



Virginia Associate Handbook Amendment

Jury Duty

Beyond Edifice Protection Group Inc.'s standard Jury Duty policy, if an associate is summoned and appears for jury duty for four or more hours, including travel time, in one day will not be required to start any work shift that begins at or after 5 p.m. on the day of appearance for jury duty or begins before 3 a.m. on the day following the day of appearance for jury duty.

Crime Victim Leave

In the event an associate of Edifice Protection Group Inc. finds himself or herself victim of a crime, EPG allows the associate time off to appear at all criminal proceedings related to the case. All leave associated with being a victim of a crime is considered as unpaid time off and associates will receive no compensation from EPG during their time away. EPG does not discriminate against associates that were victims of a crime nor does any absence in relation to Crime Victim Leave affect EPG associate's rights, compensation or other privileges of employment.

EPG requires that associates provide a copy of the form provided to the associate by the law-enforcement agency and, if applicable, provide the employer a copy of the notice of each scheduled criminal proceeding that is provided to the associate as a victim.

EPG may limit the crime victim leave in the event the absence of the associate places undue hardship to EPG's business.

Virginia Voting Leave

EPG respects individuals' rights as voters. Associates, who are scheduled for their work shift and are required to be at their place of work including commuting to and from for 11 or more of the 13 hours that polls are open, do have the right to participate in elections by way of absentee ballot.

Applications for absentee ballots must contain the reason the applicant cannot vote, the name of their business or employer, the address of their place of work, and the hours they will be at the workplace on Election Day.



Election Officers

Any EPG associate that serves as an officer of an election and provides reasonable notice to EPG will be granted unpaid time off.

Associates serving as an election officer will not be required to start work after 5 p.m. on the day of the election or start work before 3 a.m. on the day following their day of service.



Acknowledgement of State Associate Handbook Amendments

I hereby acknowledge that I have received a copy of my state’s amendments of the associate handbook and have read and understand all of its provisions. I agree to abide by the provisions of these Amendments at all times during my employment.

I understand that the Company retains the right and sole discretion to modify, delete, or add to any of the policies set forth in the Amendment, and the President of the Company may do that only in writing. I understand that no supervisor has the authority to modify, delete, or add to the policies in the Amendments, and that in the event of a conflict between the terms of the Amendment and anything told to me by a supervisor or co-worker, the terms of the Amendment and state law shall govern.

Associate Signature

Date Signed

Print Associate Name