personal days. Abuse of PSL is grounds for disciplinary action, up to and including termination.

Employee Notice

If the need for PSL is foreseeable, an eligible employee shall provide notice of the need for such time to the Company seven (7) days in advance. An eligible employee must provide this notification to the employee's direct supervisor or, if the direct supervisor is not available, **to Human Resources**. When possible, the request shall include the expected duration of the absence. When the use of PSL is foreseeable, the employee shall make a reasonable effort to schedule the use of PSL in a manner that does not unduly disrupt the Company's operations.

If the need for PSL is unforeseeable, an eligible employee must provide notice of the need for PSL as soon as practicable (and generally, before the start of the work shift). An eligible employee must provide this notification to the employee's direct supervisor or, if the direct supervisor is not available, to **the Human Resources Department**. If an employee is unable to provide notice personally, notice may be provided by the employee's spokesperson (e.g., spouse, domestic partner, adult family member, or other responsible party).

Earned PSL shall generally be provided upon the request by the eligible employee provided there is compliance the policy and/or applicable city ordinance. However, a request for PSL may be denied if the employee fails to provide proper notice. An eligible employee who is absent for more than three (3) consecutive days will be required to provide reasonable documentation to verify that the PSL is covered under this policy.

The Company may not require, as a condition of use of PSL, that the eligible employee seek or find a replacement worker to cover the hours during which the employee uses PSL. The Company will only allow use of PSL time that is accrued pursuant to this policy when the eligible employee is schedule to perform work within the geographic boundaries of Minneapolis or St. Paul, as applicable, (for the worker who works in the applicable city) .

PSL Rate of Pay

Consult Human Resources for detailed information on how the dollar amount of PSL is calculated and the amount the employee is entitled to receive. The actual dollar amount that an employee receives may vary according to the compensation plan of the employee.

The Company will compensate the eligible employee at the same hourly rate with the same benefits as the employee's regular rate of pay for the hours the employee was scheduled to work during the time the employee uses the PSL (or at the equivalent rate for a salaried employee), but in no case shall the employee be compensated at a rate less than the rate required in Minn. Stat. § 177.24.

Compensation is only required for hours that the eligible employee is scheduled to have worked (and not, e.g., for lost tips or commissions). The Company must allow an eligible employee to use PSL in increments consistent with current payroll practices as defined by industry standards or existing company policies, provided such increment is not more than four (4) hours.

PSL hours will not count as hours worked for the purposes of any overtime calculation.

Upon request by an employee, the Company must provide, in writing or electronically, information stating the employee's then-current amount of accrued PSL available to the employee and used PSL time. The Company may choose a reasonable system for providing this notification.

An eligible employee will be notified of the Team's Member's PSL balances each month on the employee's earnings statement including PSL time hours (or other qualifying leave) accrued and unused.

Confidentiality

If, in conjunction with this policy, the Company possesses information that the employee has requested PSL under this policy or the applicable ordinance, any written or oral statement, documentation, record, or corroborating evidence provided by the employee, and/or health or medical information (including information provided in support of the request for PSL) regarding an employee or an employee's family member and/or information pertaining to domestic abuse, sexual assault, or stalking of an employee or an employee's family member, the Company must treat such information as confidential and not disclose the information except with the permission of the employee, when ordered by a court or administrative agency, or when otherwise required by federal or state law.

Separation of Employment

Unused PSL is not cashed out at any time during employment or upon separation of employment, except that if the employee is rehired within ninety (90) days of separation by the Company, previously accrued PSL time that had not been used must be reinstated.

Concurrent Leave

Some circumstances that allow an employee to use PSL also may qualify for leave under applicable federal, state or other local laws. All applicable leaves will run concurrently to the fullest extent permitted by applicable law.

No Retaliation/Discrimination

The Company and any other person shall not interfere with, restrain, or deny the exercise of, or attempt to exercise, any right under this policy or the applicable city ordinance. The Company shall not take adverse employment action, discriminate against, or retaliate against an employee because such employee has exercised PSL rights under this policy or the applicable city ordinance (and in the case of St. Paul, the exercise must be in good faith). Such rights include, but are not limited to, requesting accrued PSL time, using accrued PSL time, informing any person about any alleged violation by the Company, making a complaint or filing an action to enforce a right to accrued PSL under this policy or the applicable city ordinance. However, an employee who misuses or abuses this policy, e.g., misrepresents the reason for use of PSL or uses PSL hours for vacation, may be disciplined.

Notice to employee of rights and remedies: Under Minneapolis and St. Paul ordinances, employees have rights and remedies for interference, restraint or denial of the rights provided by Minneapolis and St. Paul ordinances. See Mpls. Ordinance §40.250(c), § 40.280 and St. Paul Ordinance § 233.03, et. seq. and 233.07. For information:

- Minneapolis: <http://sicktimeinfo.minneapolismn.gov/>
- St. Paul: <https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/labor-standards-enforcement-and-education>

Sick Leave Benefits; Care of Relatives

This policy relates to use of an eligible employee's use of personal sick leave benefits for other than the employee. As used in this policy, an eligible employee means a person (but not an independent contractor) who performs services for hire for the Company for: (1) at least twelve (12) months preceding the leave request; and (2) for an average number of hours per week equal to one-half the full-time equivalent position in the employee's job classification as defined by the Company's personnel policies or practices, during the twelve (12) month period immediately preceding the leave. An eligible employee may use personal sick leave benefits provided by the Company for absences due to an illness of or injury to the employee's child (meaning an individual under eighteen (18) years of age or an individual under age twenty (20) who is still attending secondary school), adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. This policy applies only to personal sick leave benefits payable to the employee from the Company's general assets.

An eligible employee may use sick leave as allowed under this policy for safety leave, whether or not the Company allows use of sick leave for that purpose for such reasonable periods of time as may be necessary. Safety leave may be used for assistance to the employee or assistance to the relatives described in the immediately preceding paragraph. For the purpose of this policy, "safety leave" is leave for the purpose of providing or receiving assistance because of sexual assault (meaning an act that constitutes a violation under Minn. Stat. §§ 609.342 to 609.3453 or 609.352), domestic abuse (as defined by Minn. Stat. § 518B.01), or harassment or stalking (as defined by Minn. Stat. § 609.749). The use of a safety leave as described in this paragraph or personal sick leave benefits provided by the Company for absences due to an illness of or injury to the eligible employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent is limited to one-hundred-sixty (160) hours in any twelve (12) month period. This paragraph does not apply to absences due to the illness or injury of a child (meaning an individual under eighteen (18) years of age or an individual under age twenty (20) who is still attending secondary school).

For purposes of this policy, "personal sick leave benefits" means time accrued and available to the eligible employee to be used as a result of absence from work due to personal illness or injury, but it does not include short-term or long-term disability or other salary

continuation benefits. Additionally, for purposes of this policy, “child” includes a stepchild and a biological, adopted, and foster child and “grandchild” includes a step-grandchild, and a biological, adopted, and foster grandchild.

An employee returning from a leave under policy is entitled to return to employment in the employee’s former position, unless the Company experiences a layoff and the employee would have lost the position the employee had had the employee not been on leave, pursuant to the good faith operation of a bona fide layoff and recall system, in which case the employee will not be reinstated. An employee who is not reinstated retains all rights under the Company’s layoff and recall system (if any), as if the employee had not taken the leave.

An employee returning from a leave of absence under this policy is entitled to return to employment at the same rate of pay the employee had been receiving when the leave commenced, plus any automatic adjustments in the employee’s pay scale that occurred during leave period. The employee returning from a leave is entitled to retain all accrued pre-leave benefits of employment and seniority, to the extent such exists, as if there had been no interruption in service, provided that nothing in this policy prevents the accrual of benefits or seniority during the leave pursuant to any agreement between the Company and the employee(s).

An eligible employee, by agreement with the Company, may return to work part time during the leave period without forfeiting the right to return to employment at the end of the leave period.

The Company will not retaliate against an employee for requesting or obtaining a leave of absence under this policy.

Civic Duties

Court Attendance and Witness Leave: The Company provides reasonable and necessary unpaid leave to employees who are subpoenaed to attend or participate in court proceedings. employees who receive a subpoena or summons to appear in court, should notify their supervisor immediately. The Company will not discharge or discipline an employee who is a victim or witness due to the employee’s involvement with the criminal justice process.

Voting: The Company provides every employee who is eligible to vote in an election with the opportunity to vote in any state or federal election, general primary, or special primary. The Company also will not directly or indirectly refuse, abridge, or interfere with the right to be absent from work to vote or with any other election right of an employee. “Election” means a regularly scheduled election, an election to fill a vacancy in the office of United States senator or United States representative, an election to fill a vacancy in nomination for a constitutional office, an election to fill a vacancy in the office of state senator or state representative, or a presidential nomination primary. An employee who is scheduled to work during an election or primary will be granted reasonable time off on an election day without penalty or loss of pay to appear at the employee’s polling place, cast a ballot, and return to work, without penalty or deduction from salary or wages because of the absence. An employee should notify the employee’s supervisor of the need for voting leave as soon as possible and coordinate absences to minimize disruption on the Company’s operations.

Election Officer Leave: The Company provides time off to an employee who is selected to serve as an election judge to fulfill their duties on an election day. The Company may elect to pay the employee their normal rate of pay or the difference between their normal rate of pay and the amount paid to them for services as an election judge.

An employee requesting leave under this policy is required to provide the Company with at least twenty (20) days' advance written notice of the need for leave. The written request to be absent from work must be accompanied by a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The Company may restrict the number of persons absent from for purposes of serving as an election judge to no more than 20 percent of the total workforce at any single site of employment.

Political Activity Leave: The Company provides unpaid leave to attend any meeting of the state central committee or executive committee of a major political party, if the employee is a committee member. The Company also provides unpaid leave to attend any convention of a major political party delegates, including meetings of official convention committees, if the employee is a delegate or alternate delegate to that convention. An employee seeking leave under this policy is required to provide at least ten (10) days' advance written notice to Human Resources of the need for leave under this policy. An employee who gives proper notice will suffer no penalty or deduction from salary or wages on account of absence other than a deduction in salary or wages for the actual time of absence from employment.

Meal Periods

The Company provides a non-exempt employee (as defined below in this policy) who works eight (8) or more consecutive hours in a day with sufficient time to eat a meal. The meal period will be a thirty (30) minute unpaid meal period, which should, to the extent possible, be taken between the 3rd and 5th hour of the employee's work shift. An employee taking this meal period is required to clock in and out for the meal period or record the start and end time of the meal period on the employee's timesheet at the end of each work shift. If thirty (30) minutes is not sufficient for such employee's meal period under this policy, that employee must contact Human Resources to discuss additional time. As used in this meal-periods policy, the term "non-exempt" employee excludes individuals employed in bona fide executive, administrative, or professional capacity, or a salesperson who conducts no more than twenty (20) percent of sales on the premises of the Company, as defined under Minnesota law.

The Company's policy is to relieve an employee of job responsibilities and duties during meal periods, with an employee being at liberty to use the meal-period as the employee wishes. The Company schedules work assignments with the expectation that the employees will take the duty-free meal periods, and the Company encourage the employee to do so. At no time may an employee perform off-the-clock work or otherwise alter, falsify, or manipulate any aspect of the employee's timekeeping records to inaccurately reflect or hide meal periods or time spent working during a meal period. An employee may be required to sign a certification providing, among other things, the employee has taken the daily meal periods during the applicable pay period. An employee may not work through the designated thirty (30) minutes unpaid meal period and work more than eight (8) hours in a day without the supervisor's prior approval.

For an employee who needs a reasonable accommodation (such as more frequent food and water breaks) because of health conditions related to pregnancy or childbirth, please see the applicable policy below.

Rest Periods

The Company provides a non-exempt employee (as defined below in this policy) with adequate time from work within each four (4) consecutive hours of work to use the nearest restroom. Adequate time for each four (4) consecutive hours should be fifteen (15) minutes, and the break should be taken so far as practicable in the middle of each work shift. If fifteen (15) minutes is not sufficient for an eligible employee's rest period under this policy, that employee must contact Human Resources to discuss additional time. An eligible employee is expected to schedule the rest periods at the employee's own discretion under these guidelines, unless instructed otherwise by a supervisor. Rest periods may not be combined with meal periods. As used in this rest-periods policy, the term "non-exempt" employee excludes individuals employed in bona fide executive, administrative, or professional capacity, or a salesperson who conducts no more than twenty (20) percent of sales on the premises of the Company, as defined under Minnesota law.

Rest periods of twenty (20) minutes total in a day are counted as hours worked, and thus, the employee is not required to record the rest periods on the employee's timesheets or timecards, unless the rest breaks exceed twenty (20) minutes total in a workday. Rest periods may not be waived to shorten the employee's workday or be accumulated for any other purpose. An employee may be required to sign a certification providing, among other things, that the employee has taken the rest periods during the applicable pay period. For any nursing mother who needs a break for that reason, see the applicable policy below.

Pregnancy Accommodation

To the extent an accommodation can be provided without imposing an undue hardship on the business, the Company will provide reasonable accommodations to a employees for the health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula. However, a pregnant employee will not be required to obtain the advice of a licensed health care provider or certified doula and the Company may not claim undue hardship for the following accommodations: (1) more frequent restroom, food, and water breaks; (2) seating; and (3) limits on lifting over twenty (20) pounds.

The employee and the Company will engage in an interactive process with respect to the employee's request for a reasonable accommodation. Reasonable accommodations under this policy may include but are not limited to:

- temporary transfer to a less strenuous or hazardous position
- seating accommodations;
- allowing more frequent breaks; and
- limits on heavy lifting.

Notwithstanding any other provision of this policy, the Company will not be required to create a new or additional position in order to accommodate an employee pursuant to this policy

and will not be required to discharge any employee, transfer any employee with greater seniority (if applicable), or promote an employee. Nothing in this policy may be construed to affect any other provision of law or Company policy relating to sex discrimination or pregnancy or in any way diminish the coverage of pregnancy, childbirth, or health conditions related to pregnancy or childbirth under any other provisions of any other law or Company policy. The Company will not require an employee to take a leave or accept an accommodation. The Company will not retaliate against an employee for asserting rights or remedies under this policy.

Employees requesting an accommodation under this policy (except requests for breaks, seating, or heavy lifting accommodations) will be required to provide an appropriate certification in connection with a request for reasonable accommodation that includes the following:

- the date the reasonable accommodation became medically advisable;
- the probable duration of the reasonable accommodation; and
- an explanatory statement as to the medical advisability of the reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by applicable law. If you have any questions regarding this leave of absence, please contact **the Human Resources Department**.

Pregnancy and Parenting Leave

In accordance with Minnesota law, the Company provides up to twelve (12) weeks of unpaid parental leave to an employee who performs services for hire for the Company (but not an independent contractor) and who has completed at least twelve (12) months of employment preceding the request for leave, and has worked for an average number of hours per week equal to one-half the full-time equivalent position in the employee's job classification as defined by the Company's personnel policies or practices, during the twelve (12) month period immediately preceding the leave request. Leave under this policy is available to a employees who is a biological or adoptive parent in conjunction with the birth or adoption of a child, or a female employee for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions.

The length of the leave will be determined by the employee, but it must not exceed twelve (12) weeks, unless agreed to by the Company. The leave will begin at a time requested by the employee. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within twelve (12) months of the birth or adoption, except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within twelve (12) months after the child leaves the hospital. An employee requesting leave under this policy is required to provide as much reasonable notice (including as much advanced notice as possible) of the start of leave and the estimated duration of the leave (*i.e.*, the anticipated date of return). If the leave request is for more than one (1) month, an employee must notify a supervisor and **the Human Resources Department** at least two (2) weeks prior to returning from such leave.

Upon return from leave under this policy, an employee will be placed in the position held when the leave commenced or in a position of comparable duties, number of hours, and pay, unless

the Company experiences a layoff and the employee would have lost the position the employee had had the employee not been on leave, pursuant to the good faith operation of a bona fide layoff and recall system (if any), in which case the employee will not be reinstated. An employee who is not reinstated retains all rights under the Company's layoff and recall policies and procedures (if any), as if the employee had not taken the leave.

An employee returning from a leave of absence under this policy is entitled to return to employment at the same rate of pay the employee had been receiving when the leave commenced, plus any automatic adjustments in the employee's pay scale that occurred during leave period. The employee returning from a leave is entitled to retain all accrued pre-leave benefits of employment and seniority (if applicable), to the extent such exists, as if there had been no interruption in service, provided that nothing in this policy prevents the accrual of benefits or seniority (if applicable) during the leave pursuant to any agreement between the Company and the employee(s).

An employee, by agreement with the Company, may return to work part time during the leave period without forfeiting the right to return to employment at the end of the leave period.

If an employee requesting leave under this policy, and/or the employee's family participate in the Company's group insurance policy, group subscriber contract, or health care plan for the employee and any dependents, the Company will maintain coverage during the leave on the same terms as if the employee had continued to work. But the Company is not required to pay the costs of the insurance or health care while the employee is on leave of absence, and under such circumstances, the employee is required to make arrangements to pay the employee's share of applicable health plan premiums while on leave. In some instances, the Company may recover the amount of any premiums paid to maintain health coverage or other benefits for the requesting employee or the employee's family.

Leave under this policy may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by applicable law. The length of leave provided under this policy may be reduced by any period of: (1) paid parental, disability, personal, medical, or sick leave, or accrued vacation provided by the Company so that the total leave does not exceed twelve (12) weeks, unless agreed to by the Company; or (2) leave taken for the same purpose by the employee under the Family and Medical Leave Act.

The Company will not retaliate against an employee for requesting or obtaining a leave of absence as provided by this policy.

If you have any questions regarding this leave of absence, please contact **the Human Resources Department**.

Adoption Leave

The Company provides leave to Employees who are adoptive parents at the time of birth or initial placement for adoption of a child, under the same terms and conditions as the Company provides such leave to biological parents. If you have any questions regarding this leave of absence, please contact the Human Resources Department

School Related Activities

The Company provides up to sixteen (16) hours of unpaid leave during any twelve (12) month period to Employees who have children (including foster children) enrolled in grades K-12 and who work an average of at least one half of the hours of full-time status. Leave under this policy is provided to Employees to attend school conferences or school related activities when such activities cannot be scheduled during the non-work hours. Leave under this policy may also be requested to attend conferences or other activities related to childcare services, or pre-kindergarten or special education programs, when such activities cannot be scheduled during non-work hours. As used in this policy, child includes a foster child, and child means an individual under eighteen (18) years of age or an individual under age twenty (20) who is still attending secondary school.

Team members are required to provide as much advanced notice as possible, and to work with their supervisors to schedule the leave so as not to unduly disrupt the Company's operations. For more information regarding this leave please contact the **Human Resources Department**.

An eligible employee returning from a leave under this policy is entitled to return to employment in that person's former position, unless the Company experiences a layoff and that employee would have lost the position the employee had had the employee not been on leave, pursuant to the good faith operation of a bona fide layoff and recall system, in which case the employee will not be reinstated. An employee who is not reinstated retains all rights under the Company's layoff and recall system (if any), as if the employee had not taken the leave.

An eligible employee returning from a leave of absence under this policy is entitled to return to employment at the same rate of pay the employee had been receiving when the leave commenced, plus any automatic adjustments in the employee's pay scale that occurred during leave period. The employee returning from a leave is entitled to retain all accrued pre-leave benefits of employment and seniority (if applicable), to the extent such exists, as if there had been no interruption in service, provided that nothing in this policy prevents the accrual of benefits or seniority (if applicable) during the leave pursuant to any agreement between the Company and the employee(s).

An eligible employee, by agreement with the Company, may return to work part time during the leave period without forfeiting the right to return to employment at the end of the leave period. For more information regarding this leave please contact **the Human Resources Department**.

Bone Marrow Donation Leave

The Company provides the necessary paid time away from work to an eligible employee who seek to undergo a medical procedure to donate bone marrow. As used in this paragraph, an eligible employee means who performs services for hire for the Company for an average of twenty (20) or more hours per week, but does not include an independent contractor. The employee will determine the combined length of the leaves, but the leaves may not exceed forty (40) work hours, unless the Company agrees. The employee must provide verification by a physician of the purpose and length of each requested leave to donate bone marrow. If there is a medical determination that

the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited. The Company will not retaliate against an employee for requesting or obtaining a leave of absence under this policy. For more information regarding this leave please contact **the Human Resources Department**.

Breaks for Nursing Mothers

Unless the leave would unduly disrupt the Company's operations, the Company will provide reasonable amount of break times each day to accommodate an employee's need to express breast milk for the employee's infant child during the twelve (12) months following the birth of the child. The Company will not reduce an employee's compensation for time used for the purpose of expressing milk. The break times should, if possible, be taken concurrently with other break periods already provided the employee. The Company will also provide the employee with the use of a locked room, other than a bathroom, or other location in close proximity to the employee's work area and that is shielded from view and free from intrusion from coworkers and the public and that includes access to an electrical outlet, to express milk in private. The Company will not retaliate against an employee for asserting rights or remedies under this policy.

Military Leave

The Company provides unpaid leave to Employees who are called to active military service in time of emergencies as declared by authority of any state covered by the military leave provisions. Generally, unpaid leave cannot exceed four (4) years, although the Company will strive to accommodate all Employees. Upon return, Employees will be provided the same position they had prior to military leave provided the Employee can still perform the position's duties and the position still exists. Otherwise, the Employee will be offered a position of similar seniority, status and pay.

Team members must apply for reinstatement within ninety (90) days of leaving military service. If Employees are hospitalized or receiving medical treatment immediately following such service as a result of the service, they can apply for reinstatement within ninety (90) days after being discharged from such hospitalization or medical treatment; however, they must make such applications within one year and ninety (90) days after such service. In addition, Employees must present employers with an honorable discharge or other release form indicating satisfactory service to be reinstated. Employees returning to the Company following leave for military duty must provide employers with certification that they have complied with applicable conditions for reinstatement.

Family Military Leave and Leave to Attend Military Ceremonies

Eligible Employees who are the spouse, parent, child, grandparent or sibling of a member of the United States Armed Forces who is injured or killed while engaged in active service may take up to ten (10) days of unpaid family military leave.

In addition, eligible Employees who are the spouse, parent, legal guardian, child, grandparent, grandchild, sibling, or fiancé of a member of the United States Armed Forces who has been ordered into active service in support of a war or other national emergency may take one

day of unpaid leave each calendar year to attend a send-off or homecoming ceremony for the service member. This leave will be limited to the actual time necessary for the Employee to attend the ceremony. Additionally, the Company reserves the right deny a request for leave under this policy if the requested leave would unduly disrupt the operations of the Company. Employees are required to provide the Company with as much advanced notice as possible of the need for leave under this policy. For more information regarding this leave please contact the **Human Resources Department**.

Civil Air Patrol Leave

Unless the leave would unduly interrupt the Company's operations, the Company provides unpaid leave to eligible Employees who serve as a member of the Civil Air Patrol and who are called to respond to an emergency declared by the governor or the president of the United States. "Eligible Employees" in this context means Employees who work an average of twenty (20) or more hours per week and does not include any independent contractors.

When requesting leave under this policy, Employees must give as much notice as possible of the need for leave, and while on leave, Employees must provide regular updates regarding their status and return to work date. Upon return to work, the Company may require Employees to provide verification from the Civil Air Patrol of the leave taken.

While the Company endeavors to grant such leave requests where possible, it may deny the request if leave would unduly disrupt business operations.

Wage Disclosure Protection Policy

In accordance with Minnesota law, the Company does not prohibit an Employee from disclosing the Employee's own wages or discussing another Employee's wages which have been disclosed voluntarily. Further, the Company does not require nondisclosure of an Employee's wages as a condition of employment, and will not require an Employee to sign any document contrary to this policy. Employees are, however, under no obligation to disclose their wages.

Team members are encouraged to report violations of this policy to the **Human Resources Department**. The Company prohibits retaliation against any Employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any Employee who engages in retaliation will be subject to disciplinary action, up to and including immediate discharge. In the event a violation has been determined, an Employee may be afforded remedies in accordance with state law.

Nothing in this policy shall be construed to permit an Employee to disclose, copy, use, or transfer trade secrets or proprietary materials of the Company or others without appropriate authorization. Additionally, nothing in this policy shall be construed to permit an Employee to disclose wage information of other Employees to a competitor of the Company. Violations may result in disciplinary action up to and including termination as well as possible civil liabilities or criminal prosecution.

Nothing in this policy will be interpreted, applied or enforced in a manner that interferes with, restrains or coerces Employees in the exercise of their Section 7 rights under the National Labor Relations Act.

For more information regarding this leave please contact the **Human Resources Department**.

Personnel Records

Upon written request by an employee, the Company will provide the employee with an opportunity to review the employee's personnel record once every six (6) months during the employee's employment, except that, upon separation from employment, an employee may review the employee's personnel records once each year after separation for as long as the personnel record is maintained.

The Company will comply with a written request as noted above no later than seven (7) working days after receipt of the request if the personnel record is located in Minnesota, or no later than fourteen (14) working days after receipt of the request if the personnel record is located outside of Minnesota. The personnel record or an accurate copy will be made available during the Company's normal hours of operation (not the employee's working hours) at the employee's place of employment or other reasonably nearby location. The Company may require that the review be made in the presence of the Company's designee, such as Human Resources. After review and upon the employee's request, the Company shall provide a copy to the employee at no charge to the employee.

If an employee disputes specific information contained in the personnel record and agreement cannot be reached to remove or revise the disputed information, an employee may submit a written statement specifically identifying the disputed information and explaining the employee's position, with such statement not exceeding five (5) written pages, and the statement will be included in the personnel record (and provided to any other person who receives a copy of the disputed information) for as long as the disputed information is maintained in the employee's personnel record.

An employee who is separated from employment may submit a written request to the Company for a copy of the employee's personnel record. Providing a copy of the employee's personnel record to the employee at no charge to the employee satisfies the Company's responsibility to allow review in accordance with state law. For more information regarding this leave please contact **the Human Resources Department**.

The Company may not retaliate against an employee who asserts rights or remedies under Minnesota's Personnel Record Law, including as set forth above. The Company reserves the right to deny review if the request is not made in good faith.

Drug and Alcohol Policy, Including Testing

The Company sets forth its drug and alcohol testing policy. To the extent words or phrases below are undefined, the Company directs the employee to consult Minnesota's Drug and Alcohol Testing Law at Minn. Stat. § 181.950, et seq. The Company may test all employees for alcohol,

and controlled substances, including heroin, marijuana, cocaine, amphetamines, opiates, phencyclidine, barbiturates, and other substances specified by the Minnesota Department of Health. The circumstances under which the Company may conduct such testing involve “reasonable suspicion testing” and “random testing” as set forth below. All testing will be conducted by an independent, certified laboratory. The testing laboratory shall conduct a confirmatory test on any sample that produced a positive test result on an initial screening test.

Reasonable Suspicion Testing. The Company may conduct reasonable-suspicion drug or alcohol testing if it reasonably suspects, based on specific facts and rational inferences drawn from those facts, that an employee:

- is under the influence of drugs or alcohol;
- has violated the Company’s written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working, while the employee is on the Company premises or operating the Company’s vehicles, machinery, or equipment. Please see the Company’s written work rules contained in the Employee Handbook.
- has sustained a personal injury or caused another employee to sustain a personal injury, as the term “personal injury” is defined by Minnesota’s Workers Compensation Law, Minn. Stat. § 176.011, subd. 16; or
- has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Random Testing for Safety-Sensitive Positions. The Company may randomly test employees who are employed in “safety-sensitive” positions. A safety-sensitive position means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person. Such testing will be done on a random selection basis meaning a mechanism for selection that results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected and that does not give the Company discretion to waive the selection of any employee selected under the mechanism.

The Company may also randomly test employees as part of Treatment Program Testing in accordance with Minn. Stat. § 181.951, subd. 6.

Employee Rights. Before requesting an employee to undergo drug or alcohol testing, the Company shall provide the employee with a form on which to acknowledge that the employee has seen the Company’s drug and alcohol testing policy.

An employee has the right to refuse to undergo drug and alcohol testing. The consequence of a refusal is immediate termination from employment.

If an employee undergoes testing and tests positive, the Company will provide written notification of the test results and provide notice of the right to explain any positive result. The Company may request that the employee indicate any over-the-counter prescription medications that the employee is currently taking or has recent taken and any other information relevant to the

reliability of, or the explanation for, a positive test result. An employee may request and receive a copy of the test result report.

The testing laboratory shall conduct a confirmatory test on any sample that produced a positive test result on an initial screening and shall disclose the result to the Company within three working days after a confirmatory retest. Within three working days after receipt of a test result report from the testing laboratory, the Company shall inform an employee of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test and the right the employee has to request and receive a copy of the test result report.

An employee may request, at the employee's own expense, a confirmatory retest of the original sample after notice of a positive test result on a confirmatory test. Within five working days after receiving notification of a confirmatory test result, the employee shall notify the Company in writing of the employee's intention to obtain a confirmatory retest of the original sample. The Company will notify the original testing laboratory of the confirmatory retest request within three working days after receiving the employee's confirmatory retest request. If the confirmatory retest is negative or does not confirm the original positive test result, no adverse personnel action will be taken against the employee. The Company reserves the right to suspend an employee, without pay, while awaiting the results of a confirmatory test or confirmatory retest and also reserves the right to transfer the employee to another position at the same rate of pay pending the outcome of the confirmatory test or confirmatory retest. An employee who has a negative result on a confirmatory test or confirmatory retest will be reinstated with back pay.

If an employee tests positive (both initially and with confirmation) for drug or alcohol use that violates this policy, the Company will offer the employee an opportunity to participate in drug or alcohol counseling or a rehabilitation program, at the employee's expense (or as may be covered by the Company's current benefit plan). During the employee's participation in the rehabilitation program and for two years following the completion of the program, the Company may require the employee to undergo drug or alcohol testing without prior notice.

An employee shall have access to the information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

The Company may not discharge, discipline, discriminate against, or request or require rehabilitation of an employee on the basis of: (1) a positive test result from an initial screening test that has not been verified by a confirmatory test; and/or (2) medical information revealed to the company pursuant to the employee's submission of information and/or request for a confirmatory retest as provided in this policy, unless the employee was under an affirmative duty to provide the information before, upon, or after hire.

The Company may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the Company unless the following conditions have been met: (1) the Company has first given the employee an opportunity to participate in, at the Company's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the Company after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and (2) the employee has either refused to participate in

the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.

The Company may not retaliate against an employee for asserting rights and remedies provided under applicable sections of Minnesota's Drug and Alcohol Testing Law, including rights and remedies as set forth above. There are no other appeal procedures available to an employee, except as set forth in this Drug and Alcohol Policy, Including Testing.

Confidentiality. The Company will keep confidential test result reports and other information acquired in the drug or alcohol testing process and will not disclose such to another employer or third-party individual, governmental agency, or private organization without the written consent of the employee, except that evidence of a positive test result on a confirmatory test may be: (1) used in a judicial proceeding, provided that information is relevant to the hearing or proceeding (except a criminal proceeding against the employee); (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation, or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

Exempt employees may be provided time off with pay for any of the above-described leaves when necessary to comply with state and federal wage and hour laws.

Team Member Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook and Minnesota Addendum and I will familiarize myself with their contents.

I acknowledge that nothing in the Employee Handbook or Minnesota Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by a member of the Executive Committee.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Signature

Print Full Name

Date

[RETAIN IN EMPLOYEE’S PERSONNEL FILE]

Missouri Employee Handbook Addendum

Introduction

The following contains policies and procedures unique to those employed by Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) in the State of Missouri. This state Addendum is to be read in connection with the Company’s Employee Handbook. Together, the Employee Handbook and the Missouri Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current benefits, policies, practices, and procedures.

It is the duty of each employee to keep the current Employee Handbook and this Addendum accessible. These documents will serve as a reference guide throughout your employment with the Company. If you have questions as you review the Employee Handbook or the Missouri Addendum, please do not hesitate to contact your immediate **supervisor** or the **Human Resources Department**.

NOTE: Certain statements in the Missouri Addendum may conflict with provisions of existing collective bargaining agreements. In these instances, the terms of the collective bargaining agreement will prevail for those union employees subject to it.

Missouri Policies

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Missouri law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to ancestry, off-duty use of tobacco products, membership in the state organized militia, status as a qualifying patient or primary caregiver with a valid medical marijuana identification card, the lawful off-duty use of marijuana for a qualifying patient or primary caregiver with a valid identification card, or any other protected status in accordance with applicable federal, state, or local laws.

Policy Against Unlawful Harassment

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Missouri law, the Company strictly prohibits all forms of unlawful harassment, which includes, ancestry, off-duty use of tobacco products, membership in the state organized militia, or any other protected status in accordance with applicable federal, state, or local laws.

If you feel that you are being or have been harassed in violation of the Company’s Anti-Harassment Policy, you should immediately contact the **Human Resources Department** and/or use reporting methods discussed in the Employee Handbook.

Lactation Break

In addition to the provisions of the Lactation Break policy in the Company's Employee Handbook, the Company allows an employee who is a nursing mother to breast-feed her baby in any location in which she is authorized to take her rest period, provided that certain precautions may be taken to maintain the privacy of the employee and any business necessity of the Company.

The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for additional lactation breaks that do not run concurrently with normally scheduled rest periods. Such additional breaks will be unpaid. The Company will also make a reasonable effort to provide the employee with the use of a room or other location in the workplace, other than a bathroom, for the employee to express milk in private. Lactation breaks are available to employees who are nursing for up to one (1) year after the child's birth.

Civic Duties

Voting Leave - In circumstances where employees' work schedule does not provide three (3) hours of continuous off-duty time during which the polls are open, the Company will provide a reasonable amount of paid time off, up to three (3) hours, during scheduled work time for employees to vote. Employees who need time off to vote should give notice to **the Human Resources Manager** prior to an Election Day. The Company may specify any three (3) hours between the time of opening and the time of closing of the polls during which you can take leave to vote.

Victims of Crime Leave - The Company provides reasonable and necessary unpaid leave to employees who are victims of, witnesses to, a crime or are family members of a crime victim, to attend or participate in legal proceedings pertaining to the crime. Family members for purposes of this policy include employees' spouses, children, siblings, parents, grandparents, or legal guardians. Affected employees must give **the Human Resources Manager** reasonable notice that leave under this policy. No employee eligible for leave under this policy will be required to use vacation time, personal time, or sick leave.

VESSA Leave (Victim's Economic Safety and Security Act) - Domestic and Sexual Violence Leave and Accommodations

An employee who is a victim of domestic or sexual violence or whose family or household member is a victim of domestic or sexual violence, will be provided with up to two (2) workweeks of unpaid leave during a 12-month period to:

- Seek medical attention or recover from physical or psychological injuries caused by domestic or sexual violence for the employee or the employee's family or household member;

- Obtain services from a victim services organization for the employee or the employee's family or household member;
- Obtain psychological or other counseling for the employee or the employee's family or household member;
- Participate in safety planning, temporarily or permanently relocating, or taking other actions to increase their safety of the employee or the employee's family or household member from future domestic or sexual violence or to ensure economic security; or
- Seek legal assistance or remedies to ensure the health and safety of the employee or the employee's family member or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

In addition, the Company provides employees with reasonable safety accommodations for known limitations resulting from the employee's status as a victim of domestic violence or sexual violence, or a family or household member being a victim of domestic or sexual violence, as long as the accommodation does not impose an undue hardship on the Company.

Depending upon the specific facts and circumstances of the situation, a reasonable safety accommodation may involve adjustment to a job structure, workplace facility, or work requirement, including but not limited to: transfer, reassignment, modified work schedule, unpaid leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure, or assistance in documenting domestic violence that occurs at the workplace or in work-related settings in response to actual or threatened domestic violence. Exigent circumstances or danger facing the employee, or their family or household member may be considered in determining whether an accommodation is reasonable.

Use of Leave

The Company measures the twelve (12) month period in which leave is taken by the "rolling" twelve (12) month method, measured backward from the date of any leave. Where necessary, leave may be used on an intermittent or reduced schedule basis.

The employee must provide at least forty-eight (48) hours' notice of the employee's intent to take leave under this policy, unless providing such notice is not practicable. Where advanced notice is impracticable, employees must provide notice as soon as possible.

The Company may also require employees to keep the Company apprised on the status of their leave and anticipated return to work. The Company may require employees to provide documentation supporting their need for leave. Upon return from leave, the employee will be restored to the same or an equivalent position.

Maintenance of Benefits

If you and/or your family participate in our group health insurance benefits, the Company will maintain coverage during your leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. Use of leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

Confidentiality & Prohibition Against Discrimination or Retaliation

The Company will keep all information provided by an employee concerning leave, strictly confidential, including the employee's request and approval for leave, the fact that the employee or employee's family member was involved in a domestic incident, and documentation supporting the need for leave, except to the extent otherwise required or allowed by law.

The Company will not discriminate or retaliate against the employee for exercising their rights under this policy.

Pregnancy-Related Conditions

Disabilities caused or contributed to by pregnancy, miscarriage, legal abortion, childbirth and recovery are, for all job-related purposes, temporary disabilities and will be treated as such under any health or temporary disability insurance plan available in connection with employment. Written or unwritten employment policies and practices involving matters such as the commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, reinstatement and payment under any health or temporary disability insurance plan, formal or informal, will be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.

Voting Leave

In circumstances where an employee's work schedule does not provide three (3) consecutive hours of paid time off during which the polls are open and the employee is entitled to vote, the Company will provide a reasonable amount of paid time off, up to three (3) hours, during scheduled work time for the employee to vote. Employees who need time off to vote should notify their **supervisor** prior to election day. The Company may specify a time period during which the polls are open for employees to leave work to vote.

Victims of Crime Leave

The Company will not discharge or discipline any witness, victim or member of a victim's immediate family for honoring a subpoena to testify in a criminal proceeding, attending a criminal proceeding or participating in the preparation of a criminal proceeding.

Moreover, the Company provides reasonable and necessary unpaid leave to employees who are victims of or witnesses to a crime or are family members of a crime victim, to attend or participate in legal proceedings pertaining to the crime. The Company will not require an employee to use

any earned paid time off, including vacation or sick time, during such leave. Family members for purposes of this policy include employees' spouses, children, siblings, parents, grandparents, or legal guardians. Affected employees must give their immediate **supervisor** and the **Human Resources Department** reasonable notice of the need for leave under this policy.

Military Leave

Employees who are members of the Missouri military forces, the national guard of any other state or a reserve component of the U.S. Armed Forces and who are called to active duty are entitled to the same leave and reinstatement rights provided under the Uniformed Services Employment and Reemployment Rights Act ("USERRA"). The Company will not discharge employees, interfere with their military service, or use threats to dissuade employees from enlisting in the state organized militia.

Leave for Victims of Domestic or Sexual Violence

If an employee or their family or household member is a victim of domestic or sexual violence (unless the family or household member's interests are adverse to the employee on the matter) may take unpaid leave from work to address such violence by 1) seeking medical attention or recovering from physical or psychological injuries relating thereto, 2) obtaining services from a victim's services organization for the victim or their family/household member relating thereto, 3) obtaining psychological or other counseling for the victim or their family/household member relating thereto, 4) participating in safety planning, relocating, or taking other actions to increase the employee or their family/household member's safety from future domestic or sexual violence or to ensure economic security, or 5) seeking legal assistance or remedies to ensure health and safety for the employee or their family or household member relating thereto.

In any 12-month period, as defined under the Company's FMLA plan, employees shall have up to one workweek of leave under this section if the Company has 49 or fewer employees, or two workweeks if the Company has 50 or more employees. Any leave may be taken continuously, intermittently, or on a reduced work schedule, and shall not exceed the amount of unpaid leave allowed under the FMLA, if applicable.

Employees shall provide at least 48 hours' notice of any leave under this section, unless it is not practicable. The Company may require certification of the employee or their family/household member's status, and the need for leave. The Company may require the employee to report on their status and intent to return.

An employee may also request a reasonable safety accommodation in response to actual or threatened domestic or sexual violence from circumstances relating to them or their family/household member being a victim of domestic or sexual violence, following the procedure for seeking accommodations for other reasons.

Nothing in this policy is intended to grant any leave in addition to leave provided by the Family and Medical Leave Act.

Civil Air Patrol Leave

An employee who is or may become a member of the Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counter narcotics missions will be granted an unpaid leave of absence for periods during which the employee is engaged in the performance of civil air patrol emergency service duty or counter narcotics missions. Leave shall be for no more than fifteen (15) working days in any calendar year or for the period of time while responding to a state or nationally declared emergency in the state.

Moreover, the Company will not discriminate against or discharge an employee because that employee is a member of the Civil Air Patrol or holds a Civil Air Patrol emergency services specialty rating, nor will the Company dissuade an employee from joining or continuing such service.

Volunteer Emergency Worker Leave

The Company provides reasonable and necessary unpaid leave to employees who serve as volunteer firefighters or members of the Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or FEMA in order to respond to an emergency call received prior to the time the employee is scheduled to report for work.

Prior to missing work or being tardy for work, the employee must attempt to contact his or her immediate **supervisor** or otherwise notify a member of management that he or she have been dispatched to an emergency. If unable to contact the Company prior to the start of the employee's shift, the employee must continue to make reasonable notification efforts throughout the course of the absence.

The Company may request that the employee provide written verification from the supervisor or acting supervisor of the volunteer fire department or the commander or the Missouri-1 Disaster Medical Assistance Team or FEMA supervisor stating the time and date of the emergency to which the employee responded.

For information on these leave of absence policies, please contact the **Human Resources Department**.

Leave for Military Duty

If you work at a Missouri location and you take a leave of absence under the Company's Military Leave policy, you are eligible for re-employment under the terms and conditions set forth under Company policy if you are a member of another state's National Guard or a member of any reserve component of the United States armed forces and you are called to active duty in connection with that membership. For more information regarding this leave, please contact **the Human Resources Manager**.

Weapons in the Workplace

Possession, use or sale of weapons, firearms, or explosives on work premises, while operating Company machinery, equipment, or vehicles for work-related purposes or while otherwise

engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted under state or local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

This policy does not apply to and does not prohibit lawfully possessed firearms in an employee's personal vehicle so long as the firearm is not removed from the vehicle or brandished while the vehicle is on the premises.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to their immediate **supervisor** or the **Human Resources Department**. Violations of this policy will result in disciplinary action, up to and including termination.

Alcohol and Drug Policy

Please note that although the state has legalized the use of marijuana for medicinal purposes, the Company does not permit the use, possession, or sale of marijuana in the workplace. Use, possession, sale, and/or being under the influence of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including termination.

Unemployment and Workers' Compensation Benefits

Employees who refuse to submit to a test or who test positive for alcohol or unlawful drugs are subject to termination and may be disqualified for unemployment benefits. Employees who refuse to submit to a test or who test positive for alcohol or unlawful drugs following a workplace injury may be disqualified for workers' compensation benefits.

If a workplace injury has occurred in conjunction with the use of alcohol or unlawful drugs, workers' compensation and/or death benefits may be reduced by fifty percent (50%). If an employee's use of alcohol or unlawful drugs is the proximate cause of the injury, then any workers' compensation and/or death benefit will be forfeited.

Team Member Acknowledgment and Agreement

By signing below, I acknowledge that I have received my copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the "Company") Employee Handbook and Missouri Addendum and that I will familiarize myself with their contents.

I also acknowledge that nothing in the Employee Handbook or Missouri Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By

signing below, I certify that I understand that my employment with the Company is “at-will” and not for any specific duration and may be terminated by either myself or the Company at any time. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by a member of the Executive Committee.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Signature

Print Full Name

Date

[RETAIN IN EMPLOYEE’S PERSONNEL FILE]

Nevada Addendum

Introduction

This addendum is applicable only to employees working in the state of Nevada and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Nevada Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Nevada Addendum, please do not hesitate to discuss your questions with the **Human Resources Department**.

Nevada Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Company’s Employee Handbook, and in accordance with Nevada law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to gender identity or expression, sexual orientation, pregnancy, childbirth, or a related medical condition; nursing mothers; victims of domestic violence; disability (including human immunodeficiency virus and including the use of an aid, appliance or service animal) or any other protected status in accordance with applicable federal, state, or local laws.

This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

Reasonable Accommodations

In addition to those categories listed in the Company’s Employee Handbook, and in accordance with Nevada law, the Company will provide a reasonable accommodation for any known employees’ disability; religion; pregnancy, childbirth, or a related medical condition; victims of domestic violence; and nursing mothers; provided the requested accommodation does not create an undue hardship for the Company and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual. If you require an accommodation to perform the essential functions of your job you must notify **the Human Resources Department** in accordance with the policy listed in the Company’s Employee Handbook. Once the Company

is aware of the need for an accommodation, the Company will engage in an interactive process to identify possible accommodations. If you believe that you have been treated in a manner not in accordance with these policies, please notify the Company immediately by speaking to the **Human Resources Department**. You are encouraged to utilize this procedure without fear of retaliation.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Company's Employee Handbook, and in accordance with Nevada law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on sex (including pregnancy, childbirth, or a related medical condition, nursing mothers, victims of domestic violence), race (including hair texture and protective hairstyles), religion, color, gender (including gender identity or expression), sexual orientation; disability (including human immunodeficiency virus and including the use of an aid, appliance or service animal), or any other protected status in accordance with applicable federal, state, or local laws.

The Company's anti-harassment policy applies to all persons involved in the operations of the Company, and prohibits harassment, disrespectful or unprofessional conduct by any employee, including supervisors and managers, as well as vendors, customers, independent contractors, and any other persons.

Examples of Prohibited Sexual Harassment: Among other forms of unlawful harassment, the Company strictly prohibits sexual harassment. Sexual harassment includes a broad spectrum of conduct including harassment based on sex, gender, gender identity or expression, or sexual orientation. By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- Physical or verbal abuse concerning an individual's gender, gender identity or gender expression; and
- Verbal abuse concerning a person's characteristics such as pitch of voice, facial hair or the size or shape of a person's body, including remarks that a male is too feminine or a woman is too masculine.
- Harassment on the basis of any other protected characteristic (as may be defined by applicable law) is also strictly prohibited

Personnel Files

Upon written request, employees will be permitted to inspect their own personnel files during usual business hours. Employees or former employees who have been employed for more than 60 days may request a copy of their personnel records, provided the requesting employee reimburses the Company for the cost of the copies.

Consistent with applicable law, an employee may have the opportunity to provide a written response of a reasonable length and in a format prescribed by the Company to any disputed information in his/her personnel record. If you have any questions regarding this policy, please contact the **Human Resources Department**.

Alcohol and Drug Policy

In addition to the provisions of the Alcohol and Drug Policy in the Company's Employee Handbook, please note that although the state has legalized the use of marijuana for medicinal and other purposes, the Company does not permit the use of marijuana. Use of marijuana is strictly prohibited and may result in discipline, up to and including immediate termination.

Meal Breaks

Except for certain exempt employees, all employees who work eight (8) hours or more in a day are required to take a thirty (30) minute unpaid, uninterrupted, duty-free meal period. Employees are completely relieved of their job responsibilities during their meal periods. For this reason, unless there is a valid written agreement for an on-duty meal period, employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period. If you are unable to take all of the breaks for which you are entitled in accordance with this policy, you should immediately notify your supervisor or the **Human Resources Department**.

No Company manager or supervisor is authorized to instruct or approve an employee's wish to forego a meal or rest period. Employees should immediately report a manager's or supervisor's instruction to skip a meal period to the **Human Resources Department**.

Rest Breaks

The Company provides all non-exempt employees with the opportunity to take a ten (10) minute rest period for every four (4) hours worked (or major fraction thereof), which should be taken so far as practicable in the middle of each work period. The Company generally will not authorize a rest period for employees whose total daily work time is less than three and one-half (3 ½) hours. Employees are expected to schedule their rest periods at their own discretion under these guidelines unless instructed otherwise by a supervisor. Rest periods may not be combined with meal periods.

Rest periods are "on the clock" and counted as hours worked, and thus, employees are not required to separately record their rest periods on their timesheets or timecards. Rest periods may not be waived to shorten your workday or be accumulated for any other purpose. Employees may be required to sign a certification providing, among other things, that they have taken all of their rest periods during the pertinent pay period. If you are unable to take all of the breaks for which you are entitled in accordance with this policy, you should immediately notify your supervisor or the **Human Resources Department**.

Lactation Break

The Company will provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any lactation breaks that do not run concurrently with normally scheduled rest

periods. Any such breaks will be unpaid. The Company will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Employees should notify their immediate supervisor or **the Human Resources Manager** to request time to express breast milk under this policy. The Company does, however, reserve the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations, and/or impose an undue hardship on the Company.

School-Related Activities Leave

The Company will grant up to four hours (per child) of time off during any school year to employees who are the parent, guardian or custodian of a child enrolled in public school to:

- Attend parent-teacher conferences;
- Attend school-related activities during regular school hours;
- Volunteer or otherwise be involved at the school in which the employee's child is enrolled during regular school hours; and
- Attend school-sponsored events.

Leave must be taken in increments of at least one hour. Employees wishing to take time off under this policy must submit a written request for leave to their supervisor at least five school days before the requested leave. The leave will be at a time mutually agreed upon by the employee and the Company.

The Company may require employees to provide documentation verifying that, during the time of leave, the employee attended an eligible school-related activity.

Time off under this policy will be without pay, except that exempt employees may receive pay for partial day absences, as required by applicable law.

School Conferences or Emergencies Leave

The Company will allow employees who are parents (including legal guardians or custodians) time off from work in order to:

- Appear at a conference requested by their child's school administrator; or
- Respond to notice from their child's school of an emergency regarding their child.

Employees should notify their supervisor as soon as possible that they will require time off for a school conference or emergency. Time off under this policy will be unpaid, except that exempt employees may receive pay for partial day absences, as required by applicable law.

Civic Duties

Jury and Witness Duty Leave: The Company encourages all employees to fulfill their civic responsibilities and to respond to summonses or subpoenas for jury service or to appear as a

witness in a judicial or administrative proceeding, attend court for prospective jury service, serve as a juror or appear as a witness or potential witness in a judicial or administrative proceeding. Under no circumstances will employees be terminated, threatened, coerced or penalized because they request or take leave in accordance with this policy.

Employees must provide their supervisor with notice of any jury summons or subpoena at least three days before their appearance is required. Verification of having served as a juror or witness may be required.

Employees who are summoned to appear for jury duty will not be required to work within the eight (8) hours prior to the time jury duty is scheduled to begin. Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested. On any day in which the employee's jury service lasts four (4) or more hours, including time traveling to and from court, employees will not be required to work between 5:00 p.m. on that day and 3:00 a.m. the following day.

Time spent engaged in attending court for prospective jury service, serving as a juror or appearing as a witness or potential witness in a judicial or administrative proceeding, is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury or witness duty. Employees will not be asked or required to use sick leave or vacation time for jury duty.

Court Attendance Leave: The Company will allow employees who are the parent, guardian or custodian of a child to miss work in order to appear at the child's juvenile proceeding.

Employees seeking leave under this policy must notify the **Human Resources Department** in advance of the appearance. For detention hearings, employees must provide verbal notice in advance of the hearing, as well as a certificate of attendance immediately upon return to employment. For subsequent hearings, employees must provide a copy of the written notice of the hearing before the date of the requested leave.

Time off under this policy will be without pay except that exempt employees may receive pay, as required by applicable law. The Company will not terminate or threaten to terminate employees because they request or take time off in accordance with this policy.

Voting: The Company encourages all employees to fulfill their civic responsibilities and to vote in public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Employees who are registered voters and do not have sufficient time before or after work to vote will be allowed sufficient time off, without loss of pay, to vote. For purposes of this policy, sufficient time outside of working hours to vote means:

- One hour for employees whose polling place is two miles or less from the workplace;
- Two hours for employees whose polling place is more than two, but not more than 10 miles from the workplace; or

- Three hours for employees whose polling place is more than 10 miles from the workplace.

Employees must provide notice of the need for time off to vote prior to Election Day. The Company may specify the particular time during which employees may be absent to vote. The Company will not make deductions from employees' salary or wages or otherwise penalize employees for taking leave in accordance with this policy.

Pregnancy Leave

The Company permits eligible female employees who are pregnant to take a leave of absence before and after childbirth, miscarriage or other natural resolution of her pregnancy to the extent leave is otherwise provided to other eligible employees for sickness or disability because of a medical condition.

Notice to Employees of Nevada Pregnant Workers' Fairness Act

All employees are advised of the following:

(1) Pursuant to NRS 613.4353 to 613.4383, inclusive, of the Nevada Pregnant Workers' Fairness Act, employees have the right to be free from discriminatory or unlawful employment practices based on pregnancy, childbirth, or a related medical condition.

(2) A female employee has the right to a reasonable accommodation for a condition relating to pregnancy, childbirth, or a related medical condition.

The Company is committed to complying with all laws protecting employees under the Nevada Pregnant Workers' Fairness Act, and the Company will provide a reasonable accommodation for any known condition relating to pregnancy, childbirth, or a related medical condition of a female employee, provided the requested accommodation does not create an undue hardship for the Company.

If you require an accommodation under the Nevada Pregnant Workers' Fairness Act, you must notify the **Human Resources Department**. Once the Company is aware of the need for an accommodation, the Company will engage in an interactive process to identify possible accommodations. A female employee may be required to submit a written explanatory statement from the employee's physician concerning the need for an accommodation because of pregnancy, childbirth, or related medical conditions, and the specific accommodation recommended by the physician.

If you believe that you have been treated in a manner not in accordance with these policies, please notify the Company immediately by speaking to the **Human Resources Department**. You are encouraged to utilize this procedure without fear of retaliation.

Leave for Victims of Domestic Violence

If you or a member of your family or household is a victim of domestic violence, you may receive unpaid leave for the following purposes as they relate to an act of domestic violence committed against you, or a member of your family or household: (1) for the diagnosis, care or treatment of a health condition related to an act of domestic violence; (2) to obtain counseling or assistance related to an act of domestic violence; (3) to participate in any court proceeding related to an act of domestic violence; and (4) to establish a safety plan, including, without limitation, any action to increase the safety of the employee or the family or household member of the employee from a future act of domestic violence. Under no circumstances will employees be terminated,

threatened, coerced, penalized, or retaliated against because they request or take leave in accordance with this policy.

Employees must provide their supervisor with at least 48 hours' notice of the need to use additional hours of leave after (and with the exception of) the leave taken upon the initial occurrence of the act which constitutes domestic violence. The Company may require you to provide documentation that confirms or supports the reason for the requested leave, including, but not limited to: (1) a police report; (2) a copy of an application for an order for protection; (3) an affidavit from an organization which provides services to victims of domestic violence; or (4) documentation from a physician or health care provider.

In addition, employees who are victims of domestic violence, are entitled to a reasonable accommodation for the employee's safety while at work. A reasonable accommodation may include: the implementation of safety measures or procedures, including a transfer, reassignment, modified schedule, changed work telephone, changed work station, installed lock; assistance in documenting domestic violence that occurs in the workplace; or another adjustment to the employee's job duties and position to ensure the safety of the employee, workplace, the employer or other employees. If you require such an accommodation, please notify the **Human Resources Department**. The Company will engage the employee in a timely, good faith, and interactive process to determine effective reasonable accommodations, and may require supporting documentation of the same.

PTO Policy

Paid Time Off (PTO) in the Employee handbook provides you with the flexibility to use your time off to meet your personal needs, while recognizing your individual responsibility to manage your paid time off.

You accumulate the specified amount of PTO as provided in the Employee Handbook each pay period worked and it is up to you to allocate how you will use it – for vacation, illness, caring for children, school activities, medical/dental appointments, leave, personal business or emergencies. The Company may require you to use any unpaid PTO during disability or family medical leave, or any other leave of absence. The amount of PTO earned will depend on your length of your service with the Company.

Employees may use their PTO to assist a qualifying member of their immediate family that has an illness, injury, medical appointment, or other authorized medical need. Employees may use up to the amount of sick leave accrued in a six-month period for assistance of a qualifying immediate family member, including the employee's child, foster child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, or a person for whom the employee is a legal guardian. Your total leave permitted under this policy will not extend the amount of leave authorized by the Family and Medical Leave Act of 1993.

Effective June 9, 2021 – December 31, 2023, employees may receive up to four (4) hours of PTO to obtain a COVID-19 vaccine. If an employee receives a two-dose vaccine, the employee is entitled to two (2) hours of leave per dose for a total of four (4) hours of paid leave. If the employee receives a single-dose vaccine, the employee is entitled to a two (2) hours of PTO.

Employees must provide their supervisor with at least 12 hours' notice of the intention to use the PTO to obtain a COVID-19 vaccine. The Company may require you to provide documentation that confirms or supports the leave, including, but not limited to: (1) documentation from a physician or health care provider; or (2) declaration certifying the employee received the COVID-19 vaccine.

Paid Leave Accrual

This paid leave policy applies to any Employees who are ineligible for the Company's PTO as detailed in the Employee Handbook. To the extent there is any conflict between this policy and the Company's PTO policy, the Company will provide the greater of the two benefits. Employees ineligible for the Company's PTO policy will be eligible to accrue paid leave at the rate of 0.01923 hours per hour worked. Paid leave is added to your paid leave bank when the bi-weekly paycheck is issued. Paid leave taken will be subtracted from your accrued time bank in one-hour increments. Your total amount of paid leave accrued, taken and remaining will be reflected on your pay records. Employees must work for the company for 90 days before paid leave accrues, and employees are limited to the use of 40 total hours per benefit year.

You are eligible to accrue paid leave if you are either working or utilizing accrued paid leave for the entire bi-weekly pay period. Paid leave is not earned in pay periods during which unpaid leave, short or long-term disability leave, or workers' compensation leave are taken.

You are required to provide your supervisor with reasonable advance notice and obtain approval prior to using this paid leave. This allows for you and your supervisor to prepare for your time off and assure that all staffing needs are met.

There may be occasions, such as sudden illness, when you cannot notify your supervisor in advance. In those situations, you must inform your supervisor of your circumstances as soon as possible.

Employees will not be paid for the paid leave they have accrued at employment end. However, employees who were involuntarily separated, but are rehired within 90 days of their termination, will receive credit for the former time worked and accumulate current paid leave for the combined time.

Exempt employees may be provided time off with pay for any of the above-described leaves when necessary to comply with state and federal wage and hour laws.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook and Nevada Addendum and I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook or Nevada Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by a member of the Executive Committee.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

New Jersey Addendum

Introduction

This New Jersey Employee Handbook Addendum (“Addendum”) is applicable only to employees working in the state of New Jersey and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook (“Handbook”) and this Addendum, this Addendum shall control. Except as set forth herein, the Handbook is not modified by this Addendum.

This Addendum is to be read in connection with the Handbook. Together, the Handbook and the Addendum will provide you with important information about your employment with Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Handbook or the Addendum, please do not hesitate to discuss your questions with the **Human Resources Department**.

New Jersey Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Handbook, and in accordance with New Jersey law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to race (including traits historically associated with race, such as hair texture, hair type, and protective hairstyles including braids, locks, and twists), creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, pregnancy or need or desire to breastfeed or express milk, sex, gender identity or expression, disability (including AIDS and HIV) or atypical hereditary cellular or blood trait of any individual, or because of liability for service in the Armed Forces of the United States or the nationality of any individual, or because of the refusal to submit to a genetic test or make available the results of a genetic test, or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Handbook, and in accordance with New Jersey law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on race (including traits historically associated with race, such as hair texture, hair type, and protective hairstyles including braids, locks, and twists), creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or

sexual orientation, genetic information, pregnancy or need or desire to breastfeed or express milk, sex, gender identity or expression, disability (including AIDS and HIV) or atypical hereditary cellular or blood trait of any individual, or because of liability for service in the Armed Forces of the United States or the nationality of any individual, or because of the refusal to submit to a genetic test or make available the results of a genetic test, or any other protected status in accordance with applicable federal, state, and local laws.

New Jersey Family Leave Act Policy

The Company provides leave to eligible employees pursuant to the New Jersey Family Leave Act (“NJFLA”). Under the NJFLA, eligible employees may take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an eligible employee may take is twelve (12) weeks within a twenty-four (24) month period depending on the reasons for the leave.

Employee Eligibility

To be eligible for NJFLA leave, employees must have been employed with the Company for at least twelve (12) months and must have worked at least 1,000 hours for the Company over the preceding twelve (12) months.

Conditions Triggering Leave

NJFLA leave may be taken for the following reasons:

1. birth of a child, or to care for a newly-born child, including a child conceived through a gestational carrier agreement;
2. placement of a child with the employee for adoption or foster care;
3. to care for a family member with a serious health condition; or
4. in the event of a state of emergency declared by the Governor of New Jersey, or when indicated to be needed by the Commissioner of Health or other public health authority, an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease, which:
 - requires in-home care or treatment of a child due to the closure of the school or place of care of the child of the employee, by order of a public official due to the epidemic or other public health emergency;
 - prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by the employee would jeopardize the health of others; or

- results in the recommendation of a healthcare provider or public health authority that a family member in need of care by the employee voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by the employee would jeopardize the health of others.

The maximum amount of leave that may be taken in a twenty-four (24) month period for all reasons combined is twelve (12) weeks. NJFLA will run concurrently with other leave policies, including FMLA, when the leave is covered by NJFLA and other leave policies.

Definitions

“Family member” means the employee’s child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner or one partner in a civil union couple, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship.

“Care” means physical care, emotional support, visitation, assistance with treatment, transportation, arranging for a change in care, assistance with essential daily living issues, and personal attendant services.

A “serious health condition” is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment; incapacity due to pregnancy or a chronic condition; or absences due to multiple treatments. Other conditions may meet the definition of continuing treatment.

“Health care provider” is a duly licensed health care provider or other health care provider deemed appropriate by the director of the Division on Civil Rights.

“Intermittent leave” means leave due to a single qualifying reason (the serious health condition of a specific family member or the birth or placement for adoption of a child), taken in separate periods of time, where each period of leave is at least one workweek. When Intermittent Leave is taken, the Company may require the employee to transfer to an alternative position having the equivalent pay and benefits for which the employee is qualified, and which better accommodates recurring periods of leave than does the employee’s regular position.

“Reduced leave schedule” means leave due to a single qualifying reason (the serious health condition of a specific family member or the birth or placement for adoption of a child), that is scheduled for fewer than an employee’s usual number of hours worked per workweek, but not for fewer than an employee’s usual number of hours worked per workday, unless agreed to by the employee and the Company.

Identifying the 24-Month Period

The Company measures the twenty-four (24) month period in which leave is taken by the “rolling” twenty-four (24) month method, measured backward from the date of any NJFLA leave.

Using Leave

Eligible employees may take leave under this policy in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member. The maximum amount of leave that may be taken in a twenty-four (24) month period for all reasons combined is twelve (12) weeks. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Company’s operations. Intermittent and reduced leave is permitted at the same intervals as provided in the Company’s paid leave policies. Reduced leave must be scheduled for a period not to exceed twelve (12) consecutive months. Leave for the birth or placement of a child for adoption or foster care must be concluded within twelve (12) months of the birth or placement. Epidemic-related leave may be taken intermittently if the employee provides the Company with prior notice of the leave as soon as practicable and the employee makes a reasonable effort to schedule the leave so as not to unduly disrupt the Company’s operations.

Concurrent Use of Other Leave Policies

Depending on the purpose, NJFLA leave may run concurrently with the federal Family and Medical Leave Act (FMLA), as explained in the Employee Handbook, and/or any other leave where permitted by state and federal law. Additionally, employees taking leave under this policy may choose to use (or, unless the employee is eligible for New Jersey Family Leave Insurance benefits, the Company may require employees to use) accrued vacation concurrently with some or all of the leave taken under this policy. To substitute accrued vacation leave for NJFLA leave, employees should comply with the Company’s normal procedures for the applicable vacation policy (e.g., call-in procedures, advance notice, etc.).

Maintenance of Health Benefits

If employees and/or their families participate in the Company’s group health plan, the Company will maintain coverage during their leave on the same terms as if the employee had continued to work. If applicable, employees must make arrangements to pay their share of health plan premiums while on leave. The Company will notify employees of their options to continue to participate in our group health plans during NJFLA leave.

Notice and Medical Certification

Employees should provide notice to the **Human Resources Department** of an employee’s need for leave as soon as possible. In the case of a leave in connection with the serious health condition of a family member or intermittent bonding leave, an employee must provide notice no later than (15) days prior to the leave, except where emergent or unforeseen circumstances warrant

shorter notice. Thirty (30) days advance notice must be provided for continuous bonding leave. Employees may be required to provide an appropriate health care certification in support of their request for leave under this policy.

If you fail to provide the required documentation, the Company may delay the start of your leave, withdraw any designation of NJFLA leave, or deny the leave, in which case your absences will be treated in accordance with the Company's standard leave of absence and attendance policies and you may be subject to discipline up to and including termination of employment. If you provide false or misleading information or omit material information about a NJFLA leave, you will be subject to discipline up to and including immediate termination of employment.

Job Restoration

Upon returning from NJFLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Retaliation Prohibited

The Company and the NJFLA prohibit:

- Interference with, restraint of, or denial of any right provided under the NJFLA.
- Discharge or discrimination against any person for opposing any practice made unlawful by the NJFLA or for involvement in any proceeding under or relating to the NJFLA.

The Company encourages employees to bring any concerns or complaints about retaliation or compliance with the NJFLA to the attention of management.

Limited Nature of This Policy

This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by NJFLA. The Company reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law.

New Jersey Family Leave Insurance

Employees may be eligible for New Jersey Family Leave Insurance (NJFLI) benefits – *a monetary benefit only* – through the state of New Jersey to bond with a newborn or newly placed adopted or foster child, to care for a family member with a serious health condition, to take leave under the New Jersey SAFE Act (SAFE Act), or to take leave under certain circumstances where the governor declares a state of emergency or there is a public health epidemic. Eligibility for

benefits and the maximum weekly benefit are determined by the state of New Jersey. Employees may be eligible for NJFLI benefits for up to twelve (12) weeks.

Upon request, employees will be given information about this benefit program and how to apply for benefits. Employees also may contact the state of New Jersey for further information.

An employee's job is not protected while he or she is receiving NJFLI benefits unless he or she is eligible for FMLA, NJFLA, or SAFE Act leave.

A separate notice describing employees' rights to NJFLI benefits is attached hereto as Appendix A.

New Jersey Temporary Disability Insurance

A New Jersey employee who takes leave because of his or her own serious health condition may be eligible for Temporary Disability Insurance (TDI) benefits from the State of New Jersey. TDI benefits are intended to compensate employees for wage loss suffered as a result of a non-work related illness or injury. Employees who apply and qualify for TDI benefits are eligible to receive 2/3 of their average weekly wage (to a maximum amount determined by the State) for a maximum of 26 weeks. TDI forms are available from the Company.

New Jersey Earned Sick Leave

This policy applies to any Employees who are ineligible for the Company's PTO as detailed in the Employee Handbook. To the extent there is any conflict between this policy and the Company's PTO policy, the Company will provide the greater of the two benefits.

The guidelines set forth in this policy do not supersede applicable federal or state law regarding leaves of absence, including leave taken under the FMLA or NJFLA and/or as a reasonable accommodation under the Americans with Disabilities Act, as amended, or any other applicable federal, state or local law, including those prohibiting discrimination and harassment.

All employees (whether full time or part time) are eligible for paid sick leave in accordance with this policy. Paid sick leave benefits will accrue at a rate of one (1) hour for every thirty (30) hours worked in each benefit year.] After successfully completing one hundred twenty (120) days of employment with the Company, eligible employees may begin to use paid sick leave, up to a maximum of forty (40) hours per benefit year. Employees may not use paid sick leave in increments of less than two (2) hours.

Permissible Usage

Paid sick leave may be used for the following reasons:

1. Time needed for diagnosis, care, or treatment of, or recovery from, the employee's mental or physical illness, injury, or other adverse health condition, or for preventive medical care for the employee;
2. Time needed for the employee to aid or care for a family member during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury, or other adverse health condition, or during preventive medical care for the family member;
3. Absence necessary due to circumstances resulting from the employee or their family member being a victim of domestic or sexual violence, including to obtain medical attention, services from a designated domestic violence agency or victim services organization, psychological or other counseling, relocation, or legal services;
4. Closure of the employee's workplace or the school/childcare of an employee's child by order of a public official due to an epidemic or other public health emergency;
5. The Governor declares a state of emergency or a healthcare provider or an authorized public health official determines that the health of others would be jeopardized by the presence of an employee in the community, or of an employee's family member in need of care by the employee;
6. Time needed to attend a school-related conference, meeting, function or other event requested or required by the employee's child's school or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability; or
7. Employee is in isolation or quarantine or is caring for a family member who is isolation or quarantine, as a result of a "suspected exposure to a communicable disease" and there is a finding by the provider or public health official that the health of others would be jeopardized by the presence of the family member in the community.

For purposes of this section, "family member" is defined as a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

Notice and Certification

If the need for sick leave is foreseeable, the Company requires up to seven (7) days advance written notice of your intention to take paid sick leave. If the need is unforeseeable, the Company requires that you give notice as soon as practicable. You may be required to complete a verification

form confirming that you used your sick leave solely for authorized purposes. The Company may require you to provide documentation from a licensed health care provider after you use more than three (3) consecutive work days as paid sick leave.

Concurrent Use of Other Policies

Leave under this policy may run concurrently with unpaid leave taken under state or federal law. Leave may also run concurrently with paid vacation time, if available, as set forth in the Handbook.

Accrual and Payment

Unused sick leave will not be paid upon termination. Any unused sick leave remaining at the end of the benefit year will not be paid to the employee and will be carried over to the next benefit year, up to a maximum of forty (40) hours.

Sick leave under this policy is paid at the employee's regular rate of pay at the time that the leave is used. Sick leave under this policy does not count as hours worked for purposes of determining eligibility for overtime pay. Sick leave may not be used as additional vacation days or to extend employment or delay a termination date. Employees who use sick leave for purposes other than those permitted by this policy may be subject to disciplinary action.

No Retaliation

The Company prohibits threatening or taking any adverse action or discrimination against an employee for exercising in good faith his or her rights under the ESLL.

New Jersey SAFE Act Leave

The Company provides up to twenty (20) days of unpaid SAFE Act leave in a twelve (12)-month period to eligible employees who are victims of an incident of domestic violence or a sexually violent offense, or whose family member was a victim of an incident of domestic violence or sexually violent offense. Each incidence of domestic or sexual violence is a separate offense for which employees can take unpaid SAFE Act Leave, up to the allotted twenty (20) days. SAFE Act Leave can be taken on an intermittent basis in intervals of at least one (1) day.

Employees are eligible to take SAFE Act Leave if they have worked for the Company for at least a twelve (12) months for not less than 1,000 base hours during the immediately preceding twelve (12)-month period. Employees who are victims of domestic or sexual violence or who have family members who are victims can take leave to:

- seek medical attention for or recover from physical or psychological injuries caused by domestic or sexual violence;
- obtain services from a victim services organization;

- obtain psychological or other counseling;
- participate in safety planning, temporarily or permanently relocate or take other actions to protect against future incidents of domestic or sexual violence or ensure economic security;
- seek legal assistance or other remedies; and
- attend, participate in or prepare for criminal or civil court proceedings related to them or their family members being a victim of domestic or sexual violence.

Family members include an employees' child, parent, spouse, domestic partner or civil union partner, parent-in-law, sibling, grandparent, grandchild, any individual related by blood, or any other individual with a close association equivalent of a family relationship.

The Company may require employees requesting SAFE Act Leave to provide certification that they or their family members are victims of domestic or sexual violence. Unless an emergency or other unforeseen circumstance preclude prior notice, employees must provide the Company with written notice of need to take SAFE Act Leave as far in advance as is reasonable and practicable.

The employee may choose to use any accrued vacation if available, for an absence described above. Employees who are taking leave under this policy may also be eligible for NJFLI benefits from the state of New Jersey.

Leave taken under the SAFE Act leave provisions does not conflict with any rights under the FMLA, the NJFLA, or the New Jersey Temporary Disability Benefits Law. In instances where SAFE Act leave is taken for reasons covered by the FMLA or the NJFLA, such leave counts simultaneously against employees' entitlement under each law.

The Company will not discharge, harass, or otherwise discriminate or retaliate or threaten to discharge, harass or otherwise discriminate against the employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave that the employee was entitled to under the New Jersey SAFE Act, or on the basis that the employee refused to authorize the release of information deemed confidential under the New Jersey SAFE Act.

For more information regarding this leave, please see the **Human Resources Department**.

Bone Marrow or Organ Donor Temporary Disability Leave

The Company will reinstate an employee who received New Jersey Temporary Disability Benefits as a result of donating an organ or bone marrow to his or her former position or an

equivalent position of similar seniority, status, employment benefits, pay, and other terms and conditions upon return from State Temporary Disability leave.

Pregnancy Accommodation

The Company provides reasonable accommodations to female employees when requested for reasons related to pregnancy, childbirth or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

Reasonable accommodations may include, but are not limited to:

- allowing more frequent breaks or periodic rest;
- assistance with manual labor;
- modifying job duties;
- modifying work hours/schedules;
- temporary transfer to a less strenuous or less hazardous position; or
- providing a temporary leave of absence.

Any employee who needs to request an accommodation due to pregnancy, childbirth or a related medical condition or who has questions regarding the policy should contact the **Human Resources Department**. If leave is provided as a reasonable accommodation, such leave may run concurrently with the FMLA and/or any other applicable leave as permitted under federal, state, or local law.

Lactation Break/Accommodation

Consistent with the Handbook, the Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child without regard to the number of years following the birth of a child. The Company prohibits discrimination, harassment, or retaliation against any employee who requests and/or takes time off to express breast milk at work.

Emergency Responder Leave

The Company provides reasonable and necessary unpaid leave to employees who serve as volunteer firefighters, county or municipal volunteers for the Office of Emergency Management who respond to fire or emergency calls, or as part of a volunteer first aid, rescue or emergency squad to respond to a qualified emergency. A qualified emergency includes responding to a state of emergency declared by the President of the United States or Governor of this state, or being actively engaged in responding to an emergency alarm.

Employees must notify their supervisor or the **Human Resources Department** at least one (1) hour prior to their scheduled shift of the call to respond to a qualified emergency. Upon return, employees should provide a copy of the incident report and certification by the incident commander or other official confirming that the employee was actively engaged and necessary for

the emergency response. The report should set forth the date and time the volunteer was relieved of emergency service duties.

Employees taking leave under this policy who need to be absent for more than one consecutive day because they were called to respond to a qualified emergency should notify the immediate manager each day that they will be absent in advance of their shift.

Leave under this policy generally is unpaid. However, employees may elect to use their accrued but unused vacation, if available. In order to use vacation, an eligible employee must comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

The Company reserves the right to deny leave under this policy to employees that it deems essential, as authorized under state law.

Discussion of Wages

No employee is prohibited from inquiring about, discussing or disclosing his or her wages or the wages of another employee with any other employee or former employee, a lawyer from whom the employee seeks legal advice, or any government agency. The Company expressly prohibits retaliation against any employee for making such inquiries or engaging in such discussions or disclosures.

Weapons in the Workplace

Possession, use or sale of weapons, firearms, or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by our Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations immediately to the **Human Resources Department**.

Drug and Alcohol Policy

In addition to the provisions of the Alcohol and Drug Policy in our Company's Employee Handbook, please note that although the state has legalized the use of marijuana, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

Employees who are legally prescribed medicinal marijuana to treat a disability in accordance with the State of New Jersey's Medicinal Marijuana Program are prohibited from using

medicinal marijuana in the workplace or during work hours. Employees who use medicinal marijuana off-duty should inform their direct supervisor if they believe such off-duty use will impair their job performance, safety, or the safety of others, or if they believe they need a reasonable accommodation. For more information on how to request a reasonable accommodation, please refer to the Reasonable Accommodations Policy in the Handbook.

Nothing in the Drug and Alcohol Policy in the Handbook shall permit the Company to take any adverse employment action against an employee: (1) who is a “registered qualifying patient” based solely on the employee’s status as a registrant with the New Jersey Cannabis Regulatory Commission; (2) because the employee does or does not smoke, vape, aerosolize, or otherwise use cannabis items; or (3) solely due to the presence of cannabinoid metabolites in the employee’s bodily fluid. Additionally, employees shall be permitted to explain drug test results that are positive for cannabis consistent with New Jersey State law.

Exempt employees may be provided time off with pay for any of the above described leaves when necessary to comply with state and federal wage and hour laws.

Employee Acknowledgment and Agreement

By signing below, this acknowledges that I have received copies of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Company Employee Handbook (“Handbook”) and the New Jersey Addendum and I will familiarize myself with their contents. Regardless of what the Handbook or New Jersey Addendum says or provides, the Company remains free to repeal, modify or amend the Handbook and/or the New Jersey Addendum and to change benefits and all other working conditions, without prior notice.

I acknowledge that nothing in the Handbook or the New Jersey Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice.

By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by a member of the Executive Committee.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Employee's Signature

Printed Employee Name

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

New York Addendum

Introduction

This addendum is applicable only to Employees working in the state of New York and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”). Employee Handbook. Together, the Employee Handbook and the New York Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the New York Addendum, please do not hesitate to discuss your questions with the **Human Resources Department**.

New York Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Company’s Employee Handbook, and in accordance with New York law, the Company is committed to providing equal employment opportunities to all Employees and applicants, without regard to race (including traits historically associated with race, including, but not limited to, hair texture and protected hairstyles, such as braids, locks and twists), ethnicity, religion (including clothing or facial hair worn in accordance with the religious tenets), color, creed, sex (including childbirth, breast feeding and related medical conditions), gender (actual or perceived), actual or perceived gender-related identity, appearance, behavior, expression or other gender-related characteristic regardless of the sex assigned to that person at birth, including, but not limited to, transgender status or sexual orientation, sexual and reproductive health decisions national origin, ancestry, alienage, citizenship status, uniform service member and veteran status, marital or partnership status, familial status, caregiver status, pregnancy, age (actual or perceived), protected medical condition, genetic information, physical or mental disability, unemployment status, credit history, certain arrest or conviction records, status as a victim of domestic violence, stalking or sex offenses, an individual’s known relationship or association with a member or members of a protected category; or any other protected status in accordance with applicable New York state or local laws.

Discrimination and Harassment-Free Workplace

In addition to the protected statuses listed in the Company Handbook, and in accordance with New York law, we strictly prohibit all forms of unlawful discrimination harassment, which includes discrimination and harassment based on race (including traits historically associated with race, including, but not limited to, hair texture and protected hairstyles, such as braids, locks and

twists), ethnicity, religion (including clothing or facial hair worn in accordance with the religious tenets), color, creed, sex (including childbirth, breast feeding and related medical conditions), gender (actual or perceived), actual or perceived gender-related identity, appearance, behavior, expression or other gender-related characteristic regardless of the sex assigned to that person at birth, including, but not limited to, transgender status or sexual orientation, sexual and reproductive health decisions national origin, ancestry, alienage, citizenship status, uniform service member and veteran status, marital or partnership status, familial status, caregiver status, pregnancy, age (actual or perceived), protected medical condition, genetic information, physical or mental disability, unemployment status, credit history, certain arrest or conviction records, status as a victim of domestic violence, stalking or sex offenses, an individual's known relationship or association with a member or members of a protected category; or any other protected status in accordance with applicable New York state or local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

The Company is committed to creating a respectful, courteous work environment free of unlawful harassment or discrimination of any kind, and the Company is committed to taking all reasonable steps to prevent it and address it. The Company will NOT TOLERATE harassment or discrimination relating to any characteristic protected under applicable law by any Employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns, and volunteers. **Violation of this policy will subject a Employee to disciplinary action, up to and including immediate termination.** All Employees are required to work in a manner that prevents harassment and discrimination in the workplace. The Company will take disciplinary action, up to and including termination, against anyone found in violation of this policy. Moreover, any supervisor or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination. In addition to any disciplinary action we may take, up to and including termination of employment, offenders may also be personally liable, in the event of litigation, for damages and attorney's fees and other costs of litigation. This Policy applies to all Employees, applicants for employment, interns (whether paid or unpaid), contractors and persons conducting business with the Company.

Harassment and discrimination are against the law. All Employees have a legal right to a workplace free from harassment and discrimination, and Employees can enforce this right by filing a complaint internally with the Company, or with a government agency or in court under federal, state, or local antidiscrimination laws.

What is Harassment?

Harassment refers to behavior that is related to any characteristic protected under the law (e.g., gender, religion, race) and that is personally offensive, intimidating, and hostile or interferes with work performance.

What is Sexual Harassment?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment is unwelcome verbal or physical behavior based on a person's gender. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- 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, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, of words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance. Sexual harassment can occur between any individuals, regardless of their sex or gender. Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called "quid pro quo" harassment.

The following describe some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another Employee's body, or poking another Employees' body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions such as;
 - Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
 - Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:

- Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying, or damaging a person's workstation, tools, or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

It is impossible to specify every action or all words that could be interpreted as harassment. The examples listed above are not meant to be a complete list of objectionable behavior.

What Are Other Kinds of Harassment?

In addition to sexual harassment, the Company prohibits all other harassment based on race, ethnicity, religion, color, creed, sex (including childbirth, breast feeding and related medical conditions), gender (including actual or perceived sex, gender identity & expression, including a person's actual or perceived gender-related self-image, appearance, behavior, expression or other gender related characteristic, regardless of the sex assigned to that person at birth), gender dysphoria, sexual orientation, national origin, ancestry, alienage, citizenship status, uniform service member and veteran status, marital status, partnership status, civil union status, familial status, caregiver status, pregnancy, age (actual or perceived), protected medical condition, genetic information, physical or mental disability, unemployment status, credit history, certain arrest or conviction records, status as a victim of domestic violence, stalking or sex offenses, an individual's status as having a known relationship or association with a member or members of a protected category or any other protected characteristic as defined by applicable federal, state, or local law.

The following describes some of the types of acts that may be unlawful harassment and that are strictly prohibited:

- Epithets; derogatory comments, slurs, or name-calling; racial or ethnic slurs; threats; offensive jokes;
- Offensive or degrading remarks, verbal abuse, or other hostile behavior such as insulting, teasing, mocking, degrading, or ridiculing another person or group.
- Hostile actions taken against an individual because of a protected characteristic, such as:
 - Interfering with, destroying, or damaging a person's workstation, tools, or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;

- Bullying, yelling, name calling.
- Unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets or demands;
- Derogatory or offensive posters, cartoons, or drawings; displaying offensive pictures, writings, symbols, or objects;
- Making negative comments about a Employee's personal religious beliefs, or trying to convert them to a certain religious ideology;
- Sharing inappropriate images, videos, emails, letters, or notes;
- Offensively talking about negative racial, ethnic, or religious stereotypes;
- Making derogatory age-related comments;
- Making offensive reference to an individual's mental or physical disability;
- Assault or other inappropriate physical contact.

It is impossible to specify every action or all words that could be interpreted as harassment. The examples listed above are not meant to be a complete list of objectionable behavior.

Who Can Be a Target of Harassment or Discrimination?

The law protects Employees, paid or unpaid interns, and non-Employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer, or visitor.

Where Can Harassment Occur?

Unlawful harassment is not limited to the physical workplace itself. It can occur while Employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by Employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Reporting and Investigating Harassment and Discrimination

Preventing harassment and discrimination is everyone's responsibility. The Company cannot prevent or remedy harassment or discrimination unless it knows about. Any Employee, paid or unpaid intern or non-Employee who has been subjected to behavior that may constitute harassment or discrimination is encouraged to report such behavior to a supervisor, manager, or the **Human Resources Department**. Anyone who witnesses or becomes aware of potential

instances of harassment or discrimination should report such behavior to a supervisor, manager, or the **Human Resources Department**.

Reports of harassment and discrimination can be made verbally or in writing. A form for submission of a written complaint is attached to this Addendum, and all Employees are encouraged to use this complaint form. Employees who are reporting harassment or discrimination on behalf of other Employees should use the complaint form and note that it is on another Employee's behalf. Employees, paid or unpaid interns or non-Employees who believe they have been a target of harassment or discrimination may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

Any supervisor or manager who receives a complaint or information about suspected harassment or discrimination, observes what may be harassing or discriminatory behavior or for any other reason suspects that harassment or discrimination is occurring, is required to promptly notify the **Human Resources Department**. In addition to being subject to discipline if they engaged in harassing or discriminatory conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected harassment or otherwise knowingly allowing harassment to continue. Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Harassment

All complaints or information about suspected harassment or discrimination will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible, consistent with the Company's need to conduct a thorough investigation. All persons involved, including complainants, witnesses and alleged harassers will be accorded the opportunity to protect their rights to a fair and impartial investigation.

Any Employee may be required to cooperate as needed in an investigation of suspected harassment. The Company will not retaliate against Employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should generally be done in accordance with the following steps, as applicable and appropriate:

- Upon receipt of complaint, the **Human Resources Department** or its appropriate designee will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If a complaint is verbal, the designated investigator will encourage the individual to complete the "Complaint Form" in writing. If the individual refuses, the designated investigator will prepare a Complaint Form based on the verbal reporting.
- If documents, emails, or phone records are relevant to the investigation, the designated investigator will take steps to obtain and preserve them.

- The designated investigator will request and review all relevant documents, including all electronic communications.
- The designated investigator will interview all parties involved, including any relevant witnesses.
- The designated investigator will create a written documentation of the investigation (such as a letter, memo, or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective actions action(s).
- The Company will keep the written documentation and associated documents in a secure and confidential location.
- The Company will promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.

If the Company finds that harassment or discrimination has occurred, it will take immediate appropriate corrective action, up to and including termination of employment of the offending Employee, along with any additional steps necessary to prevent further violations of this policy.

The Company recognizes that false accusations may have serious effects on innocent persons. If, after investigation, it is clear that a person who has accused another of violating this policy has maliciously or recklessly made a false accusation, as opposed to a complaint which, even if erroneous, was made in good faith, the accuser will be subject to appropriate discipline, up to and including termination of employment.

Protection Against Retaliation

No person covered by this policy will be subject to adverse action because they report an incident of harassment or discrimination, provide information, or otherwise assists in any investigation of a harassment or discrimination complaint. The Company will not tolerate any retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Unlawful retaliation can be any action that could discourage a worker from

coming forward to make or support a harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and local law. State, federal, and local law protect any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of harassment or discrimination, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving harassment or discrimination under the New York State Human Rights Law or other anti-discrimination law;
- participated in any internal investigation involving harassment or discrimination;
- opposed harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or manager;
- reported that another Employee has been harassed or discrimination against; or
- encouraged a fellow Employee to report harassment or discrimination.

Even if the alleged harassment or discrimination does not turn out to rise to the level of a violation of the law or the Company’s policy, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful or prohibited by the Company’s policy. However, the policy against retaliation is not intended to protect persons making intentionally false charges of harassment or discrimination.

Neither the Company nor the law will not tolerate any form of retaliation against any Employee who engages in protected activity. If you believe that you have experienced or witnessed retaliation, you should immediately report your concern to the **Human Resources Department**, your supervisor, or any other supervisor. Any Employee who engages in retaliation will be subject to disciplinary action, up to and including termination, as well as possible legal consequences.

Legal Protections and External Remedies

Harassment is not only prohibited by the Company but is also prohibited by state, federal, and local law.

Aside from the internal process at the Company, Employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

New York State Human Rights Law

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to harassment and protects Employees, paid or unpaid interns and non-Employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within **three (3) years** in the case of harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Company does not extend your time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit www.dhr.ny.gov

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized, and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC may issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award

remedies if discrimination is found to have occurred. In general, private employers must have at least 15 Employees to come within the jurisdiction of the EEOC.

An Employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from harassment and discrimination. Individuals who work in states apart from New York should contact the state in which they live or work to find out if any such law exists. Additionally, an individual should contact the county, city, or town in which they live or work to find out if such a law exists. For example, Employees who work in New York City may file complaints of harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Requests for Accommodation

In accordance with federal, state, and local law, the Company will make reasonable accommodations to the following Employees to allow them to perform the essential functions of their position, provided the accommodation does not create an undue hardship for the Company and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual:

- Those with a known mental or physical disability;
- Pregnant individuals and/or individuals with pregnancy or childbirth-related medical conditions;
- Victims of domestic violence, sex offenses or stalking; and
- Employees with religious observance and practice obligations.

If you require an accommodation for any of the above reasons, you must notify the **Human Resources Department**. Once the Company is aware of the need for an accommodation, the Company will engage in a cooperative dialogue addressing the Employee’s accommodation needs,

potential accommodations that may address the needs, including alternatives to the Employee's requested accommodation, and any difficulties that such potential accommodations may pose for the Company. In each case, the Company wishes to have timely, good faith discussions with the Employee to determine what accommodation, if any, may be appropriate.

While the Company will aim to choose the Employee's preferred reasonable accommodation in each case above, the Company retains the ultimate discretion to choose the appropriate reasonable accommodation. After a final determination is made at the conclusion of the cooperative dialogue, the Company will provide the Employee requesting an accommodation with a final written determination. If you believe that you have been treated in a manner not in accordance with these policies, please notify the Company immediately by speaking to the **Human Resources Department**.

The Company will not retaliate or otherwise discriminate against anyone for requesting a reasonable accommodation, regardless of whether the request was granted, and will not knowingly tolerate or permit retaliation by management, Employees, or coworkers. You are encouraged to utilize this procedure without fear of retaliation

Discrimination on the Basis of Gender, Gender Identity or Transgender Status (NYC Employees)

We prohibit discrimination against and/or harassment of applicants, Employees, and interns on the basis of their actual or perceived gender or actual or perceived status as an individual who is transgender, gender non-conforming or intersex. For purposes of this policy, gender includes actual or perceived sex, gender identity, and gender expression including a person's actual or perceived gender-related self-image, appearance, behavior, expression, or other gender-related characteristic, regardless of the sex assigned to that person at birth.

We also evaluate all requests for accommodations (including requests for medical leaves) in a fair and non-discriminatory manner.

Employees who engage with the public as part of their job duties are required to do so in a respectful, non-discriminatory manner by respecting gender diversity and ensuring that members of the public are not subject to discrimination (including discrimination with respect to single-sex programs and facilities).

Preferred Names, Titles and Pronouns

We allow Employees to self-identify their names and genders and will use an individual's preferred name, title (e.g., Mr./ Ms.) and pronoun (e.g., he/him/his; she/her/hers; they/them/theirs; or ze/hir). Requests to be addressed by a certain name and/or pronoun do not require supporting documentation.

If an Employee is unsure what name, title, or pronoun another individual prefers, that Employee can ask the person how he or she would like to be addressed.

Facilities Designated as Single-Sex

All Employees have the right to use single-sex facilities, such as restrooms, consistent with their gender identity or expression. To the extent possible, the Company will provide single-occupancy restrooms and/or private space within multi-user facilities for individuals with privacy concerns, but will not require use of a single-occupancy bathroom because an individual is transgender or gender non-conforming.

Dress Code

Our dress code and grooming standards are gender neutral, meaning they do not differentiate or impose restrictions or requirements based on gender or sex.

Reporting and Anti-Retaliation

Employees with issues or concerns regarding their safety, gender discrimination or any other items addressed in this policy, or who feel they have been subjected to discrimination, should contact the **Human Resources Department**. We prohibit and do not tolerate retaliation against Employees who report issues or concerns of gender discrimination pursuant to this policy in good faith.

Prohibition Against Discrimination Based on Reproductive Health Decision-Making

In accordance with Section 203-e to the New York Labor Law, the Company will not discriminate or retaliate against an Employee based on an Employee's or their dependent's reproductive health decision-making. "Reproductive health decision making" includes, but not is not limited to, the decision to use or access a particular drug, device, or medical service. Specifically, the Company may not:

- Access information regarding reproductive health decision making of an Employee or their dependent, without the Employee's prior informed affirmative written consent;
- Discriminate or take any retaliatory action against an Employee with respect to compensation, terms, conditions, or privileges of employment because of or on the basis of an Employee's or their dependent's reproductive health decision making; or
- Require an Employee to sign a waiver or other document which purports to deny the Employee the right to make their own reproductive health care decisions; or

Additionally, the Company will not retaliate against an Employee for exercising their rights under Section 203-e of the New York Labor Law. Specifically, the Company will not discharge, suspend, demote or otherwise penalize an Employee for making or threatening to make a complaint to an employer, co-worker, or to a public body, that rights under this law have been violated; causing to be instituted any proceeding under or related to this law; or providing information to, or testifying before, any public body conducting an investigation, hearing, or inquiry into such violation of law, rule or regulation by such employer.

If an Employee believes that the Company has violated Section 203-e of the New York State Labor Law, the Employee may file a lawsuit in any court of competent jurisdiction. An aggrieved Employee who prevails in such an action may be awarded damages (including, but not limited to, back pay, benefits and reasonable attorneys' fees), injunctive relief, reinstatement, and/or liquidated damages. If you believe that you have been treated in a manner not in accordance with this policy, please notify the Company immediately by speaking to the **Human Resources Department**.

Meal Periods

Pursuant to New York law, Employees who work a six (6) hour shift that begins before 11:00 a.m., and continues until at least 2:00 p.m. are provided a thirty (30) minute unpaid meal period, which should be taken between 11 a.m. and 2 p.m. Employees whose shift starts before 11 a.m. and continue until after 7 p.m. are entitled to a 30-minute noon meal break and an additional 20-minute break between 5 p.m. and 7 p.m. Employees who work six (6) or more hours between 1 p.m. and 6 a.m. will be provided a meal period of at least forty-five (45) minutes, which should be taken midway between the beginning and the end of the shift.

An uninterrupted meal break lasting 30 minutes or more will be unpaid for nonexempt Employees. Employees are completely relieved of their job responsibilities during their meal periods. For this reason, non-exempt Employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

No Company manager or supervisor is authorized to instruct or approve an Employee's wish to forego a meal period. Employees should immediately report a manager's or supervisor's instruction to skip a meal period to the **Human Resources Department**.

New York State Short Term Disability Insurance Benefits

Employees who work in New York are eligible for short-term disability insurance after four (4) consecutive weeks of full-time employment or twenty-five (25) days of regular part-time employment in accordance with state law. Other Employees may also be eligible for this insurance, depending on the Employee's previous employer. This insurance is designed to provide income for you when you are absent from work for more than seven (7) calendar days due to non-occupational illness, injury, or pregnancy-related disability.

The benefits are calculated as a percentage of your salary up to a maximum each week, as specified by state law, for up to 26 weeks. Employees must provide written notice including a doctor's certificate stating the nature of the disability and the expected date of return to work. For more information about this policy contact your supervisor or the **Human Resources Department**.

Bereavement Leave

The Company's bereavement leave policy set forth in the Employee Handbook is expanded to provide New York Employees with leave for the death of their same-sex committed partner or the child, parent or other relative of the committed partner. "Same-sex committed partners" are defined as those who are financially and emotionally interdependent in a manner commonly presumed of spouses.

Jury Duty Leave

We recognize your legal and civic responsibility to serve on a jury or a grand jury, if summoned to do so. Employees, including those working off-hour shifts, receive time off for as long as the court requires their presence.

While you are on jury duty, the Company will pay the difference between your basic rate of pay and the total amount of pay you receive from serving as a juror, for up to five (5) days per calendar year.

Exempt Employees will continue to receive their regular salary when they work partial weeks while on jury duty, pursuant to state and federal law.

If you are called for jury duty, you must notify your supervisor within forty-eight (48) hours of receipt of the jury summons by showing the summons to your supervisor.

You must make every effort to report to work if you are released from jury duty before the end of our workday, unless otherwise required by law. Upon completion of jury service, you are generally expected to return to work the next business day.

Voting Leave

We encourage all eligible Employees to participate in the public election process by voting. Employees will be allowed time off from work to vote, unless such time exists during nonworking hours. Four (4) consecutive nonworking hours while polls are open is generally deemed sufficient time to vote during non-working hours.

If there are fewer than four (4) consecutive hours between the opening of the polls and the beginning of an Employee's workday or between the end of an Employee's workday and the closing of the polls, an Employee may, without loss of pay for up to two hours, take off so much working time as will, when added to time outside of the Employee's working hours, enable the Employee to vote. The Employee must inform their manager at least two business days in advance but not more than ten business days before the election of the need for leave to vote. The Company may specify the hours during which the Employee may leave to work. Such hours will be at the beginning or end of a working shift unless otherwise mutually agreed

Cell Phone Use/Texting While Driving

The Company prohibits Employees from using cellular phones for business reasons while driving or for any reason while driving for work-related purposes or driving a company-owned

vehicle. Employees should also be aware that New York law prohibits all drivers from using handheld mobile telephones and portable electronic devices while driving. New York law allows use of such devices under the following circumstances:

- When the driver is using a hands-free mobile telephone, which allows the user to communicate without the use of either hand, a handheld electronic device that is affixed to a vehicle surface, or a Global Positioning System (GPS) device that is attached to the vehicle;
- When the purpose of the call is to communicate an emergency to a police or fire department, a hospital or physician's office or an ambulance corps; or
- When operating an authorized emergency vehicle in the performance of official duties.

Lawful Off-Duty Activities

The Company will not discriminate against any Employee who engages in lawful off-duty activities (including the use of legal consumable products, legal political activities, legal recreational activities, or membership in a union or exercise of a right granted under the law), outside the workplace, during non-work hours, and without the use of Company's equipment or other property.

Crime Victims/Witness Leave

The Company provides leave for Employees who are subpoenaed to attend or participate as a crime victim in court proceedings, including reasonable time requested by a prosecuting attorney to participate in the preparation of criminal proceedings when the Employee is a victim of a crime or the victim is the Employee or the Employee's next of kin, or the Employee is a deceased victim's representative, a good Samaritan, or pursuing an application or enforcement of an order of protection under the criminal procedure law or family court act, or when the Employee is subpoenaed to attend a criminal proceeding as a witness.

Eligible Employees may take time off from work to: (1) testify in a criminal proceeding (including time off to consult with the district attorney); (2) give a statement at a sentencing proceeding; (3) give a victim impact statement at a pre-sentencing proceeding; or (4) give a statement at a parole board hearing. Employees are expected to provide the Company with as much notice as possible of the need to take leave under this policy, and the Employees must notify their supervisor or the **Human Resources Department** of the need to take a leave under this policy no later than the day before the absence.

The Company may require Employees to provide written proof of Employee's attendance at meetings or court proceedings. Leave under this policy will be unpaid, except exempt Employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws. Employees may use accrued paid time off for this purpose. The Company will not retaliate or tolerate retaliation against any Employee who seeks or obtains leave under this policy.

The Company will not retaliate or tolerate retaliation against any Employee who seeks or obtains leave under this policy.

Family Military Leave Law

The Company provides an unpaid leave of up to ten (10) days to Employees who work an average of twenty (20) hours per week and who are the spouse of a member of the armed forces of the United States, the National Guard or the Reserves who has been deployed during a period of military conflict, to a combat theater or combat zone of operations. Employees requesting leave under this policy should notify the **Human Resources Department** as soon as possible and if requested they should provide appropriate documentation to support the leave request. Leave under this policy will be unpaid, except exempt Employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws. Employees may use accrued paid time off for this purpose. We prohibit discrimination and/or retaliation against any Employee who requests and/or takes time off pursuant to this policy.

New York Military Leave

In addition to the military leave rights set forth in the Employee Handbook, regular full-time and part-time Employees will be granted time off from work for military training or active duty in accordance with New York law. Employees returning from active duty or military training will be reinstated to the same position, or to a position of like seniority, status and pay, unless the Company's circumstances have changed such that it is impossible or unreasonable to do so. To be eligible for reinstatement, Employees must:

- Receive a certificate of completion duly executed by an officer of the applicable force or militia;
- Be qualified to perform their former job duties; and
- Apply for reemployment within 90 days of discharge from duty, except that Employees returning from training or school must reapply within 10 days and Employees returning from initial full-time training duty or initial active duty training with or in the United States Armed Forces must apply for reemployment within 60 days of the end of such training.

Any Employee who is reinstated to his or her previous position and in accordance with the provisions of this policy shall be considered as having been on furlough or leave of absence during his or her period of military service and shall be so restored without loss of seniority, shall be entitled to participate in insurance or other benefits offered by the employer pursuant to established rules and practices relating to associates on furlough or leave of absence in effect with the Company at the time such person entered the military service, and will not be terminated without cause in the year following reinstatement.

New York State Paid Family Leave Benefits

The Company provides eligible Employees the opportunity to take partially paid, job-protected leave to care for a new born child, a newly adopted or newly placed child or a family member with a serious health condition, or to handle certain qualifying exigencies arising from a spouse's, child's or parent's covered active duty or call to covered active duty status, up to the maximum length of leave permitted by law ("maximum amount of leave"), in accordance with the New York Paid Family Leave Benefits Law ("PFLBL"). PFLBL benefits are intended to compensate Employees for wage loss suffered while taking these types of eligible family leaves. In accordance with the law, PFLBL benefits are funded by a payroll deduction from Employees' paychecks.

Employee Eligibility

Employees who work 20 or more hours per week are eligible to take PFLBL leave after 26 weeks of work. Employees who work less than 20 hours per week are eligible on the 175th day of work. If Employees are unsure whether they qualify for PFLBL leave, they should contact their supervisor or the **Human Resources Department**.

When an Employee's regular employment schedule is 20 hours or more per week and the Employee will not work 26 consecutive weeks, or when an Employee's regular employment schedule is less than 20 hours per week but the Employee will not work 175 days in a 52-week period, the Company shall provide the Employee the option to file a waiver of family leave benefits. Any such waiver will be automatically revoked if there is a change in the Employee's work schedule that requires the Employee to continue working for 26 consecutive weeks or 175 days in a 52-consecutive week period, and the Employee will be required to be making contributions to the cost of PFLBL benefits, including any retroactive amounts due from the date of hire.

Conditions Triggering Leave

PFLBL leave may be taken for the following reasons:

- the birth, adoption, or foster care placement of a Employee's child within 12 months following the birth or placement of the child;
- to care for a close family member (spouse, domestic partner, child, parent, parent in law, grandparent, or grandchild) with a serious health condition; or
- to handle certain "qualifying exigencies" (as defined under the Family Medical Leave Act) arising out of the fact that the Employee's spouse, son, daughter, or parent is on covered active duty or call to covered active duty status in the military reserves, National Guard, or Armed Forces.

For purposes of this policy, a "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that the qualified family member

from participating in work, school, or other regular daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; a chronic condition; permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

Length of Leave

Employees are eligible for up to twelve (12) weeks of leave within a 12-month period.

Identifying the 12-Month Period

Employees are eligible to take up to the maximum amount of leave, during a 12-month period. All leave entitlement will be measured during a rolling 12-month period measured backward from the first day of leave. PFLBL leave for the birth of a child or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Using Leave

Eligible Employees may take PFLBL leave in a single block of time or intermittently (in separate blocks of time). The smallest increment of time that can be used for such intermittent leave is one full day. Employees who require intermittent leave must try to schedule their leave so that it will not unduly disrupt the Company's operations.

To the extent you are also eligible for FMLA leave for the same condition triggering PFLBL leave, you must use FMLA leave and PFLBL leave concurrently.

Employees may not concurrently receive New York State Disability or Workers' Compensation benefits and PFLBL benefits. An Employee who is eligible for both New York State Disability benefits and PFLBL benefits during the same 52-week period cannot receive more than 26 total weeks of disability and family leave benefits during that time period.

Wage Replacement Benefits

Employees who qualify for PFLBL benefits are eligible to receive 67% of their average weekly wage (up to a maximum amount set by the state) during their leave.

Notice and Certification

If the need for leave is foreseeable, an Employee must provide 30 days' notice in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, notice must be provided as soon as is practicable and in compliance with the Company's normal call-in procedures, absent unusual circumstances.

An Employee wishing to make a claim for PFLBL benefits must complete a Request for Paid Family Leave or give notice in another format designated by the Company's insurance carrier. The Employee will be required to submit certain certifications and/or documentation substantiating the need for leave.

Use of Accrued Paid Leave

Depending on the purpose of your leave request, an Employee may choose to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of the Employee's PFLBL leave. In order to substitute paid leave for PFLBL leave, an eligible Employee must comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.). Should an Employee choose to substitute accrued paid leave for PFLBL benefits, a leave that is otherwise eligible under the PFLBL will be job-protected leave.

To the extent you are also eligible for FMLA leave for the same condition triggering PFLBL leave, the Company's policies regarding the use of accrued paid leave concurrently with FMLA leave shall apply.

Benefits During PFLBL Leave

If you and/or your dependents participate in a group health plan through the Company, your coverage will be maintained during your PFLBL leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. An Employee's failure to pay the Employee share of the health coverage premium may result in an elimination of coverage after 30 days. Use of PFLBL leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

Job Restoration

Upon returning from PFLBL leave, eligible Employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, Employees have no greater right to reinstatement than if they had been continuously employed rather than taken leave. For example, if an Employee would have been laid off or his or her position would have been eliminated even if he or she had not gone on leave, then the Employee will not be entitled to reinstatement.

Failure to Return After PFLBL Leave

Any Employee who fails to return to work as scheduled after PFLBL leave or exceeds the maximum amount of leave entitlement, will be subject to the Company's standard leave of absence and attendance policies. This may result in termination if you have no other Company-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your PFLBL leave, the obligation to maintain your group health plan benefits may end (subject to any applicable COBRA rights).

Fraud

Providing false or misleading information or omitting material information in connection with a PFLBL leave will result in disciplinary action, up to and including immediate termination.

Employers' Compliance with PFLBL and Employee's Enforcement Rights

PFLBL makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under PFLBL, or discharge or discriminate against any person for opposing any practice made unlawful by PFLBL or for involvement in any proceeding under or relating to PFLBL.

Pregnancy Accommodation

Consistent with the Employee Handbook, the Company will provide reasonable accommodations to female Employees related to pregnancy, childbirth, or related conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an Employee requests a reasonable accommodation, we shall explore with the Employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- acquisition of equipment for sitting;
- more frequent or longer breaks;
- periodic rest;
- modifying work hours/schedules;
- job restructuring;
- break time and private non-bathroom space for expressing breast milk;
- modified work schedules; or
- time off to recover from childbirth.

We may require the Employee to provide a certification in connection with a request for reasonable accommodation.

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

Employees or applicants for employment who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the **Human Resources Department**.

Lactation Break/Accommodation

We will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child. Generally, a reasonable amount of break time for purposes of this policy will be at least 20 minutes in every three hour period, if requested by the

employee. Longer break times will be provided when the room designated for expression of breast milk is not in close proximity to the employee's work station. We will provide this break time for up to three years following the birth of a child.

Nursing mothers can elect to take time to express breast milk during their regularly scheduled meal and rest breaks. If the break time cannot run concurrently with the meal and/or rest breaks already provided to the employee, the break time will be unpaid for nonexempt employees. Where these additional breaks are required, employees should work with their supervisor regarding scheduling. A nonexempt employee can elect to work before or after her normal shift to make up the amount of time used during unpaid break time for expression of breast milk, so long as the additional time requested falls within the Company's normal work hours.

Employees are required to provide reasonable notice that they intend to take breaks for expressing breast milk upon returning to work. We will make reasonable efforts to provide employees with the use of a private location, other than a toilet stall, in close proximity to their work area for the employee to express breast milk. Employees should discuss with their supervisor or **Human Resources** the location to express their breast milk and for storage of expressed milk and to make any other arrangements under this policy.

We will not demote, terminate, or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

Lactation Break/Accommodation (NYC)

The Company provides accommodations to employees who pump during work hours. In accordance with the New York City Human Rights Law, the Company provides reasonable accommodations for employees' pregnancy, childbirth, or related medical conditions, including accommodations for lactation. Before an employee returns from parental leave, the Company will seek to discuss with the employee whether the employee needs a reasonable accommodation to express breast milk at work.

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child. The Company will not unreasonably limit the amount of time or the frequency that an employee expresses breast milk. Generally, a reasonable amount of break time for purposes of this policy will be at least 20 minutes in every three hour period, if requested by the employee. Longer break times will be provided when the room designated for expression of breast milk is not in close proximity to the employee's work station. We will provide this break time for up to three years following the birth of a child.

Nursing mothers can elect to take time to express breast milk during their regularly scheduled meal and rest breaks. An employee who uses their break time to express breast milk will be compensated to the same extent and in the same way that other employees are compensated for break time. If the break time cannot run concurrently with the meal and/or rest breaks already provided to the employee, the break time will be unpaid for nonexempt employees. Where these additional breaks are required, employees should work with their supervisor regarding scheduling. A nonexempt employee can elect to work before or after her normal shift to make up the amount of time used during unpaid break time for expression of breast milk, so long as the additional time

requested falls within the Company's normal work hours. The Company does not require the employee to work while pumping. However, if the employee works while pumping, the employee will be paid at their regular rate for that time.

[CHOOSE 1]

IF COMPANY HAS A DEDICATED LACTATION ROOM: The Company's dedicated lactation room is located at *[insert location]*. The lactation room is clean; is free from intrusion and shielded from view of others; contains at least one electrical outlet, a surface to place a pump and other personal items, and a chair; is near running water; and can be locked from the inside. When more than one employee needs to use the designated lactation room, the Company will discuss various options with all employees who use the lactation room to determine what arrangement addresses each employee's needs such that each employee has access to the lactation room amenities. Options may include: finding an alternative clean space free from intrusion; sharing the space among multiple users; or creating a schedule for use. Any accommodation will ensure each employee is afforded a reasonable amount of time to pump. Even if the lactation room is available, an employee who wishes to pump at their usual workspace will be permitted to do so as long as it does not create an undue hardship.

IF THE COMPANY DOES NOT HAVE A DEDICATED LACTATION ROOM BUT HAS A MULTI-PURPOSE SPACE THAT CAN BE USED FOR LACTATION: The Company has designated *[insert room]* as a lactation room when employees are using the room to express breast milk. The Company will notify other employees that the room will be prioritized as a lactation room and may only be used for expressing breast milk during the time[s] when employees need the space and will post proper signage to ensure that it is free from intrusion and shielded from view of others while being used as a lactation room. The employees who need the room for pumping will be given priority use of the room and their pumping needs will determine the availability of the room for other purposes. The Company will ensure that the room is clean, free from intrusion and meets as many of the following requirements as possible: contains at least one electrical outlet, a surface to place a pump and other personal items, and a chair; and is near running water. When more than one employee needs to use the room to express breast milk, the Company will discuss alternative options with all employees who use the shared space to determine what arrangement addresses their needs. Options may include: finding an alternative space; sharing the space among multiple users with screens, curtains, or other privacy measures; or creating a schedule for use. If the multi-purpose room is unavailable for use as a lactation room when an employee needs it, the Company will provide **[name alternative space]** for temporary use as a lactation room. Even if the multi-purpose room is available, an employee who wishes to pump at their usual workspace will be permitted to do this so long as it does not create an undue hardship for the Company.

IF THE COMPANY HAS NO DEDICATED SPACE/MULTIPURPOSE SPACE FOR LACTATION: The Company will discuss options to ensure employees will be able to express breast milk at work. Such options may include creating a temporary lactation space, pumping in a shared space, pumping at the employee's work station, or allowing longer breaks for employees to pump offsite. The Company will ensure that the accommodation is clean, free from intrusion, and meets as many of the following requirements as possible: contains at least one

electrical outlet, a surface to place a pump and other personal items, and a chair; and is near running water. The Company will discuss with the employee how to accommodate the employee's needs to pump at work, including how to ensure the employee's privacy and maintain a sanitary pumping environment.

[CHOOSE 1]

IF THE COMPANY HAS A REFRIGERATOR TO STORE BREAST MILK: A refrigerator is available for employees to store breast milk.

IF THE COMPANY DOES NOT HAVE A REFRIGERATOR TO STORE BREAST MILK: The Company does not have a refrigerator to store breast milk. The Company will discuss alternative options with the employee for where the employee may store their breast milk.

Before an employee returns from parental leave, the Company will seek to discuss with the employee whether the employee needs a reasonable accommodation to express breast milk at work. Employees may also request a lactation accommodation by contacting *[insert appropriate contact person]*. A request may be made orally or in writing to *[insert appropriate contact person]* and should indicate that the employee will need accommodations for expressing breast milk at work. The Company will respond to a request for a lactation accommodation as quickly as possible. Under no circumstances will this amount of time exceed five (5) business days. The Company recognizes that employees' lactation accommodation needs may change over time. Employees may request changes to their existing lactation accommodation at any point.

If the Company believes that the lactation accommodation requested poses an undue hardship on the Company, the Company will discuss reasonable alternatives with the employee to accommodate the employee's needs, initiating a cooperative dialogue as quickly as possible, but absolutely no later than five (5) business days from the date of the request. The conversation between the Company and the employee will be in good faith, may occur orally or in writing, and will conclude with a final written determination of the accommodation granted or denied. This process gives the employee an opportunity to have an open discussion with the Company about their needs, and the Company an opportunity to hear its employee and work with them to come up with an appropriate accommodation for the employee.

The Company will not tolerate discrimination or harassment against any employee based on the request for or usage of lactation accommodations. Any discrimination, harassment, or other violations of this policy can be reported to the Human Resources Department.

Adoption Leave

Employees who are adoptive parents will be permitted to take leave under the same terms as leave provided to biological parents for the adoption of a child upon the start of the parent-child relationship. Leave will only be granted to Employees who adopt children of preschool age or younger, or who adopt children under the age of 18 who are considered "hard to place" or handicapped under New York law.

Bone Marrow Donation Leave

The Company provides reasonable and necessary unpaid leave to eligible Employees who work an average of 20 or more hours per week to undergo a medical procedure to donate bone marrow. The combined length of leave is to be determined by the Employee's physician but cannot exceed 24 hours unless otherwise agreed to by the Company. The Company may require a physician's verification of the purpose and length of each leave requested for bone marrow donation. Leave under this policy will be unpaid, except exempt Employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws. Employees may use accrued paid time off for this purpose.

We will not retaliate or tolerate retaliation against an Employee for requesting or taking bone marrow donation leave.

Blood Donation Leave

Employees who work an average of 20 or more hours per week are eligible for up to three (3) hours of unpaid leave per calendar year to donate blood. Employees must provide advance notice of at least three (3) working days of their intention to avail themselves of this leave, except in emergency situations. Leave under this policy will be unpaid, except exempt Employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws. Employees may use accrued paid time off for this purpose.

We will not retaliate or tolerate retaliation against an Employee for requesting or taking blood donor leave.

Emergency Responder Leave

Eligible Employees will be allowed time off from work to perform duties as a volunteer firefighter or member of a volunteer ambulance service during a declared state of emergency, unless providing the leave would impose an undue hardship on the Company's business operations.

To be eligible for leave under this policy, Employees must have previously provided the Company with written documentation from the volunteer fire department or ambulance service notifying the Company of the Employee's status as a volunteer firefighter or volunteer ambulance service member and the Employee's volunteer duties must be related to the declared emergency.

We may request certification of the need for leave in the form of a notarized statement from the head of the fire department or ambulance service setting for the time period that the Employee's volunteer services were required.

Leave under this policy will be unpaid, except exempt Employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws. Employees may use accrued paid time off for this purpose.

Social Security Number Privacy and Protection of Personal Information

Employee social security numbers (SSNs) and personal information may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws. Records that include social security numbers and personal information will be maintained in accordance with federal and state laws.

To ensure to the extent practicable the confidentiality of our Employees' and applicants' personal identifying information, no Employee may acquire, disclose, transfer, or unlawfully use the SSN, home address, or telephone number, personal electronic mail address, internet identification name, or password, parent's surname prior to marriage, or drivers' license number of any Employee except in accordance with Company policy and procedures. The release of Employee personal identifying information to external parties is prohibited except where required by law. Internal access to Employee SSNs is restricted to Employees with a legitimate business need for the information. Specifically, Employees must not: (a) publicly post or display an Employee's Social Security number; (b) visibly print a Social Security number of any identification badge or card; (c) place a Social Security number in files with unrestricted access; or (d) communicate an Employee's personal identifying information to the general public.

Employees must immediately report to the **Human Resources Department** any violation of this policy. If a violation of this policy occurs, we will notify the affected Employees in compliance with the applicable laws. For more information about this policy contact the **Human Resources Department**.

Wage Disclosure Protection

No Employee is prohibited from inquiring about, discussing, or disclosing his or her wages or the wages of another Employee, if voluntarily disclosed by that Employee. Employees are not required to disclose their wages to anyone.

This policy does not apply to disclosure of other Employees' wage information by Employees who have access to such information solely as part of their essential job functions and who, while acting on behalf of Company, make unauthorized disclosure of that information. Company representatives may disclose Employees' wages in response to a complaint or charge, or in furtherance of an investigation, proceeding, hearing, or action under state law.

Alcohol and Drug Policy

Please note that although the state has legalized the recreational use of marijuana, we do not permit the possession or use of marijuana in the workplace. The Company strictly prohibits:

- The use, possession, sale, or transfer of marijuana on Company premises, during work hours, or with the use of Company equipment or other property; and
- Reporting to work impaired by the use of marijuana.

Violation of this policy may result in discipline, up to and including immediate discharge.

Paid Safe and Sick Leave

This policy applies to any Employees who are ineligible for the Company's PTO as detailed in the Employee Handbook. To the extent there is any conflict between this policy and the Company's PTO policy, the Company will provide the greater of the two benefits.

The Company provides eligible Employees with paid safe/sick time in accordance with the requirements of the New York City Earned Safe and Sick Time Act (ESSTA) and New York Labor Law § 196-b (the New York Paid Sick Leave Law ("NYPSL")).

The guidelines set forth in this policy do not supersede applicable federal, state, or local law regarding leaves of absence, including leave taken under the Family and Medical Leave Act (FMLA) and/or as a reasonable accommodation under the Americans with Disabilities Act or Americans with Disabilities Act Amendments Act of 2008 or any other applicable federal, state, or local law, including those prohibiting discrimination and harassment.

Eligibility

All employees (whether full-time, part-time or temporary) are eligible to accrue paid safe/sick time.

Accrual of Safe/Sick Time

For purposes of this policy, our calendar year begins on January 1 of each year, and ends on December 31 of each year. At the beginning of each calendar year, eligible Employees will be provided with a bank of 56 hours of paid sick leave. Time off for sick, vacation or other paid or unpaid time off is not included in actual hours worked, such as for overtime calculations.

Employees can begin using paid safe/sick time starting January 1. Paid safe/sick time may be used in an initial increment of 1 hour and then in half-hour increments thereafter. Eligible Employees may use up to 56 hours of paid safe/sick time in any calendar year.

Paid safe/sick time will run concurrently with any leave taken under any federal, state, or local law, including, but not limited to, leaves taken under the FMLA, unless otherwise prohibited by law.

Reasons Safe/Sick Time May Be Used

Safe/sick time may be used only for the following purposes:

- The mental or physical illness, injury or health condition of a Employee or the Employee's family member;
- The diagnosis, care, or treatment of a mental or physical illness, injury, or health condition of, or need for diagnosis of, the Employee or the Employee's family member;
- Preventive care for the Employee or the Employee's family member;

- The Employee's elective surgery, including organ donations;
- Care of a family member who has elective surgery, including organ donations;
- Closure of Employee's workplace due to a public health emergency;
- The Employee's need to care for a child whose school or child care provider is closed due to a public health emergency;
- Absence from work due to any of the following reasons when the Employee or the Employee's family member has been the victim of domestic violence, a family offense matter, sexual offense, stalking or human trafficking:
 - to obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program;
 - to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the Employee or Employee's family members;
 - to meet with an attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
 - to file a complaint or domestic incident report with law enforcement;
 - to meet with a district attorney's office;
 - to enroll children in a new school; or
 - to take other actions necessary to ensure, maintain, improve, or restore the physical, psychological, or economic health or safety of the Employee or the Employee's family member or to protect those who associate or work with the Employee.

Eligible family members include an Employee's child, regardless of age (biological, adopted, or foster child; legal ward; child of an Employee standing in loco parentis); grandchild; spouse; domestic partner; parent (biological, foster, step or adoptive parent, or a legal guardian of the Employee, or a person who stood in loco parentis when the Employee was a minor child); grandparent; child or parent of an Employee's spouse or domestic partner; sibling (including half, adopted or step sibling), any other individual related by blood to the Employee or any other individual whose close association with the Employee is the equivalent of a family relationship.

Paid safe/sick time may not be used as additional vacation days. Additionally, paid safe/sick time may not to be used to extend employment or to delay a termination date. Employees who use safe/sick time for purposes other than those permitted by this policy may be subject to disciplinary action.

Requesting Safe/Sick Time/Documentation

Employees must provide seven days' notice if the need for safe/sick time is foreseeable (i.e., expected or planned leave). When the need for safe/sick time is unforeseeable, Employees must provide notice as soon as practicable. To provide notice of the need to use safe/sick time, Employees should contact the **Human Resources Department**.

If safe/sick time is for more than three consecutive workdays, we may request that Employees provide supporting documentation from a licensed health care provider establishing the need for and duration of sick time or reasonable documentation that safe time was for a permissible purpose. Requests for documentation will be limited to the following: (1) an attestation from a licensed medical provider supporting the existence of a need for sick leave, the amount of leave needed, and a date the Employee may return to work, or (2) an attestation from an Employee of their eligibility for leave. The documentation should not disclose the reason for leave or any individually identifiable health or mental health information. If requested, such documentation must be provided within seven days of returning to work. Failure to provide such documentation may result in denial of payment of safe/sick leave. The Company will reimburse an Employee for all reasonable costs or expenses incurred in obtaining any requested documentation. "Workdays" are the days or parts of days Employees would have worked had they not used safe/sick time.

Rate of Pay and Overtime

Safe/sick time is paid based on the Employee's straight time pay rate in effect at the time the safe/sick time is taken. Safe/sick time is not considered time worked for the purpose of calculating overtime for the week in which the safe/sick time was taken. Employees will not receive overtime pay for safe/sick leave.

Leave Carryover

Employees who have accrued time remaining at the end of the year may carry over up to 56 hours of the accrued and unused time to the next calendar year. However, Employees may not use more than 56 hours of safe/sick time in a calendar year.

We do not offer pay in lieu of actual safe/sick time.

Effect on Other Rights and Policies

We may provide other forms of leave for Employees to care for medical conditions under certain federal, state, and municipal laws. In certain situations, leave under this policy may run at the same time as leave available under another federal or state law, provided eligibility requirements for that law are met. We are committed to complying with all applicable laws. Employees should contact the **Human Resources Department** for information about other federal, state, and municipal medical or family leave rights.

Separation from Employment

Compensation for accrued and unused paid safe/sick time is not provided upon separation from employment for any reason. If an Employee is rehired by us within six months of separation from employment, previously accrued but unused safe/sick time will be immediately reinstated.

Retaliation

Employees have the right to request and use safe/sick time. We will not take any adverse action against an Employee that penalizes the Employee for, or is likely to deter the Employee from, seeking or obtaining safe/sick time under this policy, the NYPSL, or the ESSTA, and we will not otherwise interfere with an Employee's exercise of rights under this policy, the NYPSL or the ESSTA. We will not retaliate or tolerate retaliation against any Employee who makes a good-faith complaint about a possible violation of this policy, the NYPSL or the ESSTA or who communicates with any person about such a violation. In addition, we will not retaliate against any Employee who informs another person about the rights under the NYPSL or the ESSTA.

Paid Safe Leave Pursuant to Westchester Safe Time Leave for Victims of Domestic Violence and Trafficking Law (Westchester employees only):

We provide paid safe time leave in accordance with the requirements of the Westchester Safe Time Leave for Victims of Domestic Violence and Trafficking Law (STLL) to eligible employees. All employees (whether full-time, part-time or temporary) who work more than ninety (90) days in Westchester County and who are victims of domestic violence or human trafficking are eligible for up to forty (40) hours per year of paid safe time in order to (a) attend/testify in criminal and/or civil court proceedings relating to domestic violence or human trafficking and/or (b) to move to a safe location. Safe time may be used in full day or partial day increments. Unused safe time will not be paid out at the end of the year or at termination and may not be carried over to the next calendar year.

When an employee needs to use safe time leave, the employee shall make the request in writing or by email to their manager. An employee is required, when the need to use safe time leave is foreseeable, to make a good faith effort to provide advance notice of the need to use safe time. Employees must try to schedule the use of safe time so that it does not disrupt the business operations of the employee. The Company may require an employee provide reasonable documentation to verify leave is being used for a permissible purpose, such as: a court appearance ticket or subpoena; a copy of a police report; an Affidavit from an attorney involved in the court proceeding relating to the issue of domestic violence and/or human trafficking; or an affidavit from an authorized person from a reputable organization known to provide assistance to victims of domestic violence and victims of human trafficking.

Employees have the right to request and use safe time. We will not retaliate or tolerate retaliation against any employee who seeks or obtains safe time under this policy, who makes a good-faith complaint about a possible STLL violation or who communicates with any person about such a violation. In addition, we will not retaliate against any employee who informs another person about the rights under the STLL.

Accommodations for Victims of Domestic Violence

The Company will provide reasonable time off as reasonable accommodation to Employees who are victims of domestic violence, unless the Employee's absence would cause an undue hardship to the Company. The time off may be used for the following reasons:

- To seek medical attention for injuries caused by domestic violence;
- To obtain services from a domestic violence shelter, program, or rape crisis center;
- To obtain psychological counseling related to an incident of domestic violence;
- To participate in safety planning or to take other actions to increase safety from future incidents of domestic violence; or
- To obtain legal services, assist in the prosecution of the offense, or appear in court in relation to the incident of domestic violence.

The Employee will be required to use any available paid time off for such absences; if no paid time off is available, the time off will be unpaid. Exempt Employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws. Employees who require time off in accordance with this policy must provide advance notice to the Company. If advance notice is not feasible, the Employee will be required to provide a certification to the Company within a reasonable time after return to work. Employees who wish to request an accommodation under this policy should contact their manager or the **Human Resources Department**.

Accommodations for Victims of Domestic Violence, Sex Offenses or Stalking (NYC)

We will provide reasonable accommodations to Employees working in New York City who are victims of domestic violence, sex offenses or stalking, unless providing the accommodation would cause an undue hardship on the Company's business operations.

We may request that an Employee provide proof that he or she is a victim of domestic violence, sex offenses or stalking such as documentation from a victim's services agency, lawyer, clergy, medical provider, court or the police. Employees who wish to request an accommodation under this policy should contact their manager or the **Human Resources Department**.

We will not refuse to hire, terminate or discriminate against any Employee because the Employee is, or is perceived to be, a victim of domestic violence, sex offenses or stalking. **Smoke-Free Workplace**

Smoking and using e-cigarettes are not allowed in any parts of the workplace, including all indoor areas and company owned vehicles. E-cigarettes include e-hookahs, e-cigars, vape pens and similar products. The use of e-cigarettes of any kind is not allowed in the workplace under this policy. All employees and visitors are required to comply with the smoke-free workplace

policy.

Employees who violate this policy may face disciplinary action. If employees wish to report violations of this policy, they can contact Human Resources. Employers will not be retaliated against for reporting violations of this policy or otherwise exercising their right to a smoke-free workplace. If you believe you have been retaliated against, please contact Human Resources.

Speak Up and Nonretaliation Policy

The Company does not tolerate acts of retaliation against an employee who makes a good faith report of improper workplace behavior. This includes making good faith reports of illegal conduct, conduct that poses a danger to public health or safety, violations of any Company policies, or harassment, discrimination or other inappropriate workplace behavior.

All employees are prohibited from taking retaliatory actions against employees who make good faith reports of improper workplace behavior. Managers must guard against retaliatory conduct by proactively watching for signs of retaliation and reporting any observed conduct that may potentially violate this policy as soon as possible.

- No employee may be retaliated against because that employee has in some manner opposed an employment practice that the employee in good faith reasonably believes violates federal, state or local laws, rules or regulations or poses a danger to the public health or safety.
- No employee may be retaliated against because they object to or refuse to participate in an employment practice that the employee in good faith reasonably believes violates federal, state or local laws, rules or regulations or poses a danger to the public health or safety.
- No employee may be retaliated against because they filed a charge, truthfully testified, provided information or assistance, or participated in an investigation, proceeding, or hearing related to or arising from an allegedly unlawful employment practice.
- No employee may be retaliated against for asserting rights established by a federal, state or local law.

The Company wants all employees to feel comfortable raising questions and concerns without fear of retaliation, which includes discrimination, harassment, or other adverse action taken against an employee for making a report.

If you believe that you or someone else has been subjected to retaliation, you must report it as soon as possible to the Human Resources Department. Allegations of retaliation will be investigated promptly. If an employee has been subjected to retaliatory behavior because the employee has spoken up or attempted to speak up in good faith, in keeping with this policy, the employee found to have retaliated will be subject to corrective action, up to and including termination of employment

Temporary Schedule Change (NYC)

All Employees (whether full-time, part-time or temporary) who work more than 80 hours per calendar year in New York City and who have been employed for at least 120 days are entitled to a temporary change to the Employee's work schedule on up to two (2) occasions, each totaling one (1) business day, each calendar year to accommodate a personal event. A personal event can be any of the following:

- The need to care for a child under the age of 18;
- The need to care for a care for a person with a disability who is a family or household member and relies on the Employee for medical care or to meet the needs of daily living;
- The need to attend a legal proceeding or hearing for public benefits to which the Employee, a family member, or the Employee's minor child or care recipient is a party; or
- Any other reason for which the Employee may use leave under NYC's Earned Safe and Sick Time Act.

A temporary change means an adjustment to the Employee's usual schedule. This can include swapping or shifting working hours, using short-term unpaid leave, paid time off, or working remotely. As soon as you become aware of the need for a temporary schedule change, please make a request to your supervisor, noting the date of the requested temporary schedule change, that the change is due to a personal event and the proposed type of temporary change. The Company will either approve your proposal, provide leave without pay, or offer you the ability to use paid time off. You are not required to use leave under NYC's Earned Safe and Sick Time Act for a temporary schedule change. If you have exhausted your entitlement to a temporary schedule change, you can request additional changes to your schedule. The Company may not be able to accommodate such additional requests; however, you will not be retaliated against for making such an additional request.

The Company will not retaliate or tolerate retaliation against any Employee who seeks or obtains a temporary schedule change under this policy, who makes a good-faith complaint about a possible violation of this policy or who communicates with any person about such a violation.

Airborne Infectious Disease Exposure Plan

The Company has adopted an Airborne Infectious Disease Exposure Prevention Plan to be implemented when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. The Company's Airborne Infectious Disease Exposure Prevention Plan is attached hereto as an Appendix to this handbook

Emergency Quarantine Leave

In accordance with the State of New York's COVID-19 Paid Leave Law (the "Act") the Company will provide Emergency Quarantine Leave ("EQL") as outlined below, to the extent applicable, and so long as the Act remains in place. All Employees who work in New York are eligible for leave under this policy.

A Employee who is subject to a mandatory or precautionary order of quarantine or isolation issued by the State of New York, the department of health, local board of health, or any governmental entity duly authorized order due to COVID-19 shall be provided with fourteen (14) days of paid sick leave until the termination of any mandatory or precautionary order of quarantine or isolation due to COVID-19.

The number of paid days of leave provided under this policy is in is calendar days, and the Employee will be paid the amount of money the Employee would have otherwise received for the fourteen (14) day period. For the applicable paid period (14 days), the Employee shall be compensated at their regular rate of pay for their regular working hours. Emergency Quarantine Leave is not considered time worked for the purpose of calculating overtime for the week in which the leave was taken. Employees will not receive overtime pay for Emergency Quarantine Leave.

Employees are required to submit an order of quarantine or isolation to be eligible for benefits under this policy. If you are unable to immediately provide the Company with the order of quarantine or isolation, you must submit documentation from a licensed medical provider who has treated you attesting the following: (i) you have tested positive for COVID-19; (ii) testing is not currently available for you, but you have COVID-19 symptoms and have had contact with a known COVID-19 case; (iii) you have been in close contact with someone who has tested positive for COVID-19 or who is currently in mandatory isolation; (iv) you have COVID-19 symptoms and have returned within the past 14 days from a country designated with a level 2, 3, or 4 advisory for COVID-19; (v) you are asymptomatic and have returned within the past 14 days from a country designated with a level 2, 3, or 4 advisory for COVID-19; or (vi) you have been determined to have had proximate exposure with someone who has tested positive for COVID-19 while that person was symptomatic. You must then submit the order of quarantine or isolation as soon as it is available to you.

An Employee shall not receive paid sick leave benefits or any other paid benefits provided by this policy if the Employee is subject to a mandatory or precautionary order of quarantine because the Employee has returned from travel to a non-contiguous state or a country designated by the Centers for Disease Control and Prevention as a level two or level three on the healthy notice scale, and the travel was not at the direction of the Company. The Employee may use accrued leave to the extent available and unpaid sick leave shall be provided for the duration of the mandatory or precautionary quarantine or isolation.

Leave under this policy may only be used if the Employee is unable to work or telework and this policy shall not apply if the Employee is deemed asymptomatic but is able to work remotely.

For purposes of this policy, "mandatory or precautionary order of quarantine or isolation"

means a mandatory or precautionary order of quarantine or isolation issued by the state of New York, the department of health, local board of health, or any government entity duly authorized to issue such order due to COVID-19.

We do not offer pay in lieu of actual Emergency Quarantine Leave. Compensation for unused Emergency Quarantine Leave is not provided upon separation from employment for any reason.

The Company will not retaliate against any Employee who takes leave in accordance with this policy.

Leave under this policy is separate from any other sick leave or paid time off available to Employees.

If an Employee is eligible for any sick leave and/or Employee benefits related to COVID-19 under any federal law or regulation, then the Employee shall not be entitled to Emergency Quarantine Leave pursuant to this policy. However, if the benefits provided by this policy are greater than the benefits provided by the federal law or regulation, then the Employee shall be eligible to claim such additional sick leave and/or Employee benefits pursuant to this policy in an amount of the difference between the benefits under this policy and the benefits available to the Employee under federal law or regulation.

COVID-19 Vaccination Leave

In accordance with New York State law, to the extent applicable, and so long as the Act remains in place, Employees will be provided with paid leave to be vaccinated for COVID-19, up to four (4) hours per vaccine injection. The Employee shall be compensated at their regular rate of pay for this leave. Leave under this will not be charged against any other sick leave or paid time off available to the Employee.

Employees must provide advance notice before taking such leave, in accordance with the Company's paid time off policy. Employees will be required to provide proof of vaccination to the Company in order to be eligible for paid leave under this policy.

This leave will be provided March 12, 2021 through December 31, 2023, unless the law is repealed, or extended to a later date. .

Exempt employees may be provided time off with pay for any of the above-described leaves when necessary to comply with state and federal wage and hour laws.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received copies of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate

LLC (hereinafter referred to individually and/or collectively as the “Company”). Employee Handbook and this New York Addendum and I will familiarize myself with their contents.

I acknowledge that nothing in the Employee Handbook or this New York Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by a member of the Executive Committee.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

North Carolina Addendum

Introduction

This addendum is applicable only to Employees working in the state of North Carolina and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the North Carolina Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the North Carolina Addendum, please do not hesitate to discuss your questions with the **Human Resources Department**.

North Carolina Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Company’s Employee Handbook, and in accordance with North Carolina law, the Company is committed to providing equal employment opportunities to all Employees and applicants without regard to possession of sickle cell or hemoglobin C trait, genetic testing and information, HIV or AIDS status, lawful use of lawful products, testimony or assistance with hazardous chemicals proceedings or investigations, jury service, National Guard service, engaging in activities protected by the North Carolina Retaliatory Employment Discrimination Act or any other protected status in accordance with applicable North Carolina and local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Company’s Employee Handbook, and in accordance with North Carolina law, the Company strictly prohibits all forms of unlawful harassment, discrimination, and retaliation which includes harassment, discrimination, and retaliation on the basis of possession of sickle cell or hemoglobin C trait, genetic testing and information, HIV or AIDS status, lawful use of lawful products, testimony or assistance with hazardous chemicals proceedings or investigations, jury service, National Guard service, engaging in activities protected by the North Carolina Retaliatory Employment Discrimination Act or any other protected status in accordance with applicable North Carolina and local laws.

Civic Duties

Jury Duty – If you receive a call to jury duty, please notify your supervisor or the **Human Resources Department** immediately so that we may plan the department’s work with as little disruption as possible. The Company will pay Employees their regular wages for the first five (5) days of juror service. Any leave beyond that time will be unpaid.

Employees with jury duty must provide their supervisor with a copy of the subpoena. Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if necessary.

The Company will not discharge or deprive an Employee of employment because of the Employee’s attendance or service as a juror in any court.

Parental Leave for School Involvement

The Company provides up to four (4) hours of unpaid leave per calendar year to any Employee who is a parent, guardian, or person standing in the place of a parent of a school-aged child so that the Employee may attend or otherwise be involved at that child’s school. Such leave is available for Employees with children enrolled in grade school instruction, preschool or childcare facilities. The leave shall be taken at a mutually agreed upon time. Eligible Employees should provide the Company with a written request for the leave at least forty-eight (48) hours before taking leave. The Company may require an Employee to furnish written verification from the child’s school that the Employee attended or was otherwise involved at that school during the time of the leave.

Exempt Employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

For more information regarding this leave, Employees should contact the **Human Resources Department**.

Domestic Violence and Crime Victim Leave

To the extent required by law, the Company provides reasonable and necessary unpaid leave to Employees who have been injured, threatened, or are otherwise victims of domestic violence to obtain or attempt to obtain a civil no-contact order or domestic violence protective order in accordance with state law.

For the purposes of this policy, domestic violence includes situations when an Employee or a minor child residing with, or in the custody of, the Employee is subject to actual or threatened physical harm, including sexual offenses, by a current or former spouse, a person of the opposite sex who lives with (or lived with) the Employee, a parent, a party who stands *in loco parentis* to the minor child, a grandparent, a person who has a child in common with the Employee, a current

or former household member, or a person of the opposite sex who is in a dating relationship with the Employee, or when an Employee is a victim of stalking as defined by North Carolina law.

When feasible, the Employee must provide his/her supervisor or the **Human Resources Department** with advance notice of the leave. If advance notice is not possible, the Company may require documentation of any emergency that prevented the Employee from complying in advance with the Company's usual time off policy or procedure. For more information regarding this leave, see the **Human Resources Department**.

Exempt Employees who take leave under the policy may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Parent Compliance with Juvenile Court Orders Leave

The Company provides Employees who are subject to juvenile court orders unpaid leave to comply with properly issued court orders, as required by North Carolina law.

When feasible, the Employee must provide his/her supervisor or the **Human Resources Department** with advanced notice of the need to take leave under this Policy. The Company may require that an Employee seeking leave under this policy provide written verification of a court order.

Exempt Employees who take leave under the policy may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Disaster Response Leave

The Company provides reasonable and necessary unpaid leave to Employees who serve as members of a volunteer fire department, rescue squad, or emergency medical service agency and who are called into service after the Governor or General Assembly declares a state of emergency or upon the activation of the State Emergency Response Team.

The Company reserves the right to certify to the applicable emergency management agency or director that the Employee is essential to the employer's own ongoing emergency relief activities.

Leave under this policy is unpaid. However, Employees may elect, at their discretion, to use their accrued but unused PTO time for any periods of active service.

Moreover, exempt Employees who take leave under the policy may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

When requesting leave under this policy, Employees should provide the appropriate documentation from the Director of the Division of Emergency Management or the head of the local emergency management agency confirming the Employee's call into service.

Military Leave

Team members may take military leave for required service if they are members of the North Carolina National Guard or another state's National Guard.

Exempt employees may be provided time off with pay for any of the above-described leaves when necessary to comply with state and federal wage and hour laws.

Team Member Acknowledgment and Agreement

By signing below, I acknowledge that I have received my copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the "Company") Employee Handbook and North Carolina Addendum and that I will familiarize myself with their contents.

I also acknowledge that nothing in the Employee Handbook or North Carolina Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that my employment with the Company is "at-will" and not for any specific duration and may be terminated by either myself or the Company at any time. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by a member of the Executive Committee.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Signature

Print Full Name

Date

[RETAIN IN EMPLOYEE'S PERSONNEL FILE]

Ohio Addendum

Introduction

This addendum is applicable only to Employees working in the state of Ohio and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Ohio Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Ohio Addendum, please do not hesitate to discuss your questions with the **Human Resources Department**.

Ohio Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with the Ohio law, the Company is committed to providing equal employment opportunities to all Employees and applicants without regard to ancestry, or any other protected status in accordance with applicable Ohio and local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Ohio law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on ancestry, or any other protected status in accordance with applicable Ohio and local laws.

Civic Duties

Witness Leave: The Company provides reasonable and necessary leave for Employees to appear as witnesses in court proceedings when required. Employees are expected to provide the Company with as much notice as possible of the need to take witness leave and Employees may be asked to provide appropriate documentation to support any leave taken under this policy. Employees must notify their supervisor as soon as practical following court attendance that they intend to return to work.

Voting: The Company provides reasonable and necessary unpaid time off to vote on an election day. The Company reserves the right to select the hours the Employee will be excused to

vote. Employees are required to provide reasonable advance notice to their supervisor of the need for leave under this policy.

Election Officials: The Company provides reasonable and necessary unpaid time off for Employees who serve as election officials on registration or an election day to fulfill their official duties. Employees are required to provide reasonable advance notice to their supervisor of the need for leave under this policy.

Leave for Crime Victims

The Company provides reasonable and necessary unpaid time off to any Employee who is a victim of a criminal offense, or who is the representative of a victim, for the Employee to appear as a witness, to consult with the district attorney, or to exercise his/her rights as a victim under Ohio law. Prior to the date of such activity, the Employee must provide reasonable advance notice of the need for the leave, whenever possible, to his or her supervisor.

Family Military Leave

In addition to the benefits provided pursuant to the Military-Related FMLA Leave, detailed in the Employee Handbook, the Company provides unpaid leave for up to ten (10) days or eighty (80) hours once per calendar year, whichever is less, if the following conditions are met:

1. The Employee has been with the Company for at least twelve (12) consecutive months and for at least 1,250 hours in the twelve (12) months immediately preceding commencement of the leave;
2. The Employee is the parent, spouse, or a person who has or had legal custody of a person who is a member of the uniformed services and who is called into active duty in the uniformed services for a period longer than thirty (30) days or is injured, wounded, or hospitalized while serving on active duty in the uniformed services;
3. The Employee gives notice to the Company that the Employee intends to take leave pursuant to this section at least fourteen (14) days prior to taking the leave if the leave is being taken because of a call to active duty or at least two (2) days prior to taking the leave if the leave is being taken because of an injury, wound, or hospitalization. If the Employee receives notice from a representative of the uniformed services that the injury, wound, or hospitalization is of a critical or life-threatening nature, the Employee may take the leave without providing notice to the employer;
4. The dates on which the Employee takes leave pursuant to this section occur no more than two weeks prior to or one week after the deployment date of the Employee's spouse, child, or ward or former ward;
5. The Employee does not have any other leave available for the Employee's use except sick leave or disability leave.

Upon the completion of leave under this policy the Company will typically restore the Employee to the position the Employee held prior to taking leave or to a position with equivalent seniority, benefits, pay, and other terms and conditions of employment.

Volunteer Firefighter/EMS Leave

The Company provides reasonable and necessary unpaid leave for eligible Employees who serve as volunteer firefighters or providers of emergency medical services to respond to an emergency.

To be eligible for leave under this policy Employees must provide written notification to the **Human Resources Department** no later than thirty (30) days after being certified as a volunteer firefighter or volunteer emergency services provider.

To request leave under this policy, Employees must make reasonable efforts to notify the **Human Resources Department** as soon as possible when they know they will be late to work or absent from work due to being dispatched to an emergency. Additionally, following an absence under this policy, Employees must provide appropriate written documentation that confirms the date(s) and time(s) of their absence from the Chief of the volunteer fire department or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical service organization.

Smoking Policy

In accordance with the Smoke Free Ohio law, Employees are not permitted to smoke in any Company building, in Company vehicles or anywhere near the entrances, exits, windows, and vents to the building. This smoking ban is in effect at all times. The use of e-cigarettes or similar items (e.g., vaporizers) is also not permitted in any Company building or vehicle at any time.

Personnel Files

Upon providing a written request, Employees may inspect or receive a copy of their compensation records. For purposes of this policy, “compensation records” includes your name, address, occupation, pay rate, hours worked for each day (non-exempt Employees only), and each amount paid. The Company will provide these records to Employees without charge. Likewise, the Company will provide these records to a person acting on the Employee’s behalf if the Employee provides us with a signed, written statement authorizing us to release specific information to the designated person.

The Company will provide the requested information within thirty (30) business days after receipt of the request, unless the Company and the Employee or person acting on behalf of the Employee agree to some alternative time period for providing the information or the thirty (30) day period would cause a hardship on the Company under the circumstances, in which case the Company will provide the requested information as soon as practicable.

In addition, Employees may request a copy of their medical records maintained by the Company. Employees may be asked to pay reasonable copy costs in connection with a request for medical records.

Alcohol and Drug Policy

Employees may be required to submit to drug/alcohol screening to the extent permitted by applicable Ohio and federal law as follows, including (1) random or periodic testing, (2) reasonable suspicion testing, and (3) post-accident testing.

The Company shall also perform post-accident drug/alcohol testing only in situations in which the Employee drug or alcohol use was likely to have contributed to the incident. In these situations, the drug testing shall be conducted to identify the impairment level. The test will not be mandated where the drug use is not a likely factor, such as a bee sting, or repetitive strain or use injury. All testing shall be conducted so as to comply with applicable Federal and State law.

In Ohio, in those situations where the post-accident drug testing is appropriate, any Employee who tests positive or who refuses to submit to testing in connection with a work-related injury will be subject to termination, and such Employee may not qualify for compensation under Ohio Workers' Compensation law.

Although the State of Ohio legalized marijuana for certain, limited medicinal purposes, the Company is not required to allow the medicinal use of marijuana in the workplace. Testing positive for marijuana under this policy or using or being under the influence of marijuana in the workplace is strictly prohibited, even if such use is for medicinal purposes, and may result in disciplinary action, up to and including immediate termination.

Weapons in the Workplace

As a part of our commitment to the safety of our Employees, customers, and other Company visitors, the Company prohibits weapons, including firearms, on Company property and in Company-owned vehicles, even if an individual is licensed under Ohio's Concealed Carry Law. This prohibition does not apply to persons with a valid concealed handgun license transporting or storing a firearm or ammunition inside the person's privately-owned vehicle, provided (i) when the license holder is not present in the vehicle, the firearm and ammunition are locked in the trunk, glove box, or other enclosed compartment of the individual's vehicle; (ii) when the license holder is present in the vehicle, the firearm and ammunition remain in the vehicle; and (iii) the vehicle is parked in a permitted location.

We all share in the responsibility to prevent violence in the workplace. Report any instance of violence immediately to the **Human Resources Department**.

Exempt employees may be provided time off with pay for any of the above described leaves when necessary to comply with state and federal wage and hour laws.

Employee Acknowledgment and Agreement

By signing below, this acknowledges that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook and Ohio Addendum and I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook or Ohio Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed a member of the Executive Committee.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Oklahoma Addendum

Introduction

This addendum is applicable only to Employees working in the state of Oklahoma and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Oklahoma Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Oklahoma Addendum, please do not hesitate to discuss your questions with the **Human Resources Department**.

Oklahoma Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Oklahoma law, the Company is committed to providing equal employment opportunities to all Employees and applicants without regard to tobacco usage during nonworking hours, status as a medical marijuana user or any other protected status in accordance with applicable federal, state, or local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Oklahoma law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on tobacco usage during nonworking hours, status as a medical marijuana user or any other protected status in accordance with applicable federal, state, or local laws.

Civic Duties

Voting: Our Company believes that every Employee should have the opportunity to vote in any state or federal election, general primary, or special primary. Any Employee whose work schedule does not provide them three (3) consecutive hours either between the opening of the polls and the beginning of their shift or between the end of their shift and the close of the polls will be granted sufficient paid time off to vote. We may select the hours you are excused to vote.

Employees are expected to notify their supervisor of their need for leave as far in advance as possible, at least one day prior to Election Day. The Company may require you to present a voter's receipt upon your return from leave.

Witness Leave: The Company provides reasonable and necessary unpaid leave to Employees who receive a subpoena or a summons to attend court proceedings. Employees who receive a subpoena or summons to appear in court, should notify the **Human Resources Department** and their supervisor immediately so that the Company may plan the department's work with as little disruption as possible.

All regular full-time and regular part-time Employees are eligible to receive their regular base rate of pay for a maximum of five (5) workdays while serving on witness duty leave. For non-exempt and regular part-time Employees, the pay for witness leave will be prorated based upon your regular work schedule, not to exceed eight (8) hours in any one day. If required to serve for more than five (5) days, you may (but are not required to) request PTO or take unpaid leave if needed. Unless otherwise required by state or federal law, time spent serving on jury duty in excess of five (5) workdays will be unpaid for non-exempt Employees. Exempt Employees will continue to receive their regular salary for any week in which they perform any work while on witness duty, pursuant to state and federal law.

Military Leave

Employees of the Company, who are members, either officers or enlisted, of the Reserve Components, including the Army and Air National Guard and the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves, or any other component of the Armed Forces of the United States, when ordered by the proper authority to active or inactive duty or service, will receive a leave of absence without loss of status or seniority.

The Company will reinstate former Employees, upon the expiration of their period of active duty in the military service to the position in which they were engaged at the time of being ordered into active military service, without loss of status or seniority, pursuant to the provisions of USERRA.

Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all Employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the Employee's locked motor vehicle.

Employees who are aware of violations or threats of violation of this policy are required to immediately report such violations or threats of violations to the **Human Resources Department**. Violations of this policy will result in disciplinary action, up to and including termination.

Drug and Alcohol

In addition to the provisions of the Alcohol and Drug Policy in the Company's Employee Handbook, please note that although the state has decriminalized the medicinal use of marijuana, the Company does not permit the medicinal use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in disciplinary action, up to and including immediate termination. Our drug and alcohol testing policy will be interpreted and enforced consistent with applicable law.

Exempt Employees may be provided time off with pay for any of the above-described leaves when necessary to comply with state and federal wage and hour laws.

Employee Acknowledgment and Agreement

By signing below, this acknowledges that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook and Oklahoma Addendum and I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook or Oklahoma Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by a member of the Executive Committee.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Oregon Addendum

Introduction

This addendum is applicable only to employees working in the state of Oregon and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Oregon Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Oregon Addendum, please do not hesitate to discuss your questions with the **Human Resources Department**.

Oregon Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Oregon law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to marital status, domestic partnership status, age (18 or older), sexual orientation, gender identity, status as a victim of domestic violence, sexual assault or stalking, uniformed military service, race (including physical characteristics historically associated with race, including hair texture and protected hairstyles) or any other protected status in accordance with applicable federal, state and local laws.

Policy against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Oregon law, the Company strictly prohibits all forms of unlawful harassment, discrimination, and retaliation which includes harassment, discrimination, and retaliation based on marital status, domestic partnership status, age (18 or older), sexual orientation, gender identity, status as a victim of domestic violence, sexual assault or stalking, uniformed military service, race (including physical characteristics historically associated with race, including hair texture and protected hairstyles) or any other protected status in accordance with applicable federal, state and local laws.

Please refer to the Employee Handbook for more detailed instruction regarding the Company’s processes for reporting any form of harassment, discrimination, or retaliation based on protected status, including sexual harassment and assault. You may always report any such conduct to the **Human Resources Department** or your direct manager or supervisor. All employees are required to document all incidents of conduct that the employee suspects may violate these policies or the law and to report those to the appropriate personnel.

It is our expectation that all employees treat all other employees with respect. If you believe that you have been discriminated against or harassed, or otherwise treated differently because of your protected status, we hope that you will follow our reporting procedures so that we may address the issue. Employees who do suffer discrimination or harassment may have the ability to pursue a legal claim. The statute of limitations – i.e., the statutory deadline – for bringing a claim of discrimination or harassment because of protected status; because of service in the uniformed services; and based on disability is five (5) years from when the discrimination or harassment occurred.

The Company will not require that any employee enter into a non-disclosure or non-disparagement agreement that prevents employees from discussing any conduct that constitutes discrimination or harassment based on protected status, uniformed service, or disability. In the event that you allege that you are harassed or discriminated against at work, you may voluntarily request that the matter remain confidential by requesting a non-disclosure or non-disparagement type provision. Should you enter into such an agreement with the Company, upon your request, you will have seven days in which to revoke the agreement. The Company reserves the right to invalidate any severance or separation agreement entered into with any managerial employee whom the Company determines to have engaged in conduct that violates this policy.

Oregon Meal and Rest Break Policies

Meal Periods

All non-exempt employees who work a shift of six (6) hours or more are required to take a thirty (30) minute duty-free meal period. If an employee works a period of seven (7) hours or less (but at least 6 hours), the meal must be taken between the second and fifth hour worked. If the work period is more than seven (7) hours, the meal must be taken between the third and sixth hour worked. Employees are completely relieved of their job responsibilities during their meal periods. Employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

Waiver of Meal Period. Employees may not waive their meal periods. No Company manager or supervisor is authorized to instruct or approve an employee's wish to forego a meal or rest period. Employees should immediately report a manager's or supervisor's instruction to skip a meal period to **the Human Resources Manager**.

Rest Periods

The Company provides all non-exempt employees with a ten (10) minute rest period for every four (4) hours worked (or major fraction thereof), which should be taken so far as practicable in the middle of each work period. The Company generally will not authorize a rest period for employees whose total daily work time is less than three and one-half (3½) hours. Employees are expected to schedule their rest periods at their own discretion under these guidelines unless instructed otherwise by a supervisor. Rest periods may not be combined with meal periods.

Rest periods are counted as hours worked, and thus, employees are not required to record their rest periods on their timesheets or time cards. Rest periods may not be waived to shorten your workday or be accumulated for any other purpose. Employees may be required to sign a certification providing, among other things, that they have taken all of their rest periods during the pertinent pay period. **Lactation Break**

The Company provides reasonable unpaid (to the extent the time falls outside the normal rest break periods described above) rest periods throughout the day as needed to express breast milk or breastfeed. Lactation breaks will be provided for up to eighteen (18) months following the child's birth. Where a private location to express milk has not previously been established or arranged with an employee, the Company will make reasonable efforts to provide a location in close proximity to the employee's work area for the employee to express milk in private that is not a restroom. Please contact **the Human Resources Manager** for more information about this policy.

Oregon Leave and Accommodation Policies

Paid Sick Leave

Regular, part-time and temporary employees who do not earn PTO are eligible for Paid Sick Leave ("PSL") under this policy, which provides paid sick time to employees as required by Oregon law.

For purposes of this policy, a benefit year is defined as an Employee's anniversary year (i.e., start date of employment to anniversary date of employment). Regular, part-time and temporary employees who do not earn PTO will accrue PSL at a rate of one (1) hour for every thirty (30) hours worked. Exempt employees will be deemed to work forty (40) hours per week for purposes of PSL accrual under this policy and will therefore accrue 1.33 hours of PSL each workweek. PSL does not accrue for hours not worked, such as periods of approved leave or vacation.

Employees will be notified each time wages are paid, either on their paystub or by other means, of their amount of PSL accrued and available for use, as well as the amount of used PSL.

Employees are unable to use accrued PSL until they have reached the 90th calendar day of their employment.

Employees may carry over up to forty (40) hours of accrued, unused PSL hours to the following benefit year. PSL may not be accrued in excess of the maximum cap of forty (40) hours. Unless otherwise required by state or federal law, once your unused and accrued PSL reaches the maximum cap, you will not accrue any additional PSL. Once you use PSL, and your balance falls below the maximum accrual cap, you will begin accruing PSL again.

Employees may use PSL in increments as minimal as fifteen (15) minutes. Leave under this policy may be used for the following purposes:

- To care for the employee's own illness, injury, or health condition, need for medical diagnosis or treatment of an illness, injury or health condition; or

- To care for the employee’s family member with an illness, injury or health condition who needs medical diagnosis, care, or treatment or who needs preventative medical care; or
- To attend a routine medical appointment for the employee or the employee’s family member; or
- For any purpose allowed under Oregon’s domestic violence, harassment, sexual assault, or stalking laws, including to seek legal, law enforcement or other aid, including participating in legal proceedings, or medical treatment or recovery from injuries, or to obtain mental health or counseling or other similar services, or participate in safety planning when the employee, or the employee’s minor child or dependent is a victim of domestic violence, harassment, sexual assault, or stalking; or
- In the event of a public health emergency, including: (a) the closure of the employee’s place of work, or the school or place of care of the employee’s child by order of a public official due to a public health emergency; (b) a determination that the employee’s presence or the presence of the employee’s family member in the community would jeopardize the health of others such that the employee must provide self-care or care for the family member; or (c) the exclusion of the employee from the workplace under any applicable law that requires the employer to exclude the employee from the workplace for health reasons; or
- Any of the enumerated purposes under Oregon’s Family Leave Act (Oregon Revised Statutes section 659A.159), including but not limited to the care of an infant or newly adopted child under 18 years of age, for a newly placed foster child under 18 years of age, or for an adopted or foster child older than 18 years of age if the child is incapable of self-care due to a mental or physical disability, or to deal with the death of a family member within 60 days of the date on which the eligible employee receives notice of the death of a family member..

Employees requesting time off under this policy must provide as much advance notice as possible, if the need for leave is foreseeable. Where the need for sick leave is unforeseeable, employees must provide notice as soon as practicable. For planned paid sick leave (e.g., routine medical appointments), the employee must notify his or her supervisor at least ten (10) days prior to the date the leave will commence or as soon as practicable. Employees must make reasonable efforts to schedule planned paid sick leave in a manner that does not unduly disrupt operations and should attempt not to schedule paid sick leave during peak work hours, when work is time sensitive, or when mandatory meetings are scheduled.

For purposes of this policy a “family member” is defined under Oregon Revised Statutes section 659A.150, and includes an employee’s child (biological, adoptive, or foster), spouse, registered domestic partner, parent (biological, adoptive, or foster), parent of a spouse or parent of a registered domestic partner, grandparent, or grandchild, or a person who is related by blood or affinity to the employee whose close association with the employee is the equivalent of a family relationship, or a person with whom the employee was or is in a relationship of *in loco parentis*.

The Company may require appropriate certification of leave under this policy when a leave exceeds three (3) consecutive work days. However, the Company will not delay or deny additional leave or delay or deny pay for leave taken under this policy if appropriate certification is not provided.

The Company encourages employees to take time off under this policy and prohibits interference with any rights under this policy or retaliation against an employee for taking time off under this policy. For more information regarding this policy or to report any concerns or issues regarding this policy, employees should contact the **Human Resources Department**.

Leave under this policy may run concurrently with leave under local, state or federal law, including leave taken pursuant to the federal Family Medical Leave Act.

An employee's PSL pay is calculated at the employee's normal hourly compensation. Please consult the **Human Resources Department** for detailed information on how the rate of your PSL pay is calculated and the amount you are entitled to receive.

If an employee separates from the Company and is rehired within one-hundred and eighty (180) days, the Company will notify the employee of their previously accrued, unused PSL that will be reinstated and available for use upon rehire. If an employee separates from the Company and is rehired more than one-hundred and eighty days (180) days later, then previously accrued unused PSL is not reinstated, and the employee is treated as a new hire under this policy.

Unused PSL has no monetary value. It is not cashed out at any time during employment or upon separation of employment. Employees who are terminated, resign, retire or are otherwise separated from employment will not receive any pay-out for any unused PSL.

Veterans' Day Holiday Leave

The Company provides unpaid leave to employees who are eligible veterans for Veterans Day if:

- The employee would otherwise be required to work on Veterans' Day; and
- The employee provides the Company with: (a) at least 21 calendar days' notice that the employee intends to take time off for Veterans Day; and (b) documents showing that the employee is a veteran, as defined by state law.

The Company will notify the employee at least 14 calendar days before Veterans Day whether the employee will be provided time off. If the employee who is a veteran does not receive time off for Veterans Day, the Company will allow the employee a single day off within the year after Veterans Day, at the Company's discretion.

Disaster and Emergency Services Leave

The Company provides reasonable and necessary unpaid leave to employees who are search and rescue volunteers accepted to participate in search and rescue activities by the sheriff. Approved leave under this policy continues until release from the search and rescue activities

permits the employee to resume the duties of employment.

Employees requesting leave under this policy must make reasonable efforts to inform the Company of the need for leave and the possible duration of the leave.

Upon the conclusion of a leave under this policy, employees may be asked to provide appropriate documentation confirming the call to emergency service and the dates and times of the required service.

Upon the conclusion of a leave under this policy, employees will be restored to their same position or an equivalent position without loss of seniority, vacation credits, sick leave credits, service credits under a pension plan, or any other employee benefit or right that had been earned at the time of the leave of absence.

For more information regarding this leave, please speak with **the Human Resources Manager**.

Bone Marrow Donor Leave

Employees who work at least twenty (20) hours per week are eligible to use up to forty (40) hours of accrued paid time off to donate bone marrow or be screened as a possible donor. The maximum leave to be taken is the employee's total accrued vacation or forty (40) hours, whichever is less, unless otherwise agreed to in writing. Employees requesting leave under this policy must provide the Company with advance notice and written verification from a physician regarding the purpose and length of the leave requested.

Juvenile Court Attendance Leave

The Company provides unpaid leave for employees who are summoned to attend juvenile court proceedings involving their child or a child for whom they are the legal guardian. Employees requesting time off under this policy must provide their supervisor with as much advance notice as possible of the need for leave and provide appropriate documentation in support of their request.

Crime Victim Leave

The Company provides reasonable and necessary unpaid leave to eligible employees when the employee or the employee's spouse, domestic partner, father, mother, sibling, child, stepchild, or grandparent is a victim of a crime to attend or participate in legal proceedings pertaining to the crime. Eligible employees have worked an average of twenty-five (25) or more hours per week for at least one-hundred and eighty (180) days before requesting leave under this policy.

Employees requesting leave under this policy should provide their supervisor/manager with reasonable advance notice of the need for leave.

Domestic Violence Leave and Accommodation

The Company provides unpaid leave to eligible employees who are victims of domestic violence, harassment, sexual assault, or stalking, or who are the parents or guardians of a minor child or dependent who is victim of domestic violence, harassment, sexual assault, or stalking.

To be eligible for leave under this policy, an employee must have worked for the Company for at least one-hundred and eighty (180) days immediately prior to taking leave and have worked an average of twenty-five (25) hours or more per week. Leave under this policy may not exceed twelve (12) workweeks during any twelve (12) month period, and may be used to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, 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;
- Seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or harassment or stalking of the eligible employee or the employee's minor child or dependent;
- 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;
- Obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent; or.
- Relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent.

When possible, employees must give the **Human Resources Department** at least two days advanced notice of their intention to take leave for any purpose stated above. If unscheduled or emergency court appearances, or other emergency circumstances make advance notice impracticable, employees must provide as much notice as practicable and provide the **Human Resources Department** with documentation that their absence was required for any of the above reasons within a reasonable time after the absence.

Reasonable Safety Accommodation

In addition to leave, the Company will provide any reasonable safety accommodation requested by an employee who is a victim of domestic violence, harassment, sexual assault or stalking, except if the accommodation would impose an undue hardship on the operation of the business. Reasonable safety accommodations may include adjustments such as transfers, reassignments, modified schedules, unpaid leave, changed work phone numbers or work stations, lock installation, implementation of safety procedures, or other adjustments to a job structure, workplace facility or work requirement in response to actual or threatened domestic violence, sexual assault.

Prior to making a reasonable safety accommodation, the Company may require certification that the employee is a victim of domestic violence, harassment, sexual assault or stalking. The certification requirement can be satisfied by:

- A copy of a police report indicating that the individual was or is a victim of domestic violence, harassment, sexual assault or stalking;
- A copy of a protective order or other evidence from a court, administrative agency or attorney that the individual appeared in or is preparing for a civil, criminal or administrative proceeding related to domestic violence, harassment, sexual assault or stalking; or
- Documentation from an attorney, law enforcement officer, health care professional, licensed mental health professional or counselor, member of the clergy or victim services provider that the individual was or is undergoing treatment or counseling, obtaining services or relocating as a result of domestic violence, harassment, sexual assault or stalking.

Information provided in connection with leave or an accommodation under this policy will be kept confidential by the Company, except to the extent that disclosure is requested or consented to in writing by the employee or otherwise required by applicable federal or state law.

Leave under this policy may run concurrently with leave under other applicable law, including the Oregon Family Leave Act (OFLA) and/or the federal Family and Medical Leave Act.

Disability/Accommodations

The Company is committed to complying with state and federal disability discrimination and accommodation laws. This commitment extends not only to prohibiting discrimination against disabled applicants and employees, but also to complying with reasonable accommodation obligations. Consequently, if you require workplace modifications or other assistance to accommodate any physical or mental impairment that is impacting your ability to do your job, it is your responsibility to contact your supervisor or **the Human Resources Manager** to ensure that we are aware of not only your disability, but also your need for accommodation. Reasonable accommodations will be made to enable qualified employees with a disability to perform their essential job duties, unless those accommodations create an undue hardship for the Company.

Employees are responsible for initiating discussions with their manager regarding their physical or mental impairment that may interfere with the employee's ability to perform his or her job functions and work with the Company to try to identify solutions. The Company reserves the right to ask an employee to produce health care provider documentation verifying the disability and describing any recommended accommodation(s). Ultimately, the Company is responsible for making a determination as to whether an accommodation is reasonable or whether it presents undue hardship.

It is the Company's policy to engage in an "interactive process" with employees to address potential disability accommodations. If you advise us of a condition that you believe requires accommodation, we will review and discuss your medical condition and job limitations with you

to determine what, if any, reasonable accommodations can be made to enable you to perform your job duties in a safe and satisfactory manner. All employees are expected and required to cooperate and assist us with this process, including our requests for medical confirmation of the condition they believe constitutes a disability, as well as requests for medical confirmation of the current, precise limitations on their ability to perform their job duties. If, even after any required reasonable accommodation, an employee is unable to perform their essential job duties or poses a direct threat to the employee or others, we are receptive to exploring opportunities to place disabled employees in other available positions that are, with or without reasonable accommodation, suited to their skills and limitations or in which the employee will not pose a threat.

Pregnancy Disability Accommodations

The Company will make reasonable accommodations for known physical or mental disabilities of an applicant or employee as well as known limitations related to pregnancy, childbirth or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Among other possibilities, reasonable accommodations could include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

Employees and job applicants have a right to be free from unlawful discrimination and retaliation. For this reason, the Company **will not**:

- Deny employment opportunities on the basis of a need for reasonable accommodation.
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship.
- Take an adverse employment action, discriminate or retaliate because the applicant or employee has inquired about, requested or used a reasonable accommodation.
- Require an applicant or an employee to accept an accommodation that is unnecessary.
- Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.

To request an accommodation or to discuss concerns or questions about this notice, please contact your supervisor or the Human Resources Manager.

Oregon Family Medical Leave Act

The Oregon Family Medical Leave Act works in conjunction with the federal Family Medical Leave Act, which is described in the Company's Employee Handbook.

The Oregon Family Leave Act ("OFLA") and Family and Medical Leave Act ("FMLA") provide eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is generally either twelve (12) or twenty-six (26) weeks within a twelve (12) month period depending on the reasons for the leave. The Company provides such leave as required by law, and all determinations regarding eligibility for leave, benefits and reinstatement are construed strictly within the applicable law. For information on how these leave of absence policies work, please contact the **Human Resources Department**.

The OFLA provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is generally twelve (12) weeks within a twelve (12) month period depending on the reasons for the leave. The Company provides such leave as required by law, and all determinations regarding eligibility for leave, benefits and reinstatement are construed strictly within the applicable law. For more information about this leave of absence policy, please contact the **Human Resources Department**.

Employee Eligibility under OFLA

To be eligible for OFLA leave:

- You must have worked for the Company for at least one-hundred and eighty (180)* calendar days immediately preceding the date your requested leave begins;
- You must have worked an average of at least twenty-five (25) hours per week for the Company over the preceding one-hundred and eighty (180) days* (unless the leave is to care for a newborn child or newly placed adoptive or foster child; or unless the leave is a form of Oregon Military Family Leave); and
- The Company must have employed at least twenty-five (25) employees in Oregon during each working day of at least twenty (20) workweeks during the current or preceding year.

* Effective January 1, 2022, if leave is taken during a public health emergency, employees may become eligible for OFLA after thirty (30) days of employment (rather than one-hundred and eighty (180)). All other eligibility requirements apply.

Conditions Triggering Leave

OFLA leave may be taken for the following reasons:

- Birth of a child, or to care for a newly-born child (up to 12 weeks);
- Placement of a child with the employee for adoption or foster care (up to 12 weeks);

- To care for an immediate family member (employee’s spouse, child, parent, grandchild, grandparent, same-sex domestic partner, parent in-law, or child or parent of same-sex domestic partner) with a serious health condition (up to 12 weeks);
- Because of the employee’s serious health condition that makes the employee unable to perform the employee’s job (up to 12 weeks);
- To care for your child requiring care for a non-serious health condition (up to 12 weeks);
- Bereavement leave to attend the funeral (or alternative) of a family member, make arrangements necessitated by the death of a family member, or grieve the death of a family member (up to 2 weeks per family member);
- For any reason when a spouse who is a member of the Armed Forces of the United States, the National Guard or the military reserve forces of the United States is notified of an impending call or order to active duty, or actually deployed (up to 14 days per deployment; see Oregon Military Family Leave for more details).

Duration of Leave

Eligible employees may generally take up to twelve (12) workweeks of unpaid, job-protected leave under the OFLA during any “rolling” twelve (12) month period, measured backward from the date of any OFLA leave. Under OFLA, female employees may be entitled to an additional twelve (12) weeks for an injury or condition related to pregnancy or childbirth.

You may take OFLA leave intermittently, which means taking leave in blocks of time or by reducing your normal weekly or daily work schedule, when medically necessary for your own or immediate family member’s serious health condition. Intermittent leave is not permitted for birth of a child, to care for a newborn child, or for placement of a child for adoption or foster care. Employees who require intermittent leave or reduced-schedule leave must try to schedule their leave so that it will not disrupt the Company’s operations. OFLA leave for the birth or placement of a child for adoption or foster care must be concluded within twelve (12) months of the birth or placement of the child.

In the event that spouses working for the Company wish to take family leave concurrently, certain rules apply that may limit your ability to do so. OFLA does not require employers to allow spouses to take leave concurrently *unless* you have received prior approval from your manager and the **Human Resources Department**. Certain other restrictions may apply if you and your spouse need to take concurrent leave due to your own serious health condition or a serious health condition of a family member. If you find yourself in this situation, please contact the **Human Resources Department** to determine which leave applies and how and when it can be taken.

“Serious Health Condition” Defined

“Serious health condition” has a unique meaning under the law. It means an illness, injury, impairment, or physical or mental condition that involves:

- *Inpatient Care* – an overnight stay in a hospital, hospice, or residential medical facility, including any period of incapacity or subsequent treatment received in connection with such inpatient care. “Incapacity” means the inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment or recovery;
- *Absence Plus Treatment* – a period of incapacity of more than three consecutive calendar days (including any subsequent treatment period of incapacity relating to the same condition), that also involves:
 - Treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
 - Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- *Pregnancy* – any period of incapacity or disability (OFLA) due to pregnancy, or for prenatal care; or
- *Chronic Conditions Requiring Treatment* – a chronic condition which:
 - Requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;
 - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - May cause episodic rather than a continued period of incapacity (e.g., asthma, diabetes, epilepsy, etc.)
- *Permanent Long-Term Conditions Requiring Supervision* – a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer’s, a severe stroke, or terminal stages of diseases.
- *Multiple Treatments (Non-Chronic Conditions)* – any period of absence to receive multiple treatments (including any period of recovery) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Under these provisions, “treatment” includes examinations to determine if a serious health condition exists and evaluations of the condition. “Treatment” does not include routine physical examinations, eye examinations, or dental examinations.

A “regimen of continuing treatment” includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A “regimen of continuing treatment” does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

Use of Accrued Paid Leave

Depending on the purpose of your leave request, you may choose (or the Company may require you) to use accrued PSL, if available, concurrently with some or all of the OFLA leave. Employees who are absent due to an on-the-job serious health condition may also be eligible for workers’ compensation benefits.

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, the Company will maintain coverage under the plan during your OFLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for an employee and the employee’s family.

Job Restoration and Re-Employment

Upon returning from OFLA leave, you will normally be restored to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Effective January 1, 2022, OFLA eligible employees who are separated from employment but are re-hired within 180 days of separation will retain eligibility for their remaining leave under OFLA.

Notice and Medical Certification

When seeking either OFLA leave, you must provide the following:

- Thirty (30) days’ advance *written* notice of the need to take OFLA leave, if the need is foreseeable, or notice as soon as practicable in the case of unforeseeable. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the Company’s normal call-in procedures, absent unusual circumstances;
- Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member must be returned before your leave begins, or if not possible, within 15 days of the Company’s request to provide the certification. If you fail to do so, you may be subject to discipline, up to and including termination, and we

may deny the continuation of leave under OFLA, in which case your leave of absence may be considered unauthorized. Second or third medical opinions and periodic re-certifications may also be required;

- Periodic reports during the leave as deemed appropriate by the Company regarding your status and intent to return to work; and
- Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition.

Failure to Return after OFLA Leave

If an employee fails to return to work as scheduled after taking OFLA leave or if an employee's leave exceeds the twelve (12) week OFLA entitlement, such employee may be subject to termination of employment.

Military Related Leave

The OFLA works in conjunction with the FMLA and provides eligible employees the opportunity to take unpaid job-protected leave in connection with certain service-related medical and non-medical needs of family members. As described in the Company's Employee Handbook, there are two forms of such leave under the FMLA: (1) Military Caregiver Leave; and (2) Qualifying Exigency Leave. Under the OFLA, there is a third form of such leave, the Oregon Military Family Leave, which is described below. For information on how these leave of absence policies work, please contact the **Human Resources Department**.

Oregon Military Family Leave

Available only under OFLA, Oregon Military Family Leave is designed to allow eligible employees to take up to fourteen (14) days of leave when a spouse is called to active duty or deployed during a period of military conflict. The employee's spouse must be: (1) a member of the Armed Forces of the United States, the National Guard or the military reserve forces of the United States; and (2) have been notified of an impending call or order to active duty, or actually deployed. If an employee works at least twenty (20) hours or more per week, he/she may take up to fourteen (14) days of unpaid leave per deployment to be used after the military spouse has been notified of a call or order to active duty or while the military spouse is on leave from the deployment.

Employees desiring to take this leave must provide the Company with notice of their intent to do so within five (5) business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Any leave taken under this policy will count against an employee's annual allotment of OFLA leave. Like all other forms of OFLA leave, an employee may substitute or be required to substitute any accrued paid leave and will be restored to their prior position upon return from leave. Oregon Military Family Leave will be governed by, and handled in accordance with, OFLA and applicable

regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

This policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA or OFLA. The Company reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law.

Paid Family Medical Leave

Paid Family Medical Leave (also known as Paid Leave Oregon or “PLO”) is a statewide insurance program available to eligible Oregon employees that provides paid time off to give or receive care for Qualifying Events as defined by the PLO law. The program is funded by premiums paid by employees and employers, generally those with 25 or more employees. It is administered by the Oregon Employment Department (OED). Employers collect the premiums and send them to the OED. The OED will begin collecting premiums on January 1, 2023. Employees are eligible to begin applying for benefits on September 3, 2023.

Eligibility

To qualify, employees need to:

1. Work in Oregon,
2. Have earned \$1000 in wages in either the year benefits are requested, or the year prior,
3. Have contributed to PLO in either the year benefits are requested, or the year prior, and
4. Have experienced a Qualifying Event

Qualifying Events

If you qualify, this program will allow you to take up to 12 weeks of paid leave, as needed, for Qualifying Events. Qualifying Events fall into three categories: Family, Medical, and Safe Leave. A non-exhaustive list of Qualifying Events is below.

Family Leave includes:

- The birth of a child
- Bonding with a child either:
 - In the first year after birth
 - Through adoption
 - When they are placed in your home through foster care
- To care for a family member with a serious illness or injury

Medical Leave includes:

- To care for yourself when you have a serious illness or injury.

Safe Leave includes:

- To take time off for survivors of sexual assault, domestic violence, harassment, or

stalking.

If you are pregnant, have given birth, or experience health issues related to childbirth, you may be eligible to take an additional two weeks of leave, for a total of 14 weeks.

Benefits

While on PLO, you are entitled to wage replacement. That means you will receive all, or a portion of, your average weekly pay from the OED. The benefit is calculated as follows:

- If your average weekly wage is equal to or less than 65% of the statewide average weekly wage as calculated by the OED, your weekly benefit amount will be 100% of your average weekly wage.
- If your average weekly wage is greater than 65% of the statewide average weekly wage as calculated by the OED, your weekly benefit amount will be the sum of:
 - 65% of the statewide average weekly wage and
 - 50% of your average weekly wage that is greater than 65% of the statewide average weekly wage
- Your maximum weekly benefit cannot exceed 120% of the statewide average weekly wage.

For an example please see:

<https://paidleave.oregon.gov/employees/Pages/default.aspx>

Supplemental Leave

If your use of PLO runs concurrently with OFLA leave, you may use the Company's PTO alongside PLO to replace your wages up to 100% of your average weekly wage. Please contact **the Human Resources Department** for additional information.

Ineligibility

PLO may not be used concurrently with workers' compensation or unemployment benefits.

Increment of Use

PLO may be taken consecutively, or nonconsecutively. PLO must be taken in increments of either one workday, or one work week. The OED may prorate your benefit amount accordingly if PLO is taken in increments of one workday.

Job Protection

Upon return from PLO, you will be restored to the same position you held prior to your leave. If the position no longer exists, you will be restored to any available equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. While on PLO, you are entitled to the same healthcare and other benefits you would be entitled to had you not taken leave.

Requesting PLO

The OED determines your eligibility and qualification for this leave. To apply for benefits, you will submit an application to the OED. However, you should give as much notice to Human Resources as possible.

If your need for leave is *foreseeable*, you must provide the company with written notice at least thirty (30) days before your first day of leave. Examples of foreseeable reasons include the birth of a child, placement of a child, or planned medical treatment. If the need for leave is *unforeseeable*, you must provide the company with oral notice within 24 hours of commencement of leave, and written notice within 3 days of commencement of leave. Employees should contact Human Resources to request PLO.

Failure to provide adequate notice may result in the OED reducing your benefit amount.

No Discrimination or Retaliation

We do not discriminate or retaliate against employees who take or request PLO.

Questions? Please ask **the Human Resources Department** or visit <https://paidleave.oregon.gov/>

Wage Disclosure Protection

Consistent with Oregon law, the Company will not take adverse employment action or retaliate against an employee for inquiring about, discussing or disclosing in any manner the employee's wages or the wages of another employee.

The Company will not take adverse employment action or retaliate against an employee for making a charge, filing a complaint or instituting an investigation, proceeding, hearing or action based on the disclosure of wage information by the employee.

This policy does not apply to an employee who has access to wage information of employees as part of the employee's job and who discloses the wages of employees to individuals not authorized to have access to the information, unless the disclosure is in response to a charge or complaint or is in furtherance of an investigation, proceeding, hearing or action.

Employee Personnel Records

The Company will provide a reasonable opportunity for an employee to review and/or receive a certified copy of his or her employee records within forty-five (45) days of the request. An employee who requests a certified copy of his/her records may be charged a reasonable copy fee. An employee may inspect their personnel records used to determine qualifications for employment, promotion, wage increases, or records used to discipline or terminate the employee.

Disclaimer

This addendum and the Handbook are intended to answer some of your questions and provide information on matters of importance to you as an employee. They explain many of the Company's policies and procedures as well as the Company's normal working guidelines;

however, nothing in this addendum or the Handbook or any other personnel document creates or is intended to create a promise or representation of continued employment for any employee or limits the Company's freedom to make changes to its policies or terminate an employee's employment. You are an at-will employee of the Company.

The Company reserves the rights to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this addendum or in any other document at any time. However, any such changes must be in writing and must be signed by a member of the Executive Committee of the Company. Any written changes to this addendum will be distributed to all employees so that employees will be aware of the new policies and/or procedures. No oral statements or representations can in any way change or alter the provisions of this handbook.

The policies and procedures in this addendum are for general reference only and may not be applicable in all cases. All previously issued handbooks and any inconsistent policy or benefit statements are superseded. You are encouraged to visit with your supervisor whenever you need additional information or wish to discuss a concern.

Exempt employees may be provided time off with pay for any of the above-described leaves when necessary to comply with state and federal wage and hour laws.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Oregon Addendum to the Employee Handbook and I will familiarize myself with its contents.

I acknowledge that nothing in the Oregon Addendum to the Employee Handbook creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by a member of the Executive Committee.

BY SIGNING THIS DOCUMENT, IN WRITING OR ELECTRONICALLY WITH EACH HAVING THE SAME POWER AND ENFORCEABILITY, I ACKNOWLEDGE THAT MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, AND UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Pennsylvania Addendum

Introduction

This Addendum is applicable only to employees working in the state of Pennsylvania and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook (“Handbook”) and this Pennsylvania Addendum, this Pennsylvania Addendum shall control. Except as set forth herein, the Handbook is not modified by this Pennsylvania Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and this Pennsylvania Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Handbook or this Pennsylvania Addendum, please do not hesitate to discuss your questions with Human Resources.

Pennsylvania Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Handbook, and in accordance with Pennsylvania state and local law(s), the Company is committed to providing equal employment opportunities to all team members and applicants without regard to disability (including the use of a service animal or relationship or association with a disabled person), ancestry, religious creed, status as an individual who is certified to use medical marijuana, genetic information, marital status, source of income, familial status, domestic or sexual violence victim status, any hairstyle that is commonly associated with a person’s race, or any other protected status in accordance with applicable federal, state and local laws. The city of Philadelphia also provides equal employment opportunities to all team members and applicants without regard to gender identity.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Handbook, and in accordance with Pennsylvania state and local law(s), the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on disability (including the use of a service animal or relationship or association with a disabled person), ancestry, religious creed, status as an individual who is certified to use medical marijuana, genetic information, marital status, source of income, familial status, domestic or sexual violence victim status, any hairstyle that is commonly associated with a person’s race, or any other protected status in accordance with applicable federal, state and local laws. The city of Philadelphia also strictly prohibits all forms of unlawful harassment, which includes harassment based on gender identity.

Court Attendance, Crime Victim, and Witness Leave

The Company provides reasonable and necessary leave to team members who are subpoenaed to attend, participate in, or prepare for court proceedings in accordance with applicable law. Team members who receive a subpoena or summons to appear in court should notify the **Human Resources Department** immediately so that the Company may plan the team member's department's work with as little disruption as possible.

In addition, the Company provides necessary unpaid leave to team members who are victims of a crime to attend, participate in, or prepare for court proceedings in accordance with applicable law. Again, team members requesting leave under this policy should notify the **Human Resources Department** immediately so that the Company may plan the team member's department's work with as little disruption as possible.

The Company prohibits any threat, discharge, suspension, demotion, other adverse employment action against the team member for the exercise of any right under this policy; or interference with, or punishment for, participating in any manner in an investigation, proceeding or hearing under this policy.

Volunteer Emergency Workers Leave

The Company provides reasonable and necessary unpaid leave to team members who serve as volunteer firefighters, fire police or volunteer members of an ambulance service or rescue squad to respond to an emergency call made prior to the start of the team members' scheduled shift.

Team members must attempt to contact the **Human Resources Department**, or otherwise notify the Company that they have been dispatched to an emergency.

When team members return from leave under this policy they are required to provide the **Human Resources Department** with a statement from the chief or CEO of the volunteer fire company, ambulance service or rescue squad or its affiliated organization confirming that the team member responded to a call, including the time when the team member was dispatched.

Military Leave

In addition to the military leave rights set forth in the Handbook, Pennsylvania team members who serve in the military are entitled to the protections of the Pennsylvania Military Leave of Absence Act (the Pennsylvania Act). Whenever any team member, in time of war or armed conflict, or emergency proclaimed by the Governor or by the President of the United States, enlists or is drafted into the active military service of the United States, the team member will be granted a military leave of absence. So long as a team member is on military leave of absence, the team member will not be removed from employment and the team member's duties are to be performed either by other team members or by a temporary substitute.

While a team member who is a member of the Pennsylvania National Guard is called to active service, the Company will continue health insurance and other benefits for at least thirty (30) days at no cost to the team member. After thirty (30) days, team members can continue coverage, at their own expense, at the Company's rate. The Company will not remove team members from their jobs while on military leave. Military leave expires ninety (90) days after team members leave military service. The Company will re-employ all team members following military leave provided the team members notify the employer of their intent to return within ninety (90) days of leaving military service.

All team members returning to the Company following military leave will be re-employed in the same job or to a position of similar seniority, status, and pay. Team members who are members of retirement systems at the time of entering military leave can continue to make payments to the system or can discontinue payments. Team members who continue payments have their period of military service computed as service for retirement purposes. Those who discontinue payments have their period of service disregarded. Team members that want to continue to pay into the system must notify the **Human Resources Department** in writing within sixty (60) days of the beginning of the military leave.

This policy, and the military leave policy set forth in the Handbook, are intended to grant military leave in accordance with the requirements of applicable state and federal laws in effect at the time a leave is granted. No greater or lesser leave benefits will be granted than those set forth in these laws. In all cases, team members will be eligible for the most generous benefits available under applicable law except that state law will not apply where it is invalid due to federal benefit law preemption.

For information on this leave of absence policy, please contact the **Human Resources Department**.

State Emergency Leave

If you are unable to report to work due to road closures in the county in which you reside, and the road closures are due to a state of emergency declared by the Governor of the Commonwealth of Pennsylvania, your inability to report to work will not be treated as PTO or sick leave. Leave under this policy is unpaid. Please report to your supervisor the day after any absence to confirm that this policy applies to that absence.

Alcohol and Drug Policy

In addition to the provisions of the Alcohol and Drug Policy in the Handbook, please note that although the state has legalized the use of marijuana for medical purposes, the Company does not permit the use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities outside Company Property is strictly prohibited and may result in disciplinary action, up to and including immediate termination.

Bone Marrow and Organ Donor Leave

Employees who have (1) worked 1,250 hours during the 12 months prior to the start of leave, (2) worked at a location where 50 or more employees work or within 75 miles of it, and (3) have worked for the employer for 12 months are entitled to take the same leave available under the federal **Family Medical Leave Act** for the preparation and recovery necessary for surgery related to organ or tissue donation by the employee or the employee's spouse, child, or parent. A donation of bone marrow is considered a donation of tissue.

Employees not eligible for FMLA leave may be eligible to take up to five (5) days of unpaid leave to donate bone marrow or an organ for human transplant. While this leave is unpaid, the Company permits employees to use any accrued, unused PTO/Vacation during their absence.

Employees who wish to request time off under this policy should contact **Human Resources**.

Personnel Records

Upon appropriate written request, team members or their designated representative, with authorization signed by the team member, may review the team member's personnel file. A team member and/or designated representative is limited to one review per calendar year. Records may be inspected at reasonable times during regular business hours in the office where the records are kept. A team member, or designated representative, can take notes regarding the personnel records but cannot remove any part of the files from the Company's premises. They may, however, place a statement in the file if there is an error.

Exempt team members may be provided time off with pay for any of the above described leaves when necessary to comply with state and federal wage and hour laws.

Team Member Acknowledgment and Agreement

By signing below, this acknowledges that I have received copies of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook (“Handbook”) and the Pennsylvania Addendum and I will familiarize myself with their contents. Regardless of what the Handbook or Pennsylvania Addendum says or provides, the Company remains free to repeal, modify or amend the Handbook and/or the Pennsylvania Addendum and to change benefits and all other working conditions, without prior notice.

I acknowledge that nothing in the Handbook or the Pennsylvania Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice.

By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by a member of the Executive Committee.

**MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ,
UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE
TERMS.**

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND
AGREEMENT.

Team Member's Signature

Printed Team Member Name

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

South Carolina Employee Handbook Addendum

Introduction

This Addendum is applicable only to employees working in the state of South Carolina and amends only those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the South Carolina Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the South Carolina Addendum, please do not hesitate to discuss your questions with **the Human Resources Manager**.

South Carolina Policies

AT-WILL EMPLOYMENT DISCLAIMER

OUR COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THE EMPLOYEE HANDBOOK, EITHER YOU OR THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THE EMPLOYEE HANDBOOK, THIS ADDENDUM, OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT OR LIMITS THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE, OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT OTHER THAN AT-WILL.

Signature

Printed Name

Date

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Employee Handbook and in accordance with South Carolina law, the Company is committed to providing equal employment opportunities to all employees without regard to tobacco use outside of the workplace or any other protected status in accordance with applicable federal, state, or local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Employee Handbook, and in accordance with South Carolina law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on tobacco use outside of the workplace or any other protected status in accordance with applicable federal, state, and local laws.

Civic Duties

Jury Duty/Witness Leave: Employees are given the necessary time off without pay to serve on a jury or attend or participate in a court proceeding in accordance with state law. Employees who receive a subpoena or summons to appear in court should notify the **Human Resources Department** immediately so that the Company may plan work with as little disruption as possible.

Pregnancy Accommodations

The Company will provide reasonable accommodations to employees for medical needs arising from pregnancy, childbirth, and related medical conditions, including, but not limited to, lactation or the need to express breast milk for a nursing child to enable such employees to continue performing the essential functions of their jobs. An accommodation will be made to the extent it does not impose an undue hardship on the business.

The Company does not discriminate against applicants or employees based on medical needs arising from pregnancy, childbirth, or related medical conditions. The Company also will not discriminate or retaliate against an employee who requests or uses a reasonable accommodation under this policy.

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

Volunteer Emergency Responder Leave

The Company provides reasonable and necessary unpaid leave to employees who are volunteer firefighters or volunteer emergency medical services responders and who, when acting

as volunteers, are part of the mobilization plan established pursuant to the Firefighter Mobilization Act and are responding to an emergency where the President of the United States has declared a state of emergency or where the Governor of South Carolina has declared a state of emergency in a county in South Carolina.

Isolation and Quarantine Leave

An employee subject to an isolation or quarantine order issued in compliance with state law and pursuant to the South Carolina Department of Health & Environmental Control's (DHEC) orders will be granted unpaid leave.

The Company may require affected employees to use accrued paid or unpaid leave for the time off allowed under this policy. This leave will run concurrently with any other applicable leave.

Please notify **the Human Resources Department** of your need for leave under this policy as soon as practicable.

Exempt employees may be provided time off with pay for any of the above leaves when necessary to comply with state and federal wage and hour laws.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook and South Carolina Addendum and I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook or South Carolina Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may be changed only in a written document signed by a member of the Executive Committee.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Tennessee Addendum

Introduction

This addendum is applicable only to Employees working in the state of Tennessee and amends only those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Tennessee Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Tennessee Addendum, please do not hesitate to discuss your questions with the **Human Resources Department**.

Tennessee Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Employee Handbook, and in accordance with Tennessee law, the Company is committed to providing equal employment opportunities to all Employees and applicants without regard to National Guard membership, off-duty tobacco use, or any other protected status in accordance with applicable Tennessee and local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Employee Handbook, and in accordance with Tennessee law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on National Guard membership, off-duty tobacco use, or any other protected status in accordance with applicable Tennessee and local laws.

Meal Periods

Employees who work six (6) or more hours in a day are required to take a thirty (30) minute duty-free meal period. Employees are completely relieved of their job responsibilities during their meal periods. For this reason, Employees must clock in and out for their meal periods or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the relevant pay period

Civic Duties

Jury Duty Leave: If you receive a call to jury duty, please notify **the Human Resources Manager** immediately and give a copy of your jury duty summons to your supervisor so you're your supervisor may plan the department's work with as little disruption as possible.

Voting Leave: The Company provides Employees with the opportunity to vote in any state or federal election. Employees whose work schedules do not provide at least three (3) consecutive hours during which the polls are open to vote will be provided up to three (3) hours of time off without loss of pay to vote. Employees requesting leave under this policy should provide notice to the **Human Resources Department** by no later than noon (12:00 p.m.) the day before election day.

Voting Machine Technician Leave: The Company provides unpaid leave to full-time Employees who are appointed by a county election commission as a voting machine technician for the day or days when they are required to attend to voting technician technical duties. Employees requesting leave under this policy should provide advance notice, including appropriate documentation in support of their request and dates of the required service, to the **Human Resources Department**.

Breast Milk Expression

Employees will be provided a reasonable unpaid break time each day to express breast milk. This break time may coincide with any break time given to employees. Additionally, reasonable efforts will be made to provide a room or other location in close proximity to the work area, other than a toilet stall, where the employee can express breast milk in privacy.

Volunteer Firefighter Leave

The Company provides reasonable and necessary unpaid leave to Employees who are active volunteer firefighters to respond to fire calls during regular hours of employment. Additionally, Employees who are active volunteer firefighters and who worked for more than four (4) hours the prior day or night as a volunteer firefighter in an emergency may be permitted to take off the next scheduled work period within twelve (12) hours following such emergency as a vacation day or sick leave day without the loss of pay. If the Employee is not entitled to a vacation day or sick leave day, then the Employee may be permitted to take off such work period without pay.

Employees must notify the **Human Resources Department** as soon as possible of the need to respond to a fire call.

The Company may require Employees to submit a written statement from the chief of the volunteer fire department verifying that the time off was used to respond to a fire or serve in an on-call capacity.

Leave under this policy is generally unpaid. However, Employees may elect to use their accrued but unused paid leave. To use paid leave, an eligible Employee must comply with the

Company's normal procedures for the applicable paid leave policy (e.g., call-in procedures, advance notice).

Volunteer Rescue Squad Leave

The Company provides reasonable and necessary unpaid leave to Employees who serve as volunteer rescue squad workers to respond to a qualified emergency.

Employees must make a reasonable effort to notify the **Human Resources Department** prior to their scheduled shift of the call to respond to a qualified emergency. Upon return, Employees should provide appropriate certification from a supervisor or acting supervisor of the rescue squad that includes the date and time of service and that confirms the volunteer was active and necessary for the emergency response.

Leave under this policy is generally unpaid. However, Employees may elect to use their accrued but unused paid leave. To use paid leave, an eligible Employee must comply with the Company's normal procedures for the applicable paid leave policy (e.g., call-in procedures, advance notice).

Civil Air Patrol Leave

The Company provides unpaid leave to eligible Employees who serve as a member of the Tennessee Army and Air National Guard on active duty, the Tennessee State Guard, or Civil Air Patrol and who are called to duty or training.

Employees must give as much notice as possible of the need for leave. Employees must notify the **Human Resources Department** of any updates or changes in the Employee's status while on leave or anticipated return to work. Employees should provide certification of eligibility when requesting leave under this policy.

Tennessee Veterans Day Holiday

The Company is proud to employ veterans and current service members. In addition to the time off provided in our Holidays Policy, all employees who are former members of the armed forces of the United States, or current or former members of a reserve or Tennessee National Guard unit who were called into active military service of the United States, will be provided with [unpaid/paid] time off to celebrate Veterans Day on November 11 each year.

Employees requesting time off under this policy must provide the Company with written notice of their request at least one (1) month in advance and proof of veteran or service member status. The Company, in its sole discretion, may deny an employee's requests for time off under this policy if the requesting employee's absence, alone or on combination with other employees' time off under this policy, would impact public health or safety or cause significant economic or operational disruption to the Company.

Weapons in the Workplace

Possession, use, or sale of weapons, firearms, or explosives on work premises, while operating Company machinery, equipment, or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted under state or local laws. This policy applies to all Employees, including, but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the Employee 's locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the **Human Resources Department. Workplace Bullying Prevention Policy**

Our Company is firmly committed to a workplace free of abusive conduct as defined in this policy.

Recognizing Abusive Conduct

Abusive conduct includes acts or omissions that could cause a reasonable person to believe that based on the severity, nature, and frequency of the conduct, an Employee was subject to an abusive work environment, which can include, but is not limited to:

- Repeated verbal abuse in the workplace, including derogatory remarks, insults, and epithets;
- Verbal, nonverbal, or physical conduct of a threatening, intimidating, or humiliating nature in the workplace; or
- The sabotage or undermining of an Employee 's work performance in the workplace.

Abusive conduct does not include: disciplinary procedures in the Employee Handbook; routine coaching and counseling; reasonable work assignments; individual differences in personal expression; passionate, loud expression without intent to harm others; differences of opinion on work-related concerns; non-abusive exercise of managerial prerogative; etc.

Complaint and Investigation Response Process

Employees who feel they have been subjected to abusive conduct or who witnesses conduct that could violate this policy should report the matter to their supervisor or the **Human Resources Department**. Further, any supervisor made aware of a potential violation of this policy should promptly report the matter to the **Human Resources Department**.

Upon notification of a potential violation, the Company will investigate the conduct thoroughly, objectively, and with sensitivity and respect for all parties. The Company will maintain the confidentiality of each party involved to the extent it does not interfere with the Company's investigation, unless otherwise required by law.

Any Employee engaging in conduct that violates this policy or encourages such conduct will be subject to disciplinary action, up to and including immediate termination of employment. Likewise, supervisors or managers who allow abusive conduct to continue or fail to take appropriate action upon learning of such conduct will also be subject to corrective action up to and

including immediate termination.

Retaliation Is Not Permitted

Employees submitting complaints of abusive conduct can do so without fear of retaliation. Retaliation is any act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual exercising rights under this policy. Any person who retaliates against an Employee for reporting abusive conduct will be subject to disciplinary action up to and including immediate termination of employment.

Confidentiality

The Company will maintain the confidentiality of each party involved to the extent it does not interfere with the Company's investigation, except where otherwise required by law.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy of Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook and Tennessee Addendum and I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook and Tennessee Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may be changed only in a written document signed by a member of the Executive Committee.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Utah Addendum

Introduction

This addendum is applicable only to Employees working in the state of Utah and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook. Together, the Employee Handbook and the Utah Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Utah Addendum, please do not hesitate to discuss your questions with Human Resources.

Utah Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Employee Handbook and in accordance with state and federal law, the Company is committed to providing equal employment opportunities to all Employees without regard to tobacco usage during nonworking hours; status as an emergency service volunteer; or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with state and federal law, the Company strictly prohibits all forms of unlawful harassment, discrimination, and retaliation which includes harassment, discrimination, and retaliation based on tobacco usage during nonworking hours; status as an emergency service volunteer; or any other protected status in accordance with applicable federal, state, and local laws.

Civic Duties

Jury Duty Leave - The Company provides leave to Employees who receive a summons for jury duty. If you receive a summons for jury duty, please notify the **Human Resources Department** immediately and give a copy of your jury duty summons to your manager so that your manager may plan your department’s work with as little disruption as possible.

To qualify for jury duty leave, you must submit a copy of the jury summons or juror questionnaire to your Supervisor and Human Resources as soon as you receive it.

Regular full-time and regular part-time Employees will be paid their regular base rate of pay for a maximum of five (5) workdays. For non-exempt and regular part-time Employees, the pay for jury duty leave will be prorated based upon your regular work schedule, not to exceed eight (8) hours in any one day. If required to serve for more than five (5) days, you may (but are not required to) request PTO or take unpaid leave if needed. Unless otherwise required by state or federal law, time spent serving on a jury in excess of five (5) days will be unpaid for non-exempt Employees. Exempt Employees will continue to receive their regular salary for any week in which they perform any work while on jury duty, pursuant to state and federal law.

Voting Leave - In circumstances where an Employee's work schedule does not provide three (3) hours of continuous off-duty time during the time polls are open, the Company will provide a reasonable amount of paid time off during scheduled work time, up to two (2) hours, for the Employee to vote. Employees who need time off to vote should notify the **Human Resources Department** prior to an Election Day. The Company requires such Employees to submit proof of voting. The Company may, in its sole discretion, specify a time period during which the polls are open for Employees to leave work to vote.

Witness Leave - The Company provides Employees with reasonable and necessary leave to attend or participate in court proceedings. Employees should provide the Company with as much advance notice as possible of their need for leave under this policy.

All regular full-time and regular part-time Employees are eligible to receive witness leave. To qualify for witness leave, you must submit a copy of the subpoena to testify to your Supervisor and the **Human Resources Department** as soon as you receive it.

All regular full-time and regular part-time Employees are eligible to receive their regular base rate of pay for a maximum of five (5) workdays while serving on witness duty leave. For non-exempt and regular part-time Employees, the pay for witness leave will be prorated based upon their regular work schedule, not to exceed eight (8) hours in any one day. If required to serve for more than five (5) days, you may (but are not required to) request PTO or take unpaid leave if needed. Unless otherwise required by state or federal law, time spent serving on witness duty in excess of five (5) workdays will be unpaid for non-exempt Employees. Exempt Employees will continue to receive their regular salary for any week in which they perform any work while on witness duty, pursuant to state and federal law.

Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not

limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee's locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to **the Human Resources Manager** immediately. Violations of this policy will result in disciplinary action, up to and including termination.

Information Technology

To protect the security, confidentiality and integrity of our systems and personal information maintained on our systems, as well as to protect against anticipated threats, hazards or breaches of our security systems, the Company maintains a written Information Security program. Detailed information regarding our program will be provided to employees separate from this handbook. Employees are expected to comply with all requirements of our program. Please see Human Resources if you have any questions or if you do not receive a copy of our written Information Security program.

Volunteer Emergency Services Leave

The Company does not discriminate against Employees who serve as Emergency Service Volunteers. The Company provides Emergency Service Volunteers with unpaid leave when necessary for those Employees to respond to an emergency in connection with their service.

As used in this policy, "Emergency Service Volunteer" includes volunteer firefighters, licensed emergency service personnel, and individuals mobilized as part of a *posse comitatus* (individuals summoned by authorities to aid or assist in an emergency).

Employees must make reasonable efforts to notify the Company of their need for leave as far in advance as possible. The Company may require Employees to provide written documentation supporting their need for leave.

Drug and Alcohol Policy

In addition to the provisions of the Alcohol and Drug Policy in the Company's Employee Handbook, please note that although the state has decriminalized the medicinal use of marijuana, the Company does not permit the medicinal use of marijuana in the workplace. Use of marijuana on Company property or while engaged in work-related activities is strictly prohibited and may result in disciplinary action, up to and including immediate termination. Our drug and alcohol testing policy will be interpreted and enforced consistent with applicable law.

Exempt Employees may be provided time off with pay for any of the above described leaves when necessary to comply with state and federal wage and hour laws.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook and Utah Addendum and I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook or Utah Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by a member of the Executive Committee.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Virginia Addendum

Introduction

This addendum is applicable only to Employees working in the state of Virginia and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”). Employee Handbook. Together, the Employee Handbook and the Virginia Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Virginia Addendum, please do not hesitate to discuss your questions with the **Human Resources Department**.

Virginia Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Virginia law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to race (including traits historically associated with race, such as hair texture or type and protective hairstyles, like braids, locs, and twists), marital status, medicinal use of cannabis oil, or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Unlawful Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with Virginia law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on race (including traits historically associated with race, such as hair texture or type and protective hairstyles, like braids, locs, and twists), marital status, medicinal use of cannabis oil, or any other protected status in accordance with applicable federal, state, and local laws.

Civic Duties

Officer of Election - The Company will provide reasonable and necessary unpaid leave to Employees to serve as an Officer of Election, as that term is defined under state law. Employees requesting leave under this policy should provide Human Resources with reasonable advance notice of the intent to take leave. An employee who serves for four (4) or more hours on their day

of service, including travel time, will not be required to start any work shift that begins on or after 5:00 p.m. or begins before 3:00 a.m. on the day following the day of service.

Leave for Victims or Witnesses of Crimes

The Company provides reasonable and necessary unpaid leave to the extent required by law. As such, Employees who are witnesses to or direct victims of certain, specified crimes under applicable law, may receive unpaid time off from work to attend judicial proceedings related to that crime.

Employees requesting leave under this policy should provide advance notice to the **Human Resources Department**, including a copy of the notice of the proceeding. If advance notice is not possible, the Employee must provide the **Human Resources Department** with appropriate documentation evidencing the Employee's attendance at the judicial proceeding upon returning to work.

Civil Air Patrol Leave

The Company provides unpaid leave to eligible Employees who serve as a member of the Civil Air Patrol, and who are engaged in training for emergency missions with the Civil Air Patrol, not to exceed ten (10) workdays per fiscal year, or who are called to respond to an emergency mission as a Civil Air Patrol volunteer, not to exceed thirty (30) workdays per federal fiscal year. Employees requesting leave shall provide certification that the Employee has been authorized by the United States Air Force, the Governor, or a department, division, agency or political subdivision of the state to respond to or train for an emergency mission and verification from the Civil Air Patrol of the emergency need of the Employee's volunteer service. When requesting leave under this policy, Employees must give as much notice as possible of the need for leave, and while on leave, Employees must provide regular updates regarding their status and return to work date. Upon return to work, the Company may require Employees to provide verification from the Civil Air Patrol of the leave taken. Leave will be provided without loss of seniority, available leave, benefits, or performance rating. The Company will not require a Civil Air Patrol volunteer to use any vacation or paid time off, during the period in which the employee is on Civil Air Patrol leave. However, the employee may choose to do so. The granting of a leave of absence does not guarantee that there will be a position available upon your return from leave. The Company endeavors, however, to place employees returning from leave in their former position, or a comparable position in status and pay.

Military Leave

In addition to the military leave provisions in the Company's Employee Handbook, Employees who work at a location in Virginia may take military leave for required service if they are members of the Virginia National Guard, the Virginia Defense Force, or another state's National Guard.

Pregnancy Accommodations

The Company provides Employees with reasonable accommodations for pregnancy, childbirth, or related medical conditions, unless the reason accommodation would impose an undue hardship on the business. Reasonable accommodations may include, but are not limited to:

- More frequent or longer bathroom breaks;
- Breaks to express breast milk;
- Access to a private location other than a bathroom to express breast milk;
- The acquisition or the modification of equipment or seating;
- A temporary transfer to a less strenuous or hazardous position;
- Assistance with manual labor;
- Job restructuring;
- A modified work schedule;
- Light duty assignments; and
- Leave to recover from childbirth.

The Company will not require an Employee to take leave if the Company can provide another reasonable accommodation that does not impose an undue hardship on the business.

Personnel Records

Upon written request, the Company will provide the employee with a copy of their personnel records. Personnel records may include the employee's dates of employment, wages or salary, job description and job title, any injuries sustained by the employee during the course of employment and other documents. The Company will make every effort to provide a response to the employee's request within thirty (30) days of receipt and will notify the employee if a longer period is required. The Company may charge reasonable fees for supplying copies of the requested documents.

Employee Acknowledgment and Agreement

By signing below, I acknowledge that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”). Employee Handbook and Virginia Addendum and I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook or Virginia Addendum creates or is intended to create a promise or representation of continued employment and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. Both I and the Company have the right to terminate my employment at any time, with or without cause or prior notice. By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by a member of the Executive Committee.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Print Full Name

Signature

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]

Washington Addendum

Introduction

This addendum is applicable only to employees working in the state of Washington and only amends those provisions of the Employee Handbook that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”)(“Company”) Employee Handbook. Together, the Employee Handbook and the Washington Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company’s current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Washington Addendum, please do not hesitate to discuss your questions with the **Human Resources Department**.

Washington Policies

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Employee Handbook the Company is committed to providing equal employment opportunities to all employees and applicants without regard to marital status, religion, creed, sexual orientation, gender, gender identity or expression, obesity, disability (including use of a service animal by a person with a disability, sensory, mental or physical disability, or the results of HIV and/or Hepatitis C tests), military or honorably discharged veteran status, pregnancy, or any other protected status in accordance with applicable federal, state and local laws.

Policy Against Harassment, Discrimination, and Retaliation

In addition to the protected statuses listed in the Employee Handbook the Company strictly prohibits all forms of harassment and discrimination, which includes harassment and discrimination based on marital status, religion, creed, sexual orientation, gender, gender identity or expression, obesity, disability (including use of a service animal by a person with a disability, sensory, mental or physical disability, or the results of HIV and/or Hepatitis C tests), military or honorably discharged veteran status, pregnancy, or any other protected status in accordance with applicable federal, state and local laws.

Examples of Prohibited Sexual Harassment: Sexual harassment includes a broad spectrum of conduct. By way of illustration only, and not limitation, some examples of unacceptable behavior include:

- Unwanted sexual advances;
- Offering an employment benefit (such as a raise, promotion or career advancement) in exchange for sexual favors, or threatening an employment detriment (such as termination or demotion) for failure to engage in sexual activity;
- Visual conduct, such as leering, making sexual gestures, and displaying or posting sexually suggestive objects or pictures, cartoons or posters;
- Verbal conduct including but not limited to: sexually derogatory comments, epithets, slurs and jokes; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; derogatory comments related to gender or stereotypical gender roles; subtle or obvious pressure for unwelcome sexual activities; sexually suggestive or obscene letters, notes, emails, or texts; conversations, stories, comments or jokes about a person's sexuality or sexual experience; unwelcome questions about a person's sexuality or gender identity or expression. sexual advances, propositions, requests or comments;
- Sending or posting sexually-related messages, videos or messages via text, instant messaging, or social media, whether through Company or personal devices;
- Verbal abuse of a sexual nature, comments about an individual's body, sexually degrading words used to describe an individual,
- Suggestive or obscene letters, notes or invitations;
- Physical conduct, such as touching, groping, assault, or blocking movement;
- Verbal abuse concerning a person's characteristics such as pitch of voice, facial hair or the size or shape of a person's body, including remarks that a male is too feminine, or a woman is too masculine.
- Unwelcome questions about a person's sexuality or gender identity or expression.;
- Making or threatening retaliatory action after receiving a negative response to sexual advances;
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity or expression, or the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's work, workstation, tools or equipment, or other interference with the individual's ability to perform the job;
 - Ignoring or ostracizing them;
 - Yelling or name-calling.
- Degrading comments in the form of sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how persons of a specific sex should act or look.

This list is not exhaustive. Other actions not listed above could constitute unlawful sexual harassment /or a violation of this policy and be subject to corrective action.

Examples of Other Prohibited Harassment: In addition to sexual harassment, the Company prohibits harassment concerning any other protected characteristic. By way of illustration only, and not limitation, such prohibited harassment includes:

- Racial or ethnic slurs, jokes, epithets, or any other offensive remarks;
- Jokes, whether written, verbal, or electronic based on a protected characteristic;
- Threats, intimidation, and other menacing behavior;
- Inappropriate verbal, graphic, or physical conduct;
- Sending or posting harassing messages, videos or messages via text, instant messaging, or social media; and
- Other harassing conduct based on one or more of the protected categories identified in this policy.

If you have any questions about what constitutes harassing behavior, ask your supervisor or another member of management.

Location and Timing of Prohibited Conduct

Harassment prohibited by our policies is not limited to conduct that takes place at our physical workplace. It can occur during travel, at events sponsored by the Company, or via phone, email, text, or social media. Such behavior can also occur outside of scheduled work time. Employees who engage in conduct prohibited by our policies outside of the workplace or outside of work hours will be subject to corrective action.

Everyone should take collective responsibility for ending harassment in the workplace. An employee who has been the victim of harassment does not need to confront the harasser in order for a complaint, investigation, and corrective action to take place. Any employee who believes they have witnessed or experienced prohibited harassment may, if they choose to and can do so safely, inform the harassing person that such conduct is unwelcome and offensive and must stop. Regardless, employees who believe they have witnessed or experienced prohibited harassment should utilize the reporting procedure set out in the main handbook. Your notification of any problem to us is essential so we can address it.

No Retaliation

As discussed in the main handbook, we are committed to prohibiting retaliation against those who themselves or whose family members report, oppose, or participate in an investigation of alleged unlawful harassment, discrimination, or other wrongdoing in the workplace. By way of example only, participating in such an investigation includes, but is not limited to:

- Filing a complaint with a federal or state enforcement or administrative agency;
- Participating in or cooperating with a federal or state enforcement agency conducting an investigation of the Company regarding alleged unlawful activity;
- Testifying as a party, witness, or accused regarding alleged unlawful activity;
- Making or filing an internal complaint with the Company regarding alleged unlawful activity, including harassment;
- Reporting that another employee has been unlawfully harassed; and

- Assisting another employee who is engaged in any of these activities.

Retaliation means an adverse employment action that would discourage a reasonable person from coming forward to make a report. Some examples include termination, demotion, threatening text messages, retaliatory harassment by a supervisor or co-worker, or a disciplinary action based on false reasons where retaliation is the substantial motivating factor for the action.

If you experience or witness discrimination, harassment or retaliation, please report the incident immediately using the reporting procedures set out in the main handbook.

Requests For Disability Or Religious Accommodations

The Company is committed to complying with all laws protecting qualified individuals with disabilities, as well as employees' religious beliefs and observances. This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment. The company will provide a reasonable accommodation for any known physical or mental disability of a qualified individual and/or employees' religious beliefs and observances, provided the requested accommodation does not create an undue hardship for the company and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual.

If you require an accommodation to perform the essential functions of your job and/or for your religious beliefs or observances, you must notify your manager or the **Human Resources Department**. Once we are aware of the need for an accommodation, we will engage in an interactive process to identify possible accommodations.

If you believe that you have been treated in a manner not in accordance with this policy, notify us immediately by contacting the **Human Resources Department**. The Company strictly prohibits retaliation for utilizing this procedure.

Meal and Rest Breaks

The Company will provide non-exempt employees with a thirty (30) minute duty-free meal period, which should begin between the second and fifth hour of work. Employees who are scheduled to work three or more hours beyond their normal work day will be provided an additional thirty (30) minute, duty-free meal period. Employees are completely relieved of their job responsibilities during their meal periods. Employees must clock in and out for their meal periods, or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to confirm that they have taken all of their daily meal periods during the relevant pay period.

The Company provides non-exempt employees with a ten (10) minute paid rest period for every four (4) hours worked. Rest breaks should be taken as near to the middle of the four-hour work period as possible, and no later than the end of the third hour worked. Employees are expected to schedule their rest periods at their own discretion under these guidelines unless instructed otherwise by a supervisor.

Rest periods are counted as hours worked, and thus, employees are not required to record their rest periods on their timesheets or time cards. Rest periods may not be waived. They also may not be used to arrive late, shorten your workday, lengthen a meal period, or be accumulated for any other purpose. Employees may be required to confirm that they have taken all of their rest periods during the relevant pay period.

Lactation Accommodation

The Company will provide a reasonable amount of break time for you to express breast milk for your child. We will also make a reasonable effort to provide you with the use of a room or other location in close proximity to your work area, for you to express milk in private.

Your break time should, if possible, be taken concurrently with meal and/or rest periods already provided. Such breaks are unpaid. Non-exempt employees should clock out for additional lactation breaks that do not run concurrently with normally scheduled meal and/or rest periods.

The Company additionally will provide you with a room or place, other than a restroom, to express breast milk in private. Contact the Human Resources with any questions.

Paid Sick Leave

Eligibility

This policy applies to any Employees who are ineligible for the Company's PTO as detailed in the Employee Handbook. To the extent there is any conflict between this policy and the Company's PTO policy, the Company will provide the greater of the two benefits.

All Washington employees ineligible for the Company's PTO are eligible to accrue and use Paid Sick Leave ("PSL") under this policy as required by Washington's Paid Sick Leave law, Chapter 49.46 RCW and Tacoma's Paid Sick Leave Law, TMC 18.10.

For purposes of this Policy, a benefit year is defined as a calendar year.

Accrual Amount

All eligible employees will accrue PSL at a rate of one (1) hour for every forty (40) hours worked. PSL does not accrue for hours not worked, such as periods of approved leave or vacation.

Tracking Available Time

Employees will be notified at least monthly, either via each paycheck or by other means, of their amount of PSL accrued since the last notification, PSL reductions since the last notification, and any unused PSL available for use.

Waiting Period for Use

Employees may begin using available PSL on the 90th calendar day of their employment.

Carryover

Employees may carry over up to 40 hours of any available, unused PSL hours to the following benefit year. All other unused hours are forfeited.

Increments of Use

Employees must use PSL in 30-minute increments.

Reasons for Use

Employees can use PSL for the following reasons:

- To care for their own or a covered family members' mental or physical illness, injury, or health condition, including diagnosis and preventive medical care.
- When the employee's place of business has been closed by order of a public official for any health-related reason.
- When the employee's child's school or place of care has been closed by order of a public official for any health-related reason.
- For the reasons set forth herein in the Domestic Violence Leave policy.

PSL may not be used for vacation.

For purposes of this Policy, "*family member*" includes the employee's child, grandchild, spouse, registered domestic partner, sibling, grandparent, parent, stepparent, and parent-in-law as these terms are defined in Washington's Paid Sick Leave Law, RCW 49.46.210. "Child" means a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status.

How to Request PSL

If your need for PSL is *foreseeable*, you must submit a written request at least ten (10) days in advance of using the PSL, or as early as possible. Employees should provide the written request to his or her direct supervisor or to the **Human Resources Department**. When possible, the request should include the expected duration of the absence. When the use of PSL is foreseeable, the employee must make a reasonable effort to schedule the use of PSL in a manner that does not unduly disrupt the company's operations.

If your need for PSL is *unforeseeable* (e.g., emergency illness), you must notify your manager or the **Human Resources Department** as soon as you know you will be absent, pursuant to the Attendance and Punctuality Policy. Absent emergency or other exigent circumstances employees are required to call in before their regularly scheduled starting time. If you are unable to provide notice personally, notice may be provided by your spokesperson (e.g., spouse, domestic partner, adult family member, or other responsible party).

For PSL use related to domestic violence, sexual assault, or stalking, employees must provide oral or written notice to a direct supervisor or to the **Human Resources Department** no later than the end of the first day of use of this leave.

Documentation

Employees who are absent for more than three consecutively scheduled workdays will be required to provide reasonable documentation to verify the need for PSL. This may include documentation signed by the appropriate health care provider indicating that the PSL was necessary or, in the case of time off for reasons related to domestic violence, sexual assault, or stalking that affects the employee or the employee's covered family or household member, a police report, a court order, documentation that the employee or the employee's family or household member is experiencing domestic violence, sexual assault, or stalking, or an employee's written statement. However, to protect employee (and family member) privacy, employees generally do not need to disclose the underlying reason for a medical or dental appointment, any specific diagnosis related to a medical condition, or details regarding domestic violence, sexual assault, or stalking.

If providing the verification for the need for PSL would result in an unreasonable burden or expense, please contact the **Human Resources Department**.

PSL Rate of Pay

An employee's PSL pay is calculated at the employee's normal hourly compensation. Please consult the **Human Resources Department** for detailed information on how the rate of your PSL pay is calculated and the amount you are entitled to receive.

Concurrent Leave

Some circumstances that allow an employee to use PSL also may qualify for leave under applicable federal, state, or other local laws (e.g., Washington's domestic violence leave law, leave taken due to an employee's disability, or pregnancy disability leave). All applicable leaves will run concurrently to the fullest extent permitted by law. Please refer to the Company's other leave policies for more information.

PSL Upon Re-Hire

If an employee separates from the Company and is rehired within twelve months, the Company will notify the employee of their previously accrued, unused PSL that will be reinstated and available for use upon rehire. If an employee separates from the Company and is rehired more than twelve months later, then previously accrued unused PSL is not reinstated, and the employee is treated as a new hire under this policy.

No Cash-Out of PSL

Unused PSL has no monetary value. It is not cashed out at any time during employment or upon separation of employment. Employees who are terminated, resign, retire, or are otherwise separated from employment will not receive any pay-out for any unused PSL.

No Retaliation/Discrimination

We strictly prohibit any retaliation for an employee's lawful use of PSL, and we will not take any adverse action against an employee because the employee has exercised their rights provided under Washington's Paid Sick Leave Law. However, employees who misuse or abuse this policy, e.g., misrepresent the reason for use of PSL or use PSL hours for vacation, may be disciplined. Please immediately report any concerns to your manager or the **Human Resources Department**.

Domestic Violence Leave

The Company provides reasonable and necessary leave time to employees who are victims of domestic violence, sexual assault, or stalking or who have covered family members who are victims of such crimes to:

- Obtain legal or law enforcement assistance or remedies to ensure their own or their family members' health and safety, including participation in legal proceedings;
- Seek treatment by a health care provider for related physical or mental injuries to themselves or to attend such treatment of their family members;
- Obtain or assist family members in obtaining services from social services programs, such as a domestic violence shelter or rape crisis center;
- Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or their family member was a victim; or
- Participate in safety planning or other activities, including temporary or permanent relocation, to guard against future incidents of domestic violence, sexual assault, or stalking.

Covered family members, for purposes of this policy, include an employee's child (biological, adopted, foster child, stepchild, legal ward, or a child of a person standing in loco parentis who is under 18 years of age or incapable of self-care because of a disability), spouse, registered domestic partner, parent (biological, adoptive, or an individual who stood in loco parentis to an employee when the employee was a child), parent-in-law, grandparent, or person with whom the employee has a dating relationship.

Employees may take leave under this policy intermittently or as a reduced work schedule. Employees must provide the Company with as much advanced notice as practicable of their need for leave. If advance notice is not possible, employees must notify the Company of the need for leave no later than the end of the first day of leave. Additionally, the Company may require written documentation to support an employee's request for leave under this policy, however, such request will not include information that might compromise the employee's safety or the safety of their

family members. The company will also provide reasonable safety accommodations to employees who are victims of domestic violence, sexual assault, or stalking.

This leave is generally unpaid, unless the employee elects to use accrued PSL or other available paid leave benefits. **Employees may also elect to use any available paid vacation benefits.** Leave under this policy may run concurrently with the federal Family and Medical Leave Act and/or any other applicable leave as permitted under federal, state, or local law.

Family Care Act

In accordance with the Washington State Family Care Act, employees who are eligible for paid time off, including time allowed under certain disability policies, may use any accrued paid time off for family care leave.

Family care leave may be used to care for a child with a health condition that requires supervision or treatment, or to care for a spouse, registered domestic partner, parent, parent-in-law, or grandparent with a serious health or emergency condition.

Employees taking family care leave only may use any accrued paid leave. The amount of leave under this policy is limited to actual accrued leave; employees cannot take advances on their paid leave to use for leave under this policy.

Parental Leave

The Company provides employees who are adoptive parents or stepparents the same leave under the same terms as the Company grants to biological parents.

Family Military Leave

The Company provides up to fifteen (15) days of unpaid leave to employees who work on average at least 20 hours per week and who are the spouse or registered domestic partner of a member of the armed forces of the United States, national guard, or reserves who has been notified of an impending call or order to active duty or has been deployed during a period of military conflict. This leave is limited to fifteen (15) days per deployment and is available only after the military spouse has been notified of an impending call or order to active duty and is limited to the time before deployment or when the military spouse is on leave from deployment.

Employees requesting leave under this policy should notify the **Human Resources Department** within five (5) days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Leave under this policy is generally unpaid. However, employees may elect to use their accrued but unused paid leave. In order to use paid leave, an eligible employee must comply with the Company's normal procedures for taking leave.

Paid Family and Medical Leave

Paid Family and Medical Leave (PFML) is a statewide insurance program available to eligible Washington employees. It provides paid time off to give or receive care for Qualifying Events defined by the PFML law. The program is funded by premiums paid by employees. It is administered by the Employment Security Department (ESD). Employers collect the premiums and send them to ESD. We do not discriminate or retaliate against employees who take or request PFML.

If you have questions, please ask the **Human Resources Department** or visit paidleave.wa.gov.

Pregnancy/Childbirth Disability Leave

If an employee is sick or temporarily disabled because of pregnancy or childbirth, the employee is entitled to leave for the duration of this sickness or temporary disability if needed. Employees who seek pregnancy or childbirth-related disability leave will be required to provide a health care provider's statement to verify the length of leave needed. During this leave, the employee may choose to use any accrued PSL or PTO to cover some or all of the absence. Otherwise, the leave will be unpaid unless PFML or other benefits apply. Group health and other benefits will be handled in the same manner as for any other similar pregnancy or non-pregnancy related absence.

Leave under this policy will run concurrently with any other leave rights as allowed by law.

Pregnancy Accommodations

The Company provides reasonable accommodations to employees for health conditions related to pregnancy, childbirth, or physical recovery from childbirth. When an employee requests leave or an accommodation under this policy, the Company will engage with the employee in a timely and good-faith interactive process to determine effective, reasonable accommodations for the employee, which may include, but are not limited to:

- More frequent, longer, or flexible bathroom breaks.
- Providing seating or permission to sit more frequently.
- Limit lifting objects heavier than seventeen (17) pounds

Unless the Company determines that doing so would cause a significant difficulty or expense, the Company will also provide the following pregnancy-related accommodations, subject to provision of medical documentation of the employee's need:

- Job modification such as changing a work schedule, temporary reassignment to a vacant position, changing a workstation, or providing different tools and equipment.
- A temporary transfer to a less hazardous or strenuous position.
- Assistance with manual labor and limits on lifting.
- Flexible scheduling for prenatal visits
- Other accommodations as needed, including leave.

The Company prohibits retaliation against an employee for requesting or using leave or an accommodation under this policy. For more information about this policy please the **Human Resources Department**.

Personnel Files

Upon request, an employee may review the information in the employee's personnel file. The Company will make the personnel file available within a reasonable period of time after the request is made. Employees may place a statement in their personnel file if they disagree with a document contained in the file. Personnel files do not include information relating to criminal investigations or records compiled in preparation for impending litigation that would not be available to another party.

Alcohol and Drug Policy

In addition to the provisions of the Alcohol and Drug Policy in the Company's Employee Handbook, please note that although the state has legalized the use of marijuana, the Company does not permit the use of marijuana in the workplace. Employees are also prohibited from being under the influence of alcohol or cannabis products while at work. Use of marijuana or THC containing products on Company property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge. Off-duty alcohol and cannabis use, while generally not prohibited by this policy, must not interfere with your ability to perform the essential functions of your job.

Exempt employees may be provided time off with pay for any of the above-described leaves when necessary to comply with state and federal wage and hour laws.

Employee Acknowledgment and Agreement

By signing below, this acknowledges that I have received a copy of the Bridge Investment Group Holdings LLC; Bridge Property Management, LC; and Bridge Commercial Real Estate LLC (hereinafter referred to individually and/or collectively as the “Company”) Employee Handbook and Washington Addendum and I will familiarize myself with its contents.

I acknowledge that nothing in the Employee Handbook or Washington Addendum creates or is intended to create a promise or representation of continued employment or an enforceable promise of specific treatment in a specific situation and that my employment, position, and compensation at the Company are at-will, shall be for no specific duration, and may be changed or terminated at the will of the Company. **Both I and the Company have the right to terminate my employment at any time, with or without a reason or prior notice.**

By signing below, I certify that I understand that employment at-will is the sole and entire agreement between myself and the Company concerning the duration of my employment and the circumstances under which my employment may be terminated. This acknowledgment supersedes all prior agreements, understandings, and representations (whether written or oral) concerning the duration of my employment with the Company and/or the circumstances under which my employment may be terminated. My employment-at-will status may only be changed in a written document signed by a member of the Executive Committee.

BY SIGNING THIS DOCUMENT, IN WRITING OR ELECTRONICALLY WITH EACH HAVING THE SAME POWER AND ENFORCEABILITY, I ACKNOWLEDGE THAT MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, AND UNDERSTAND TO ALL OF THE ABOVE TERMS.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT.

Signature

Print Full Name

Date

[RETAIN IN EMPLOYEE PERSONNEL FILE]