



# Be Present

All Thompson Thrift team members are encouraged to value and prioritize the health of their team members and their families. While our primary, work-from-the-office position remains, team members should feel the flexibility and support to prioritize and participate in family occasions, significant happenings, and unanticipated events (Family Events). If work continues to be completed in a diligent and timely manner, all managers should allow each team member the flexibility to be absent from the workplace during office hours to prioritize their family whenever possible. All team members are expected to remain highly committed to the elements of our organization that have led to our company's success.

These elements include:

- Positively impacting team members and our culture by being present in the workplace whenever possible
- Creating work relationships, culture, community, and a work environment in which people can flourish both professionally and personally
- Service - Opportunities to serve both inside and outside of the company
- Excellence - Sharpening one another to achieve the highest quality results
- Leadership - Providing leadership opportunities and discovering leadership potential
- Driving Results – Aggressively and continuously driving for increased quality and productivity
- Instilling Trust - Expediting the speed of operations by displaying high character and strong competency
- Communicating Effectively - Utilizing all communication tools, including in-person interactions, to ensure clarity, professionalism, and appropriateness in all communication
- Displaying Curiosity - Providing opportunities for team members to ask questions, press for new ideas/answers, and always pursue process improvement

Team members should work diligently and must communicate with their supervisor regarding time out of the office.





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## Family Impact Work Policy

### Corporate Office Personnel

The following applies to all Thompson Thrift corporate office-based team members. It includes TTD and TTC team members in Terre Haute, Indianapolis, Houston, Denver, and Phoenix.

Team members may work from anywhere up to four days per month. These four days are subject to the following:

- Approval from their supervisor
- An ongoing record of high performance
- Recording the time in ADP under a newly created code labeled WFA
- A continued record of high productivity during these days
- These days do not roll over and must be utilized within the month for which they are designated

### Construction Field Personnel Policy

The aforementioned Corporate Office Personnel policy is not applicable.

TTC field team members may work from anywhere up to two days per month. This will apply to all field teams (regardless of proximity to home).

- Approval from their supervisor
- An ongoing record of high performance
- Recording the time in ADP under a newly created code labeled WFA
- A continued record of high productivity during these days
- These days do not roll over and must be utilized within the month for which they are designated

Team members must be available for phone calls and appointments and have a good internet connection in case they need to participate in a call, send an email, or review a document or drawing.

Superintendents and Assistant Superintendents are not to use WFA concurrently. This is to ensure experienced supervision is always available on the job site.





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## Community Management Personnel Policy

The aforementioned Corporate Office Personnel policy is not applicable.

Community Management field team members will be allowed to work flexible hours provided the following:

- The leasing office remains open and appropriately staffed as per the communities' posted hours – M-F 9-6, Sat 10-5 and Sunday 12-5. This may result in the office being opened and manned for more hours than posted.
- Schedules must be pre-approved weekly by the Regional Manager.

## Working Expectations

These modified work arrangements will be established contingent upon the organization and team members' ability to maintain productivity. Allowing team members to work from anywhere (WFA) is a pilot program that will be assessed regularly and may be modified or discontinued at any time, in whole or part, and at the request of either the team member or the organization.

The SVP must approve any exception(s) to this policy of Human Resources, Chief Operating Officer, and Managing Partner/President of the appropriate company.

The Family Impact Work Policies in no way change the terms and conditions of employment with Thompson Thrift.

All team members are expected to work from their designated office workspace during regular work hours (Monday through Friday 8-5) unless absent for a family event, traveling on business, or utilizing a WFA day. Each team member is expected to maintain the same level of productivity, communication, and professionalism whether working in the office or from an alternative location

## Time Worked

All team members must use the ADP WFA code for time worked under the policy. New hires need to complete 90 days of service prior to the request or use of WFA. Team members with a modified work arrangement who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Thompson Thrift's time-keeping system. Hours worked more than those scheduled per day and per workweek require the advance approval of the team member's supervisor. Failure to comply with this requirement may result in termination of the WFA days policy for any team member who does not adhere to this policy.



**Family Impact  
Benefits Program**





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## Team Member Responsibility

This policy is not designed to be a replacement for appropriate childcare, and it is expected that childcare will be arranged as if the team member is working in a normal office arrangement. Although an individual team member's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands.

## Security

Consistent with the organization's expectations of information security for team members working at the office, those utilizing modified work arrangements will be expected to ensure the protection of proprietary company and customer information accessible from their home office and or alternative work location. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

## Best Practices

In addition to working expectations, time worked, and team member responsibility Supervisors should monitor work from anywhere (WFA) days as below:

- Ensure that team members do not take more than (2) Fridays per month.
- Ensure that the Business Unit/Department has adequate coverage in the office.
- On any given day with PTO/WFA, each Business Unit/Department should have team representation in the office.
- Team members should plan as much as possible in advance for work from anywhere days (WFA).
- Team members should seek approval for WFA days just as they would with PTO.

