



ALAMO TRUST, INC.

EMPLOYEE HANDBOOK

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Welcome to the Alamo!

INTRODUCTION

This handbook is designed for employees of the Alamo Trust, Inc. (“the Alamo” or “ATI”). The handbook is intended to acquaint you with ATI, and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It is not meant to contain the answer to every question or to address every circumstance; rather it is a general guide. It describes many of your responsibilities as an employee and outlines the programs developed by ATI to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. As ATI continues to grow, the need may arise, and ATI reserves the right, to revise, supplement, or rescind any policies or portions of the handbook as it deems appropriate, in its sole and absolute discretion at any time, with or without advanced notice.

Additional policies and procedures that are being or may be developed and will be made available through the HR Department. In addition to this handbook, ATI will also provide a detailed Security Procedure Handbook and Employee Evaluation Guidelines.

EMPLOYMENT

DURATION OF EMPLOYMENT

All employees of the Alamo are employed at-will. This means that employees are free to resign from their employment at any time, just as the Alamo is free to terminate an employee's employment for any lawful reason, at any time, with or without cause or notice. This handbook is not a contract, and employees should not rely on anything contained in this employee handbook as binding on ATI. All the Alamo employees will remain "at-will" employees for the duration of their employment. An employee's "at-will" status can never be altered or changed in any way by an oral or collateral statement or agreement, unless the statement or agreement is in writing signed by the Chief Executive Officer and expresses the intent to alter the "at-will" status. The employee's supervisor does not have the authority or ability to change the employee's "at-will" status.

The employment at-will relationship remains in effect regardless of any statement made in this handbook, the ATI's policies or practices or any other written or oral communications, except as described above. The conferral of regular status does not change an employee's status as an employee-at-will or in any way restrict the ATI's right to terminate such an employee or change the terms or conditions of employment.

The introductory period, beginning at the time of employment, refers only to the waiting period for an employee to become eligible for certain benefits. It is not to be construed in any way as a contractual agreement to modify the employment-at-will status.

In the event state law differs from local policy and procedures, the state law will take precedence and supersede local policies and procedures.

OPEN DOOR POLICY

ATI believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If you have concerns about work conditions or compensation, you are strongly encouraged to voice these concerns openly and directly to your immediate supervisor, the HR Director or the Chief Executive Officer of the Alamo.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that ATI amply demonstrates its commitment to employees by responding effectively to employee concerns.

In an effort to protect and maintain direct employer/employee communications, we will resist third-party representation, within applicable legal limits, and protect the right of employees to speak for themselves.

If and when employees examine the option of representation by individuals outside ATI, we strongly encourage careful consideration of related issues such as regular deductions from paychecks for representation fees, the potential for outside interference with supervisory relationships, and the commitment to comply with directions from third parties.

CONFLICT OF INTEREST

The Alamo Trust, Inc. takes pride in operating with the highest moral and ethical standards. ATI expects integrity, straight forwardness and honesty of its employees. The ATI's business will be carried out in compliance of applicable laws and regulations so that neither ATI nor any of its employees would be placed at risk by full disclosure of the facts.

The following list includes examples of behavior or conduct, which may be grounds for disciplinary action up to and including termination:

- Engaging in relationships or activities, which conflict or seem to conflict with carrying out of ATI duties and responsibilities.
- Providing services to outside concerns, which do business with ATI, without prior specific written approval from ATI.
- Engaging in outside employment, which may discredit ATI or affect how the employee carries out ATI duties.
- Using his/her association with the ATI or the Texas General Land Office ("GLO") in conducting personal affairs.
- Using any GLO or ATI asset for personal use without advanced approval from the Employee's Supervisor or the CEO.
- Borrowing or unauthorized use of GLO or ATI funds, supplies, equipment, or other property.
- Acceptance or offering of bribes and/or kickbacks to include any form of gifts, cash or merchandise that would in any way be influential or used in exchange for favorable treatment by ATI.
- Disclosing, disseminating or otherwise publishing confidential ATI information without prior express written permission from the CEO.

This list is not all-inclusive. Anyone having knowledge of violation is expected to report it immediately to the Chief Executive Officer. ATI policy prohibits acts of intimidation, threats, coercion or discrimination against individuals providing information or assisting with an investigation.

Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

We believe that all employees and applicants for employment have an equal right to be treated fairly and with dignity. We believe in treating employees and applicants for employment, according to their experience, talent and qualifications for the job without regard to their race, religion, color, national origin, gender, sexual orientation, genetic information, age (if forty or over), veteran status, disability, association with a disabled individual, or any other characteristic protected by law.

Our policy of equal treatment covers all employment decisions, including recruitment, hiring, placement, promotions, transfer, layoffs or termination, rates of pay, employee benefits and selections for training.

AMERICANS WITH DISABILITIES ACT (ADA)

It is policy of ATI that employees with a serious medical condition are allowed to continue working, providing the employee performs the essential duties with or without reasonable accommodation. Accommodation under the American's with Disabilities Act ("ADA") does not imply a permanent contract of employment or revocation of the Employment-at-will policy.

Employees with a medical condition or a disability who seek a modification of their job description or a modification of the working conditions should request such an accommodation from their immediate Supervisor or Payroll/Human Resources Administrator.

Medical documentation of the condition is required in order for ATI to make an informed determination as to whether the requested accommodation can reasonably be granted. The employee may suggest the accommodation sought. However, ATI retains the right to reject or substitute a suggested accommodation in compliance with the statutes as governed under the ADA. A written determination of whether a requested accommodation can be granted will be provided to the employee. ATI will uphold all federal, state, and local statutes of employment opportunities for those who qualify under the law, without discrimination or retaliation.

LIFE-THREATENING ILLNESSES IN THE WORKPLACE

Employees with life-threatening illnesses, such as cancer, heart disease, HIV and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. ATI supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, ATI will make reasonable accommodations, in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. ATI will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Payroll/Human Resource Administrator for information and referral to appropriate services and resources.

ANTI-HARASSMENT POLICY

It is the policy of ATI to maintain a working environment which encourages mutual respect, promotes respectful and congenial relationships between employees and is free from all forms of harassment of any employee or applicant for employment by anyone, including supervisors, co-workers, vendors, visitors or customers. Harassment in any manner or form is expressly prohibited and will not be tolerated by ATI. Accordingly, ATI management is committed to vigorously enforcing this policy against harassment, including but not limited to sexual harassment, at all levels within ATI.

All reported or suspected occurrences of harassment will be investigated. Where inappropriate behavior is determined to have occurred, ATI will take appropriate disciplinary action, including written warnings and possible suspension, transfer and/or termination.

ATI will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation of same.

1. The term “harassment” includes but is not limited to unwelcome slurs, jokes, verbal comments, display of graphically offensive material, or physical contact or derogatory comments relating to an individual’s race, religion, sex, sexual orientation, age, national origin, or disability.

2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - Submission to such conduct is an explicit or implicit term or condition of employment or promotion;
 - Employment decisions are based on an employee's submission to or rejection of such conduct; or,
 - Such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

3. The term "harassment" may also include conduct of employees, supervisors, vendors and/or customers who engage in verbally or physically harassing behavior which has the potential for humiliating or embarrassing an employee of ATI.

Reporting Procedure

ATI provides its employees with a convenient and reliable method for reporting incidents of harassment, including sexual harassment. Any employee who feels that they have been or are being harassed, or discriminated against, is encouraged to immediately inform the alleged harasser that the behavior is unwelcome. In most instances, the person is unaware that their conduct is offensive and when so advised can easily and willingly correct the conduct so that it does not reoccur. If the informal discussion with the alleged harasser is unsuccessful in remedying the problem or if such an approach is not possible, the employee should immediately report the complained-of conduct to their Department Director, the CEO or the Human Resources Administrator. The report should include all facts available to the employee regarding the harassment.

Confidentiality

All reports of harassment will be treated seriously. However, absolute confidentiality is not promised, nor can it be assured. ATI will investigate of any complaint that will require limited disclosure of pertinent information to certain parties, including the alleged harasser.

Investigative Procedure

Once a complaint is received, ATI will begin the investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

Once the investigation is completed, a determination will be made regarding the validity of the harassment allegations. If it is determined that a policy violation has occurred; prompt, remedial action will be taken. This may include some or all of the following steps:

1. Restore any lost terms, conditions or benefits of employment to the complaining employee.
2. Discipline the complained about party. This discipline can include written disciplinary warnings, transfer, demotion, suspension, and termination.

If the complained of behavior is from a vendor, visitor or customer ATI will take appropriate action to stop the complained-of conduct and if the situation warrants, bar the individual from conducting business with ATI.

Duties of Employees and Supervisors

All employees of ATI, both management and non-management, are responsible for assuring that a workplace free of harassment is maintained. Any employee may file a harassment complaint regarding incidents experienced personally or incidents observed in the workplace. ATI strives to maintain a pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All ATI supervisors and managers are expected to adhere to the ATI's anti-harassment policy.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment from occurring. If a complaint is raised, supervisors and managers are to act promptly to notify the Human Resources Administrator of the complaint so that the Human Resources Administrator may proceed with an investigation. If a supervisor or manager fails to follow this policy, they will be disciplined. Such discipline may include termination.

VIOLENCE IN THE WORKPLACE

ATI policy expressly prohibits violent acts in the workplace of any type. This includes, but is not limited to violent behavior, verbally or physically threatening another employee with or without a weapon, making veiled or overt threats of violence or bodily harm against an employee, inappropriate force or intimidation, and/or entering the work area with any type of concealed weapon or prohibited item that could be used as a weapon.

ATI does not tolerate behavior that violates this policy or violates the law.

Violators will be subject to disciplinary action to include termination without necessarily receiving a prior written warning about the behavior. Supervisors and managers will be held to the highest standard of conduct and are expressly prohibited from engaging in or tolerating any form of workplace violence.

EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CLASSIFICATIONS

It is the intent of ATI to clarify the definitions of employment classification, so those employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and ATI.

EXEMPT: Employees who are hired to perform duties as, including but not limited to, an executive, administrator, or professional and who are exempt from minimum wage and overtime regulations as defined by the Fair Labor Standards Act.

NON-EXEMPT: Employees covered by minimum wage and overtime regulations as defined by the Fair Labor Standards Act. Non-exempt employees will be compensated time and a half the regular rate for any hours worked in excess of forty (40) hours during any workweek.

REGULAR FULL-TIME employees are those who are not in a temporary status and who are regularly scheduled to work the ATI's full-time schedule: thirty (30) or more hours a workweek. Generally, they are eligible for the ATI's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than thirty (30) hours per workweek. While they do receive all legally mandated benefits (such as Social Security and worker's compensation insurance), they are ineligible for all of the ATI's other benefit programs such as health insurance and paid time off.

SEASONAL employees are those who have established an employment relationship with ATI, but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as worker's compensation insurance and Social Security), they are ineligible for all of the ATI's other benefit programs such as health insurance and paid time off

HOURS OF OPERATION

All ATI office staff employees who regularly work 40 hours a week. Monday through Friday must follow the hours of operation. All other employees are expected to follow their

assigned work schedules unless they have made prior arrangements with their supervisor. However, we do expect at least one person from each department present in the office from the hours of 9-5 so that we may conduct business as normal.

Employees should not clock in prior to their assigned start times, nor should they clock out later than their assigned ending times, unless they have been instructed by a supervisor to start work early or stop work late. Likewise, employees should not clock in until they are ready and prepared to begin their assigned tasks and should not clock out unless they are completely finished with their work for day.

RECORDS AND DATA CHANGES

A personnel record will be maintained for each employee and is the exclusive property of Alamo Trust, Inc. (ATI).

To ensure the ATI's personnel files are up-to-date and contain accurate, complete information, employees will be asked to notify the Payroll/Human Resources Administrator, in writing or email of any changes that need to be made in the following categories:

- Name
- Telephone number
- Personal e-mail address
- Home address
- Marital status
- Number of dependents
- Beneficiary designations
- Individual to notify in case of an emergency
- Notification that may affect status of an employee's benefit plans

EMPLOYMENT COMPENSATION AND BENEFIT PROGRAMS

PAY PRACTICES

Employees are paid on a biweekly basis. Paydays are every other Friday. If payday falls on Christmas Eve or Christmas Day, payday will be December 23rd.

It is the employee's responsibility to audit his/her payroll check to verify that the hours, pay rate, commissions, if applicable, and deductions are correct. If you have any questions about hours worked, pay, or a paycheck, you should consult your department director and the Payroll/Human Resources Administrator as soon as possible after payday; however, in no event later than the end of the next pay period. If you do not report paycheck errors promptly, we will treat your silence as proof of your agreement that all calculations are correct. In the event that you are overpaid in error, you will be responsible for reimbursing ATI for the overpayment. Arrangements for reimbursement of overpaid salaries must be made with the Payroll/Human Resources Administrator.

Exempt Employees

If you are classified as an exempt, salaried employee, you will receive a set salary which is intended to compensate you for any hours you may work. This salary will be established at the time of hire or when you become classified as a salaried employee. The salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal state law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your **salary** may be reduced for the following reasons:

- Full day absences for personal reasons,
- Full day absences for sickness or disability, if ATI has a sickness or disability policy that provides for wage replacement benefits you have exhausted or have not yet accrued enough leave time.
- Full day disciplinary suspensions for infractions of our written policies procedures.
- Family and Medical Leave absences (either full or partial day absences).
- To offset amounts received as payment for jury and witness fees or military pay.
- The first or last week of employment in the event you work less than a full week.

If you believe an improper deduction has been taken you should contact the Payroll/Human Resources Administrator and describe your concern.

WORKWEEK

The seven-day workweek for payroll purposes begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m. Daily hours vary depending on your duties and the cycles of the workload. Your workweek schedule will be explained to you when you are hired or transferred to a new position. Your Supervisor will explain any changes in working hours to you. In the event of changes in the work schedule, employees are expected to follow the revised schedule.

WORK FROM HOME

Eligibility

Eligibility to work at home, occasionally, is based on job requirements. Only exempt employees are eligible for this benefit. Some jobs cannot be carried out at home. Approval to work at home will be made on a case-by-case basis, approved by the employee's supervisor as well as Human Resources. The decision will be based on job duties and responsibilities, job performance and the needs of ATI.

GENERAL OBLIGATIONS

- Employees will be required to provide their home and/or cell phone number to their supervisors to be used in case of an emergency. The employee must perform their normal duties, be accessible to other employees and check e-mail throughout the day.
- In situations where workload or special circumstances dictate additional work, ATI may require employees to work at ATI on a scheduled work at home day.

RECORDING TIME

Hourly employees must record time worked for payroll purposes. You must always record your time when you; report to work, leave ATI for any reason other than ATI business, leave for your meal break, and leave at the end of your workday.

If you forget to record your time, let your Supervisor know so that the appropriate time can be given to payroll.

It is against ATI policy for one employee to record time for another employee. Any violation of this rule may subject you to disciplinary action up to and including termination.

OVERTIME

You may be asked to work overtime when necessitated by business needs. Any need for overtime will be determined by department director or the CEO. All hourly employees will

receive time and one-half the regular rate for any time worked over forty (40) hours in a seven (7)-day workweek.

You may not work overtime hours unless your immediate supervisor has received prior notification and has given approval of the overtime in advance of working it. Paid time off, holidays or any other leave of absence will not be computed as hours worked for overtime pay purposes. Where state law differs from ATI policy and procedures, the state law will take precedence and supersede ATI policies and procedures.

Employees who work unauthorized overtime will be subject to disciplinary action up to and including termination of employment.

REST AND MEAL BREAKS

Department managers will schedule breaks to accommodate operating requirements. In the event that an employee is provided rest breaks, they will last no longer than 15 minutes. Since this time is counted and paid as time worked, you must not be absent from your workstations beyond the allotted rest period time and cannot leave the premises.

All full-time employees are provided with one meal period each workday. Meal breaks will be one-half hour to one hour in length as approved by the department manager. Managers will schedule meal periods to accommodate operating requirements, however, all meal breaks should be scheduled to start and end between 11:00 a.m. and 2:30 p.m. Exceptions can only be made by your department director. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. All full-time employees are required to take meal breaks unless given advanced approval by their Department Manager. Employees that bring meals or have food delivered should eat in the employee breakrooms.

HOLIDAYS

Full-time employees will normally receive the following National Holidays off with pay, however this could change at the discretion of the CEO: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after, and Christmas Day of. If an employee is scheduled to work on a designated holiday, he or she will be given 8 hrs of PTO to be used within 30 days of that designated holiday with the approval the employee's immediate supervisor. The Alamo will only be closed to the public on Christmas Day.

Additionally, other holidays and special events or days may be designated by the CEO.

Holiday pay does not count as "hours worked" for purposes of calculating an employee's entitlement to overtime during the week in which the holiday occurs.

PAID VACATION:

All full-time employees are eligible to qualify for vacation benefits. Starting on the employee's first day, he or she will begin accruing vacation time, however it cannot be redeemed until she or he has successfully completed their first 60 days. The length of vacation depends on the number of years and level of service.

The two levels of employment and the rate vacation time is accrued are as follows:

- Associate level 1-3 yrs. = .0385 hr. per 1 hour you work
 4+ yrs. = .058 hr. per 1 hour you work
- Senior (Director, C staff) 1-3 yrs. = .058 hr. per 1 hour you work
 4+ yrs. = .077 hr. per 1 hour you work

*Does not apply to overtime hours

Senior	15 days	20 days
Assoc.	10 days	15 days
Service level	1-3 years	4+ years

Employees are encouraged to take advantage of authorized vacation time. Vacations may be taken at any time during the year but must be pre-arranged and approved by the employee's immediate supervisor to avoid conflicts with other scheduled vacations and other work of ATI which may require the presence of the staff member. Requests should be made using email. In the event of a conflict, preference will be given to the employee with service seniority.

Employees should submit vacation requests at least five (5) days in advance to their immediate supervisor for approval or disapproval. ATI reserves the right to balance the employee's request with the need for staff coverage; therefore, it is to your benefit to notify your supervisor in advance.

No more than 4 weeks of vacation (160 hours) may be accumulated at any given time. This will encourage our employees to take time of throughout the year.

If a full-time employee leaves in good standing after giving at least two weeks' notice, has unused vacation for the calendar year, and his or her employment is terminated, he or she shall be paid accrued but unused vacation pay.

Unused vacation pay will not be given to any employee at time of termination who has been employed by ATI for less than 12 consecutive months.

PAID SICK TIME:

Upon completion of the 61st day of employment, full-time employees accrue paid sick leave at an hourly rate of .04616 per hour you work, which equates to 12 days a calendar year. With the ability to rollover unused sick time but not to exceed 192 hours. (24-day cap)

Paid sick leave is provided by ATI to permit time off, without loss in pay, in case of actual illness of the employee. An employee may be asked to submit a physician's statement to verify illness. Those who are out more than three (3) days may be asked to provide a doctor's excuse.

When an employee is ill, he/she must call, text or email their immediate supervisor as soon as possible to explain the circumstances. This permits the supervisor to understand the reason for the absence, to offer assistance if appropriate, and to ensure necessary action is taken to cover ongoing duties of the ill employee. Supervisors will not approve paid sick leave until:

- The employee is eligible for and has accrued sick leave
- The employee has personally contacted the appropriate supervisor without delay

If an employee has no accrued sick leave and becomes ill, annual vacation or time off without pay may be used at the employee's request.

When the need for extended sick leave is foreseeable, employees are required to provide ATI with 30 days' prior notice. If 30 days' notice is not practicable, notice must be given as soon as practicable. Sick leave is paid at the employee's regular rate of pay. Sick leave will not be used to calculate overtime. Sick days are not intended to be used as a substitute for vacation days, but sick days may be used if an employee needs to provide care for a family member who is ill. Any employee attempting to obtain paid sick leave for a non-medical absence may be subject to discipline, up to and including immediate termination. Any unused paid sick leave will be forfeited upon separation of your employment with ATI, regardless of whether the separation is voluntary or involuntary.

BEREAVEMENT:

For the purposes of this policy, immediate family is defined as spouse (legal), child (natural, adopted, step, foster or unborn), parent, brother, sister, in-law, grandparent, grandchild or other relative residing in the employee's household on an ongoing going basis.

Full-time employees who have completed their 91-day introductory period are eligible for bereavement pay.

When a death occurs in the immediate family of a full-time employee, the employee will be allowed excused absence from regularly scheduled work for bereavement to arrange for and attend the funeral and to address the necessary legal and domestic responsibilities associated with the death.

The employee is to notify his or her immediate supervisor of the need for the excused absence as soon as possible.

Upon the death of a spouse or child, full-time employees will be allowed up to five (5) regularly scheduled workdays with pay. Upon the death of any other immediate family member, employees will be allowed up to three (3) regularly scheduled workdays with pay.

In the event of non-immediate family member's death, full-time exempt employees will be allowed to request the use of vacation or additional paid time off, in accordance with the provisions of the applicable policy.

If a death occurs in an employee's immediate family while the employee is on vacation, the use of vacation will cease, and the employee will be allowed a bereavement absence.

ATI reserves the right to require an employee to submit adequate support of any request for bereavement pay and compliance with provisions of this policy.

CELL PHONE REIMBURSEMENT:

Employees whose positions require the use of a cell phone and access to emails on the go, will be reimbursed for the business use of their personal phones. The phone numbers must be made available to staff and must be printed on their ATI business cards.

ATI accounting department holds the right to perform annual random audits for proof of coverage on the cellphone reimbursement employees.

PROFESSIONAL DEVELOPMENT

Alamo Trust, Inc. is committed to encouraging professional development for employees through opportunities that increase their skills, build efficiencies and effective processes, and enhance the quality of work and experience we provide to our visitors. Development is a way we invest in our employees, build a strong team, and continue to build quality service that is reflective of a world class museum.

Full-time employees are eligible to apply for reimbursement for education costs, within the limitations of the budget that are approved by Alamo Trust, Inc. per the following guidelines.

It is the employee's responsibility to seek out and present the professional development opportunities that will enhance his or her career development and are in line with the Alamo Trust Inc.'s mission.

FAMILY AND MEDICAL LEAVE

Eligibility

In accordance with the Family and Medical Leave Act (“FMLA”), ATI grants leave without pay to eligible employees for up to 12 weeks in a 12-month period and up to 26 weeks of leave in any 12-month period in compliance with the expansion of FMLA under the Support for Injured Service Members Act. The term “12-month period” is not a calendar year but rather calculated as the one-year period beginning on the date the employee begins his/her first Family and Medical Leave. To be eligible for FMLA leave, employees must have worked at the Alamo for 12 months have worked at least 1,250 hours in the 12-month period immediately before the date when the leave is requested to commence. The employee must also work at a facility with 50 or more employees within a 75-mile radius.

This FMLA leave is a guaranteed period of time eligible employees can be absent from work with job protection. The time off is not paid, unless the employee is taking PTO concurrently with FMLA leave. Employees may request or use FMLA leave to cover the time they need to be away from work for any of the following purposes:

- To care for a newborn child or a newly adopted or newly placed foster child, as long as the leave is taken in the year following the child’s birth, adoption or placement.
- To care for a child, spouse or parent who has a serious health condition; or
- To provide employees time to attend to their own serious health condition that leaves them unable to perform their job.
- A covered family member’s active duty or call to active duty in the Armed Forces (***Exigency leave***)
- To care for an injured or ill service member (***Service member leave***)

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition, which, if left untreated, would result in a period of incapacity of more than three days, would be considered a serious health condition.

ATI will require an employee to provide a physician’s certification of the serious health condition.

If an employee takes paid time off for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, ATI 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.

Exigency Leave

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty due to service in a recognized reserve unit may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. Reasons related to the call-up or service includes helping the family member prepare for the departure or caring for children of the service member. The leave may commence as soon as the individual receives the call up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave, with the exception that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period. Employees requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service at least 2 weeks in advance before leave is granted. If less notice was provided to the family, the employee must notify the Payroll/Human Resources Administrator as soon as possible.

Service member Leave

This leave may extend up to 26 weeks in a 12-month period for an employee whose spouse, son, daughter, parent or next-of-kin is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of a service member's office, grade, rank or rating. Next-of-kin is defined as the closest blood relative of the injured or recovering service member, or as designated by the service member. An employee is also eligible for this type of leave when the family service member is receiving medical treatment, recuperation or therapy, even if the service member is on a temporary disability retired list.

Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin's injury, recovery or need for care within two days of the injury. This certification is not tied to a serious health conditions as for other types of FMLA leave. This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling 26 weeks. The 12-month period in which the 26 weeks may be taken is measured beginning with the first occurrence of the leave.

Additional Considerations

Where possible, employees who need FMLA leave MUST give their manager 30 calendar days advance notice. Employees should complete a Request for Leave of Absence form and submit to the Payroll/Human Resources Administrator. Employees who cannot foresee the need for FMLA leave 30 days in advance must give as much notice as they can. This generally means notifying the ATI within one or two workdays of the time an employee first learns of the need for leave, unless extenuating circumstances exist. Employees are expected to comply with normal ATI guidelines on reporting absences.

Employees taking exigency leave, service member leave or leave because of their own or a relative's serious health condition may take their allotment of FMLA leave intermittently or in accordance with a reduced work schedule if this is medically necessary. Where employees have some control over the timing of their leave, they are expected to consult with their department director to try and arrange a mutually acceptable time. ATI reserves the right to temporarily transfer the employee to an alternative temporary position with equivalent pay and benefits if the employee is qualified for that position and the temporary position better accommodates recurring periods of leave. Employees taking leave to care for a newborn or newly placed child do not have a legal right to take intermittent leave.

Employees must inform their supervisor and the Payroll and Human Resources Administrator if they should need family or medical leave and when they expect to be absent. Supervisors should not inquire about the reasons for the employee's leave request. Instead, to ensure the employee's privacy, the Payroll/Human Resources Administrator will provide employees the required certification documents to be completed by the treating physician. The Payroll/Human Resources Administrator is responsible for ensuring that all medical information provided by employees is maintained in confidence.

During FMLA leave, ATI continues eligible employees' health care benefits, including medical benefits, dental and life insurance. During a period of FMLA leave, the employee on leave receives the same benefits and has the same payment obligations as employees who are working. This means that employees on FMLA leave must make arrangements with ATI to continue paying their share of any premium. Coverage can be cancelled if an employee fails to pay the employee share of the premium within 30 days of the date it is due.

FMLA leave is unpaid. Employees must exhaust all earned paid leave before going on an unpaid status. Employees on FMLA leave do not earn paid time off time during the period of leave. However, employees on FMLA leave continue to be covered by the ATI's group health plan benefits on the same terms that are applicable for active employees. FMLA leave does not cause employees to lose any previously earned employment benefits.

On returning from an FMLA leave of absence, employees normally are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The only exceptions to this restoration procedure are for certain key employees, who are notified of their status when first requesting FMLA leave. Key employees who take FMLA leave are reinstated to their former or equivalent positions only if their reinstatement does not cause ATI substantial and grievous economic injury.

If an employee fails to return to work with ATI following FMLA leave, or returns, but fails to remain at work for a minimum of 30 calendar days, the employee must repay premiums ATI paid during the employee's unpaid FMLA.

In some circumstances, ATI may allow employees who have exhausted the leave available to them under FMLA to take additional unpaid leave, including as a reasonable accommodation to an individual with a disability. ATI does not guarantee that it will be able to re-employ individuals who take post-FMLA leave. Further, during a period of post-FMLA leave, an employee's health care benefits do not continue in force, unless the worker elects to pay the full cost of COBRA coverage. Employees should be aware that a lapse in benefits coverage or plan participation during a period of post-FMLA leave might affect a worker's coverage after the employee returns to work.

This policy is intended to comply with FMLA and should be interpreted in light of regulations implementing that act. In particular, terms used in this policy have the meanings they are given in the regulations implementing FMLA. ATI complies with all requirements, prohibitions, and other provisions of the state and local laws applicable in areas where it operates or does business. If a state law entitles an employee to more generous benefits than FMLA does, the employee receives the more generous benefits.

PERSONAL LEAVE

Employees may be granted an unpaid personal leave of absence for non-FMLA reasons in situations in which ATI determines that an extended period of time away from the job will be in the best interest of the employee and ATI.

Requests for unpaid personal leave or any extension of a personal leave should be submitted in writing to the employee's department manager no later than thirty days prior to commencement of the leave period, or as soon as is practicable. The Department Director will forward the request to the Payroll/Human Resources Administrator and the CEO recommending approval or denial. The final decision concerning the request will be made by the Chief Executive Officer. All employees on approved personal leave are

expected to report any change of status in their need for leave or their intention to return to work to their manager.

Employees on personal leave will be required to use all earned PTO while on leave before going unpaid. The Alamo Trust, Inc. will continue health care insurance and other benefits to employees on leave for no longer than 6 weeks from the beginning date of leave so long as the employee continues to pay any employee portion of the contribution. Benefits that accrue according to length of service, such as paid vacation, do not accrue during periods of leave. Employees will be required to pay ATI for their portion of benefit premiums while on a leave of absence.

Employees returning from a personal leave due to an illness or injury must provide a job-related release indicating their ability to perform the functions of their job. Any restrictions must be noted on the release.

Employees on an authorized personal leave of absence may not perform work for any other employer.

It is possible that an employee returning from a personal leave of absence may not be returned to the same job position that they held before taking leave. If an employee fails to return to work at the conclusion of an approved leave of absence, including any extension of the leave time, the employee will be considered to have voluntarily terminated employment with ATI.

JURY DUTY

ATI believes that every citizen should willingly accept the civic responsibility of serving on jury if called. Naturally, ATI wishes to minimize any hardship to the employee in this respect. ATI will continue to pay full-time salaried employees called to jury duty for the duration of the trial. Employees must show their supervisor the summons to serve on a jury and, after completing jury duty, evidence of having served on a jury for the time claimed.

Hourly employees will only be paid for the hours that they were scheduled to work. With an annual cap of 3 days.

MILITARY LEAVE

The Alamo supports the efforts of its employees who participate in military activities as governed by the Uniformed Services Employment Reemployment Rights Act (“USERRA”). Employees who voluntarily enter a military service or active duty in the armed forces of the United States will be granted an unpaid military leave of absence if notice is given to your department director in writing at least two weeks in advance (or, if military orders require the employee to report on less than two weeks’ notice, as soon as reasonably practicable). PTO time does not accrue while on a military leave of absence.

An employee involuntarily called to active duty in the uniformed services will be granted a military leave if notice is given to the supervisors as soon as reasonably possible.

An employee who is required to report for any of the Reserve Branches or the National Guard will be granted an unpaid military leave of absence to participate in the regularly scheduled military training activity.

Military orders should be presented to the Payroll/Human Resources Administrator so that arrangements for leave are made as early as possible before a departure.

LIMITATION ON LEAVE

Any employee who is absent for any reason, with the exception of military leave, for a continuous period of time in excess of 6 months, due to any leave, whether sick, leave of absence, family and medical leave, and/or workers’ compensation leave shall be terminated and is not entitled to payment of any kind upon termination. An extension beyond the 6 months may be permitted in order to provide reasonable accommodation to individuals under the Americans with Disabilities Act. Any request for an extension of leave must be made in writing prior to the expiration of the initial leave period.

ANNIVERSARIES

All ATI employees who regularly work 24 or more hours per week may take any day off during the pay period in which their anniversary falls. The day off must be scheduled in advance with the supervisor and properly recorded on the time sheet during the appropriate pay period. Anniversary bonus day cannot be carried over from year to the next or from one pay period to the next

TRAVEL

ATI employees who travel for business reasons are required to adhere to the State of Texas transportation laws and rules and the ATI Travel Policies and Procedures. Failure to comply with ATI policies may result in disciplinary action and/or non-reimbursement.

RESERVATIONS

The Director of Accounting is responsible for making airline and hotel reservations for ATI business travel. They can also help with mileage estimates, maps, as well as answer any questions on travel rules, regulations and policy.

TRAVEL AUTHORIZATION

Authorization to travel (“TA”) must be approved by your supervisor and requested 14 days in advance. The request must be in e-mail form to your supervisor with an explanation of where you will be traveling, the days you will be out of the office for travel, and the business purpose. Requests must include travel cost estimates. Cost estimates should include printout of costs available and the timeline of availability for these expenses, based on current availability (not a promotion or coupon). This is to be turned in with your request.

Travel advances and/or reimbursement for travel expenses will be estimated and provided by the accounting office based on cost estimates that are approved by your supervisor. Upon return from travel, all receipts must be returned to the accounting office to be reconciled with the advance or to be reimbursed.

CANCELED TICKETS

The accounting office must be notified immediately of any canceled tickets. If the cancellation is due to an ATI business reason or a personal emergency and the ticket is non-refundable, ATI will pay the expenditure. However, if the cancellation is for personal reasons, the traveler must pay the cost of the ticket.

MISSED FLIGHT-CHANGES

If a scheduled commercial flight is missed or changes are needed, call the accounting office or your supervisor for assistance, if possible. If it is after regular business hours and the change cannot wait until the next business day, contact the airline directly for assistance. Nonrefundable tickets will require additional funds for last minute changes. This can be charged to an ATI issued card (if the traveler has one) or call the accounting office to charge it to the ATI account.

If no ATI issued travel card is available and it is after business hours, use a personal card for any additional fare collected. Either way, contact the accounting office for assistance to properly document the change if additional cost is incurred.

CAR RENTAL

ATI employees are required to estimate if a rental car is less expensive than paying mileage for business travel. The accounting office keeps the information on mileage rates up to date. Employees should regularly check with the accounting office to estimate the mileage costs on business travel. When calculating lower costs, total cost includes the base rate, loss/damage waiver protection, mileage charge, surcharges and cost for comparable liability insurance protection. Only compact or intermediate size vehicles should be rented for individuals traveling alone. Larger vehicles may be authorized if the situation warrants, such as equipment requirements, with the deputy's prior approval. A brief reason for the larger vehicle must be included on the travel request.

Car rental reservations can be made by the traveler, a designated person in the department. The vendor rates should be checked to determine the least expensive vendor. Reservations can be made via telephone or the internet.

Rental expenses should be billed to the employees' personal credit card unless the Accounting office has authorized use of an ATI Credit Card.

Collision Damage Waiver ("CDW" or "LDW") protection is included in the contracted rate at most car rental locations. It covers damage to the vehicle you are renting in the event of an accident or vandalism. Employees should confirm whether their personal car insurance includes this coverage by checking with their insurance carrier. If covered, employees should decline the CDW by initialing the appropriate space on the rental agreement. If not covered the CDW should be accepted.

Supplemental Liability Insurance ("SLI") coverage of \$100,000 per person, \$300,000 per occurrence and \$50,000 property damage per accident is included in the contracted rate of all in-state rentals and most out-of-state. This type of insurance is not individually reimbursable and should never be accepted on a rental agreement unless you do not expect reimbursement.

Personal Accident/Effects Coverage is not reimbursable and should not be accepted unless you do not expect reimbursement.

Roadside Assistance Protection ("RAP") is not reimbursable and should not be accepted unless you do not expect reimbursement. This product allows customers to waive financial

responsibility for chargeable roadside incidents such as lost keys, jumpstarts, flat tires, lockouts and fuel outages.

Enterprise offers a \$10.00 per day insurance surcharge for vehicles driven on any surface other than a state or county-maintained road. This surcharge will cover the first \$1,000.00 worth of damage only. The roofs of Enterprise trucks are not covered when the roof is the only part of the vehicle to sustain damage.

Contact the accounting office for special insurance coverage if vehicles are going to be driven out of the country.

Before returning a rental car to the vendor, it must be refueled in order to avoid the vendor's refueling charges. Do not pre-purchase a tank of fuel at the beginning of the rental if it will not be completely used. Failure to refuel a rental car or pre-purchasing a tank of fuel that was not completely used will result in a reimbursement limited to fair market price for the fuel used. For direct-billed rentals, travelers will owe the state the difference.

All of the contract vendors require the renter to notify the police in the event of an accident. When Loss/Damage Waiver ("LDW") and liability insurance are included in the personal insurance coverage, or if the renter added the insurance from the rental company, the renter will not be responsible for any property damage payments that may result, provided the vehicle is used in accordance with the provisions of the rental agreement.

The renter must contact the rental car company within 24 hours or the insurance coverage will not be valid. Accidents should also be reported to the employee's supervisor as soon as possible. Contact your supervisor as soon as possible if any personal injury is sustained as a result of the accident.

DRIVER RESPONSIBILITY AT THE SCENE

When an ATI employee is involved in an incident, the driver of the equipment shall, as applicable:

- Stop at once and, if blocking traffic, move the car off the roadway (if possible);
- Summon emergency services immediately if injuries are involved;
- Notify the proper law enforcement agency;
- Refrain from making any statements concerning fault or responsibility for the accident or signing any waiver concerning the accident. This is the responsibility of the ATI's attorney's office. Provide the driver's name, address, vehicle registration number and driver's license number to anyone else who was involved in the accident. Get the same information from the other driver;
- Make a reasonable effort to locate the owner of any unoccupied vehicles that were damaged. If unable to locate the owner, leave a written note in an obvious location on

the car, stating driver's name, phone number and a brief statement of what happened;
and

- Complete accident reports and cooperate with police and all parties involved.

TOLL POLICY FOR RENTAL VEHICLES

Using toll roads (in rentals) requires paying an additional fee on top of the cost the tolls and should only be used when necessary to accomplish one's duties and is allowed when the usage will save time and money. The decision to use toll roads v. free public roads should be made for business reasons (not personal or convenience reasons) and must be included with direct payment or reimbursement to the employee.

If an employee incurs any personal tolls while driving a rental, the personal toll and proportionately related toll fees will be the employee's responsibility to pay. Abuse of this policy could result in non-reimbursement or partial reimbursement. Employees can easily print detailed toll receipts at: <http://www.htallc.com/>

USE OF A PERSONAL VEHICLE

Each department is responsible for determining the most appropriate mode of ground transportation (personal vehicle or rental car) prior to travel. Rental car costs plus gasoline should be compared with the anticipated mileage reimbursement and then considered with other travel factors.

ATI uses the maximum state mileage reimbursement rate allowed for employees in a personal vehicle. The rate is consistent with the IRS standard mileage rate. Google Maps or vehicle odometer readings should be used to calculate mileage between duty points, using the most efficient route. Intracity mileage should also be documented using Google Maps or the odometer reading. When using the odometer reading, employee's itemization must be sufficiently detailed for the travel auditor to verify the number of miles. Addresses of duty points will supply the needed detail; however, documentation using Google maps is preferred. Mileage (to and from the airport or duty point) should always be calculated from the place of employment regardless of time of day or day of the week, except when it is less from the employee's residence.

RECEIPTS REQUIRED

ATI travel rules require receipts attached to a reimbursement request for the following expenses:

- Airline travel (tickets must show flight numbers, fare basis code destination, and times of departure and arrival);
- Hotel lodging;

- Rental car and related expenses (receipt forms must show payment has been rendered; and
- Registration fees for seminars and conferences.

Receipts are recommended for the following expenses, but if receipts are not available the expense can be documented and itemized by date on the travel voucher:

- Toll fee (note date, time, location and amount);
- Parking - except meter and unattended pay lots;
- Official business telephone calls other than pay phone;
- Incidental business-related expenses; and
- Taxi fares

NOTE: Receipts are not required for intra-city public transportation such as city bus and shuttle service.

STAFF VOTING RIGHTS

It is a state law that employers give their employees time to exercise their right to vote.

If an employee has not already voted in early voting, the employee is entitled to take paid time off for voting on election days, unless the employee has at least two consecutive hours to vote outside of the voter's working hours. Time to vote must be requested and approved by your supervisor prior to taking time off.

GROUP BENEFITS

At the time of employment, each full-time employee is subject to a waiting period of sixty (60) calendar days to become eligible for benefits. On the first day of the month following completion of 60 days continuous service, a full-time employee becomes eligible for certain benefits, to include health, dental, vision and life insurance.

The introductory period is a waiting period for benefits only and does not, in any way, imply a probationary period, nor does it modify the at-will status of an employee. Employees are immediately eligible for any benefits required by law, such as workers' compensation insurance and Social Security.

HEALTH CARE BENEFITS

The Alamo makes available health care, dental, vision and life insurance benefits for its eligible employees and their dependents. Employees must work at least 30 hours per week to be eligible to enroll in the group benefits. The ATI sponsored program pays a portion of the employee's premium amount. The employee is responsible for the remainder of the premium for himself/herself and eligible dependents.

COBRA

The federal Consolidated Omnibus Budget Reconciliation Act ("COBRA") gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under The Alamo's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Alamo group rate plus an administration fee. The Alamo provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Alamo's health insurance plan. The notice contains important information about the employee's rights obligations.

WORKER'S COMPENSATION

ATI is a subscriber to worker's compensation insurance, which will provide care and treatment and a weekly subsidized income in the event you become disabled from an on the job injury or work-related illness. Failure to report an injury may prevent the employee from receiving benefits or a delay in the receipt of benefits. If an accident or injury occurs

on the job, no matter how small, report it to your immediate supervisor or department director *immediately*. Failure to report an injury may result in disciplinary action up to and including termination of employment. Workers' Compensation fraud is against the law. All cases of suspected Workers' Compensation fraud are investigated. Any employee involved in a proven fraudulent Workers' Compensation claim will be prosecuted to the fullest extent of the law.

EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

EMPLOYEE CONDUCT

ATI expects the highest standard of behavior from its employees. You must comply with all work rules at all times. The purpose of work rules is not to restrict your rights, but to define them. It is neither intended nor possible to state a rule for every situation or for every course of conduct, which may arise. Therefore, it is not implied that the following list contains all of ATI rules, which are or may be in effect; neither should it be taken that any omission from this list implies permission or lack of authority for ATI to take appropriate action against any employee. Furthermore, these rules are not intended to create and should not be relied upon as a basis for assuming a “for cause” requirement for termination or as otherwise altering the express policy of ATI that the employment relationship be an employment-at-will relationship. Listed below are examples of conduct, which may subject the employee to disciplinary action up to, and including termination:

- Discourtesy to a visitor/guest.
- Unauthorized possession or theft of property belonging to ATI, another employee of ATI, or a member of the public.
- Falsifying any ATI record or submission of false or misleading information or records pertaining to work, personnel, employment, attendance, time, medical insurance or other ATI matters.
- Insubordination, disrespectful conduct, and/or refusing to carry out any reasonable order to work on jobs assigned to you.
- Any type of conduct that is unwelcome or inappropriate or could be perceived as inappropriate with a child or minor visitor.
- Conduct or behavior deemed offensive or undesirable, including but not limited to: insubordination, verbal abuse, refusal to follow instructions, threatening, harassing behavior, or actions that prohibit a co-worker from being able to successfully fulfill the requirements of their job.
- Conduct toward a visitor/guest or a co-worker that is verbally abusive, intimidation, use of offensive gestures, excessive gossip or bullying.
- Failing to preserve ATI safety rules and housekeeping rules.
- Operating any tool or machinery unsafely.
- Possession of dangerous or unauthorized materials, such as explosives or firearms on ATI property.
- Failing to perform work during work time.
- Threatening violence to any employee or member of the public.
- Fighting with another employee or member of the public on ATI time, property or while in ATI uniform.
- Gambling or soliciting for gambling on ATI premises.

- Unauthorized absence from the work area during the workday and/or leaving the work site without permission of the supervisor.
- Unsafe, deliberate or improper conduct leading to the damage or deliberate destruction of ATI property or the property of another employee.
- Unauthorized use of telephones, mail system, or other employer owned equipment, distribution, or removal from the premises of any ATI record or confidential information of any nature.
- Deliberately recording another employee's time or allowing another employee to record your time.
- Possession of or use of illegal drugs or an alcoholic beverage on ATI property to include offsite ATI displays/booths/shows, etc. at any time or reporting to work under the influence of either.
- Unwarranted absences or excessive number of absences.
- Dishonesty of any nature.
- Willful, deliberate or continued violation of any of the rules of ATI.
- Tobacco use on ATI property.
- Unsatisfactory performance or conduct.
- Failure to comply with the requirements as specified in the handbook.

ATI equipment, supplies and property and property are property of the State of Texas. As Such, very strict state rules about the use of such property exists. Therefore, no person is authorized to use any such equipment or property for any purpose other than official Alamo business.

Property/ Equipment Includes but is not limited to the following: computers, phones, projectors, iPads, costumes, tables, chairs and maintenance equipment.

The list is not all-inclusive; it only serves to provide examples of the kind of conduct, which may result in disciplinary action up to, and including termination. Employment with ATI is at the mutual consent of ATI and the employee, and either party may terminate that relationship at any time, with or without cause, with or without advance notice.

When appropriate, ATI will follow some form of progressive discipline. This may include verbal warning[s], written warning[s], suspension or other forms of severe discipline and ultimately termination. However, any progressive or other form of discipline is at the ATI's discretion.

EMPLOYMENT OF RELATIVES

Relatives of persons currently employed by ATI may be hired only if they will not be working directly for or supervising a relative or will not be working in departments that are in the direct chain of command of the relative's immediate supervisor or immediate subordinate. Additionally, ATI employees cannot be transferred into such a relationship. If the relative relationship is established after initial employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, management will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is a spouse, parent, stepparent, child, stepchild, sibling, aunt, uncle, cousin, niece, nephew, grandparent, grandchild, in-law or significant other. This policy does not apply for relatives hired as temporary or seasonal part-time employees. In cases where other potential conflicts might occur, Human Resources will decide.

INTEROFFICE RELATIONSHIPS

The Alamo Trust, Inc. encourages a strong team atmosphere that provides opportunity for professional growth for all employees. ATI prohibits favoritism being applied to one or more employees that gives that employee(s) special treatment, preferred work times, promotions or other benefits not equally provided to all employees if given the same chance.

ATI prohibits employees from engaging in disruptive and/or inappropriate romantic or sexual relationships with other employees. The Alamo prohibits managers and supervisors from dating or engaging in romantic or sexual relationships with subordinates. All romantic or sexual relationships between employees must be disclosed to the CEO and Director of HR. Management may take further action in the event that such relationships have the potential to create conflicts of interest or problems that may be detrimental to ATI. These restrictions apply regardless of the sexual orientation of the employees involved and, therefore, apply equally to opposite-sex and same-sex relationships.

This policy applies only to consensual romantic or sexual relationships between employees. Unwanted sexual attention (including physical contact) and sexually oriented behavior, with the effect of creating an offensive environment, violates the prohibition against sexual harassment. This behavior is strictly prohibited and will subject offenders to disciplinary action up to, and including, termination. Violation of the ATI's policy on interoffice relationships will be cause for disciplinary action, up to and including termination.

ATTENDANCE

It is each employee's responsibility to get to work as scheduled and on time. When an employee is absent or tardy, it increases the workload for others. Even though the tardiness or absence may be for a valid reason, it can occur so often and reach such proportions that it becomes necessary to replace the employee with another employee who can be relied upon to be present for work.

ATI realizes that there are times when you need to be absent from your job for one reason or another. If you know in advance that you will have to be out, you should talk it over with your department director or supervisor before that time so that they can make plans accordingly. If something comes up unexpectedly, you must contact your manager or supervisor as soon as possible, but in no event later than one hour before your scheduled shift begins. You should let your manager or supervisor know when you will be back on the job. If you are uncertain how long you will be out, you are required to call your supervisor. Asking another employee, friend or relative to give this notification is improper and unacceptable, except under emergency conditions. Under emergency conditions you are expected to notify the Payroll/Human Resources Administrator once the immediate emergency is over. In cases of illness, you may be required to submit a physician's certificate. If you are absent for 3 consecutive workdays, you must request a leave of absence, to include Family and Medical Leave by the third day of your absence.

Failure to report to work for 2 consecutive days without notifying your manager or supervisor will be considered job abandonment and treated as a voluntary resignation by the employee.

Examples of attendance related infractions that may be grounds for disciplinary action up to and including termination include:

- Failure to report for scheduled job assignment, overtime, holiday or weekend work.
- Leaving a work assignment without notifying supervisor and obtaining permission.
- Repeated absences, even with notification.
- Repeated tardiness, even with notification.

This list is not all-inclusive.

EMPLOYEE DRESS CODE

All the Alamo employees must be neatly dressed in the manner reflects the reverent, family friendly experience of the Alamo. Designated employees will be provided uniforms.

All clothing must be in good condition and employees must present a neat, clean appearance at all times. Shirt hems must touch the top of your pants when raising your hands (your naval cannot be exposed). Shirts and tops must not be low cut or left open or be revealing. Skirts must be no shorter than one inch from the knee and considered in good taste and appropriately sized. Shorts are permitted for designated departments and must not be shorter than one inch above the knee.

Uniforms will be provided by ATI at no cost to some employees. Employees who fail to return uniform shirts upon termination of employment will be charged for the cost of the uniforms.

The following are guidelines for the Alamo dress code:

- Any clothing or jewelry with political or non-Alamo promotional/marketing messages of any kind are prohibited.
- ATI employees are allowed to have beards and facial hair but are required keep it neatly trimmed at all times. Arriving at work unshaven is unprofessional and not allowed. Alamo Rangers may not grow beards and any mustaches must be neatly trimmed.
- Visible tattoos and piercings, other than ear piercings are prohibited.
- Hair color must be a natural hair color (i.e. not purple, green, blue, pink, orange, etc.).
- Denim must be in good shape, dark, and not faded or ripped.
- Hats that are not approved as a part of the uniform are prohibited.
- Unnecessary, distracting or overly decorative jewelry is prohibited.
- Foot wear that prohibits appropriate comfort for the job is prohibited.
- Employees must use good judgement on appropriately sized clothing, so it is not too small/tight or too large for professional appearance.
- Torn, intentionally worn, bleached or cut clothing is prohibited.
- Cut off and midriff shirts are prohibited.

Employees who fail to adhere to the dress code policy will be sent home (hourly employees without pay) to change clothes. Employees who continue to violate the dress code policy will be subject to disciplinary action up to and including termination of employment.

PARKING

Some employees will be provided reserved parking in areas designated by the CEO. There will also be several designated unreserved parking spaces that will be available on a first come first served basis for Alamo employees with an Alamo parking tag displayed on their rear-view mirror. Employees that are not provided a parking space when there are no spaces available can request a \$5 per day reimbursement for parking, providing they first

check with the Rangers to verify that no parking is available. ATI does not assume any liability for damages to your automobile or personal property within your automobile, whether caused by accident, theft or otherwise, on Alamo property or off.

THEFT

Every effort shall be made to prevent theft and burglaries, as they are costly to the ATI. Employees are prohibited from removing any items from ATI premises unless the employee has paid in full for the item or has written permission from their department director to remove the property from the premises. Removal of other ATI, GLO, employee or visitor property or equipment without prior written approval may result in disciplinary action up to and including termination of employment.

Alamo employees will exercise due diligence to prevent the theft of Alamo property and the theft of their own personal property by securing all valuables at all times either on themselves or by placing the item(s) in a secured location. Employees will lock their wall lockers or containers when not under their direct observation. In cases of suspected theft or loss of property, employees and visitors will report the incident to the Alamo Rangers. Found property will be turned in to the Alamo Rangers who will annotate the time, date, description of property, the name of employee who turned the item(s) in and the Ranger who logged in the found property

Employees will be responsible for the proper care and return of all GLO and ATI property and equipment assigned to them. All property and/or equipment must be returned prior to separation from ATI. Any employee with property/materials from the GLO or ATI in their possession, without proof of purchase and/or without prior approval, may be subject to termination and prosecution.

SAFETY

The safety of our employees is very important to ATI. We want you to be safe while at work, and to leave work at the end of the day without having incurred any accident or injury. You can assist ATI in this endeavor by reporting to your manager any unsafe equipment, machines or conditions and by keeping the work environment clean. You must report to your immediate supervisor all injuries that occur while on the job, regardless of how minor they may appear, immediately following the occurrence. Managers will assist their employees in completing a First Report of Injury form when required. The original form will be turned in to the Rangers' station and a copy will be provided by the Rangers' station to the HR department. Employees may request a copy of their injury report from the HR department. You should observe all warning signs that are posted and should familiarize yourself with safety rules and procedures and with the location of fire exits, first aid kits, fire

extinguishers, etc. You may be issued safety equipment and are required to use it. The first aid station will be located in the Rangers' station. Employees and visitors may seek medical assistance from the Rangers' station. In emergency situations an employee may contact emergency medical services (EMS) by dialing 911 or they can contact the Rangers' station for immediate medical assistance and the Rangers' station will contact EMS if needed.

Safety is everyone's responsibility. The Safety Rules are not 'all encompassing' and are intended to serve only as a guide in helping you promote safety in the workplace. There are numerous safety procedures and requirements for the varied occupations within our ATI.

- If you are injured, no matter how slightly, or if you feel ill, report at once to your manager.
- Employees must report unsafe conditions or practices to your manager immediately.
- Don't engage in horseplay or practical jokes in the workplace, they can unintentionally result in serious accidents.
- Observe and obey all warning signs and "No Smoking" areas.
- Keep aisles and exits clear and free of obstructions at all times.
- Use the handrails when going up and down stairs.
- Use proper lifting and carrying objects (regardless of weight and size). Remember to bend your knees, keep your back straight, keep the object to you, and lift with your legs.
- If the object appears too heavy to carry-GET HELP.
- Don't pull out more than one file or toolbox drawer at a time. To do so may cause the file cabinet or toolbox to fall forward.
- Don't put loose, broken glass into a wastebasket. Fold or pack broken glass in heavy paper marked "Broken Glass" and place it alongside the wastebasket.
- Pick up loose objects and clean spills from the floors quickly.
- Know the location of Emergency Exits and Fire Escape Routes --Review your location's Fire Escape Plan.
- In case of fire, notify the Alamo Rangers, activate the fire alarm and quickly evacuate the building.
- Do not use any electrical equipment that has worn or inadequate insulation, split or clipped plugs, or a defective switch. Report any of these conditions to your supervisor at once.
- Do not drag electrical cords over sharp edges where they can become damaged or string them across hallways where they can create tripping hazard.

Failure to comply with the ATI safety rules will result in disciplinary action, up to and including termination of employment.

USE OF PHONE AND E-MAIL SYSTEMS

The Alamo Trust, Inc. limits the personal use of ATI phone systems, ATI mail systems, Wi-Fi and GLO computer systems. Employees should have no reasonable expectation of privacy in using ATI phone systems, mail systems or computer systems.

Frontline employees are prohibited from carrying their personal cell phones during work hours unless prior permission has been given by their department director or CEO. Employees will be required to leave their cell phones in their locker or in their vehicles.

The ATI's postage systems are reserved for ATI use only. Employees are prohibited from placing ATI paid postage on personal mail. Employees are prohibited from using the ATIs' e-mail system for personal use including storing personal files on any of the ATI's systems or equipment.

Employees who violate any provisions of the phone, internet, Wi-Fi and mail use policy will be subject to disciplinary action up to and including termination of employment.

EMPLOYEE PERSONAL PROPERTY

Security of personal property is the employee's responsibility. ATI is not responsible for loss, theft or damage to any tools or other personal property brought onto Alamo premises, to include vehicles in the ATI parking lot. Employees are encouraged to take necessary precautions to prevent losses. ATI reserves the right to inspect all personal belongings, including lockers, on ATI premises. If you use an ATI locker to store personal items, ensure you take those items with you at the end of your shift.

TOBACCO USE IN THE WORKPLACE

Tobacco use is prohibited on Alamo property. For the purposes of this policy, tobacco includes, but is not limited to, cigarettes, "E-vape" cigarettes, cigars, snuff, chewing tobacco and pipe tobacco.

WORKPLACE MONITORING

Alamo Trust, Inc., to ensure quality control, employee safety, security, and customer satisfaction, may conduct workplace monitoring. ATI will conduct video surveillance of workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, discourage or prevent acts of harassment and workplace violence.

COMPUTER AND E-MAIL USAGE

Every employee is responsible for using the electronic mail (e-mail) system properly and in accordance with this policy. Any questions about this policy should be addressed to the Chief Executive Officer or the Payroll/Human Resources Administrator. Computer resources are extremely important to the operation and success of ATI. Employees should not expect any privacy when using the ATI's corporate communication systems. Maintaining the integrity of all computer data, programs, and equipment is vitally important. ATI requires all employees with computer access to use the ATI's computer system carefully and responsibly in accordance with the following guidelines:

- All computer equipment, including hard drives, monitors, keyboards, laptops, tablets, speakers, modems, scanners, printers, other peripherals, and software, are the property of ATI. ATI conducts periodic audits of computer equipment, and employees should report any missing or malfunctioning equipment immediately. Employees must sign out equipment with their department director for off-site use. To discourage theft, employees are encouraged to report suspicious activity.
- As ATI owns and operates the corporate e-mail system, the ATI's e-mail system should be exclusively used to discuss business-related activities. Employee's must use the ATI's e-mail system to create, send, receive, and store all work-related e-mails and should not use personal e-mail accounts to create, send, receive or store work-related e-mail. Employees should not expect any privacy when using the corporate e-mail system. Using the ATI's computer systems for any personal use, to include Instant Messaging and checking personal e-mail is prohibited. Employees with questions about what constitutes personal use should consult the Human Resources Administrator or the Chief Executive Officer. Violation of these provisions can result in discipline up to and including termination.
- Only those employees whose positions require access to e-mail and internet will be provided access. ATI expects that access to the internet will be used for business-related activities only. Employees should not expect any privacy when accessing internet websites, and ATI blocks access to certain internet websites that are not work-related.
- Any work an employee does on an ATI computer is subject to monitoring or review. Employees have no expectation of privacy in any computer-related activities, and the ATI conducts periodic reviews of computer activities and files stored on the system.
- Employees should log out of password-protected areas before leaving their desks and should log out of the computer system entirely at the end of each day. Any files

downloaded from computers outside the ATI's system first must be scanned for viruses. Employees are prohibited from installing any computer programs without approval of the CEO.

- Employees are prohibited from using the ATI's Internet services in connection with any of the following activities:
 1. Engaging in illegal, fraudulent, or malicious conduct.
 2. Working on behalf of companies without any professional or business affiliation with ATI.
 3. Sending, receiving, or storing offensive, obscene, or defamatory material.
 4. Annoying or harassing other individuals.
 5. Sending uninvited e-mail of a personal nature.
 6. Monitoring or intercepting the files of electronic communications of employees or third parties.
 7. Obtaining unauthorized access to any computer system.
 8. Using another individual's account or identity without explicit authorization.
 9. Attempting to test, circumvent, or defeat security or auditing systems of the ATI or any other ATI without prior authorization.
 10. Distributing or storing chain letters, jokes, solicitations, offers to buy or sell goods, or other non-business material of a trivial or frivolous nature.
 11. Viewing pornographic materials and/or pornographic images.

Violations of this policy can result in discipline up to and including termination. Employees, who steal, alter, destroy, or otherwise tamper with computer data or programs are subject to immediate termination and criminal prosecution, as are employees who use computer equipment to engage in illegal or fraudulent activity. Employees who use the ATI e-mail for defamatory or other illegal purposes are subject to appropriate legal action by ATI or governmental entities.

SOCIAL MEDIA POLICY

ATI recognizes social media networks have become important and influential communication channels. Social media are defined as any computer generated websites or programs that allow the exchange of user-generated content. Social media is considered public information because content is posted online by choice by the individual. Content is not considered private information or protected by privacy rules. Social media platforms include, but are not limited to, blogs, chat rooms and web forums; and websites such as Facebook, LinkedIn, Twitter, Instagram and YouTube.

Official Business

To improve transparency, collaboration, and participation in support of the ATI's mission, ATI has designated specific employees who are authorized to represent ATI and utilize social media tools to post or share information related to official agency business.

The Marketing Director will determine the appropriateness of social media use and will authorize employees who may use it for ATI's purposes. Alamo Trust, Inc., under the oversight of the GLO exclusively controls and monitors ATI social media accounts. No other ATI program area may utilize social media tools or create a social media page to conduct agency business without prior consent from the Marketing Director and the Chief Executive Officer. (GLO).

Individuals authorized to post official Alamo information will not post confidential information, lobby or post politically partisan comments, or post information that could reasonably be expected to generate controversy and/or disruption at the GLO or ATI. Information on official Alamo social media channels will be presented in a way that is standard to the audience of a particular social media network.

Personal Use

Outside the workplace, employees have a right to participate in social media and networks using a personal e-mail address. All ATI employees are expected to use good judgment while interacting on social media. Employees may not use agency or personal social media accounts to reveal confidential agency information or information directly related to ongoing investigations, negotiations, and/or matters that are confidential or privileged by law.

When participating in social media and online commentary, ATI employees are not required to identify themselves as such, however, by doing so, employees must exercise caution. Employees should not represent themselves as presenting the official Alamo position on any matter. Additionally, all content posted on social media sites by ATI employees should

reflect the values of ATI in regard to professionalism, regardless of the content's relation to ATI business.

Consistent with ATI policy on Acceptable Computer Use, personal use by employees of social networking sites during work hours on ATI equipment is prohibited. To aid in educating the general public on the organization's mission, ATI employees are encouraged to participate in and share content from Alamo social media channels.

Retaliation is prohibited

ATI prohibits taking negative action against any employee for reporting a possible deviation from this policy or for CEOperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for CEOperating in an investigation will be subject to disciplinary action, up to and including termination.

MEDIA AND PRESS CONTACTS

ATI employees may not invite, promote, speak, or otherwise pitch story ideas to the media on the ATI's behalf without the approval of the CEO. All media inquiries should be directed to the Director of Marketing.

CHILDREN IN THE WORKPLACE

In order to provide for appropriate levels of safety and security and to minimize distractions at work, employees are prohibited from bringing their children to work. Employees are permitted to take time during their scheduled work day to visit with their children visiting for field trips or other tours/visits but are prohibited from taking their children into unauthorized areas.

FITNESS FOR DUTY EXAMS

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the ATI's expense.

Alamo Trust, Inc. reserves the right to require a second medical opinion regarding an employee's absence due to illness or injury or regarding a doctor's certification of an employee's ability to return to work. Required second opinion examinations will be performed at the ATI's expense. Medical examinations paid for by ATI are the property of ATI and are to be treated as confidential. However, records of such examinations, if required by law or regulation or warranted by appropriate business practice, will be made

available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee's doctor. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

SOLICITATION AND DISTRIBUTION

For the protection of employees and to avoid disruption of the ATI's work schedule, solicitation of employees by non-employees or by off-duty employees for any charitable or commercial purpose, and the promotion, distribution and circulation of pamphlets, literature or any other material by non-employees is strictly prohibited on ATI premises, including parking lots.

Working time, unlike meal and breaks, is for work. Accordingly, solicitation of an employee by other employees is strictly prohibited during either employee's working time. The distribution of literature by employees is forbidden during working time or in working areas.

The posting of any leaflets, notices, literature or other material on ATI property without the permission of the CEO is strictly prohibited. Any employees who violate any of the above rules will be subject to disciplinary action up to and including termination.

DRUG AND ALCOHOL POLICY

There will be no alcohol allowed on the Alamo Complex property except for events that are contracted through a third party catering company that has a TABC license on file.

No employees of ATI or GLO, or employees of any contracted vendors are allowed to bring, store or consume any alcohol on the Alamo Complex property, regardless of whether or not they are on duty. Employees are not allowed on the Alamo Complex site under the influence of alcohol. There are no exceptions and no warnings.

Employees that violate the policy are subject to immediate termination. Employees that do not report a violation immediately will also be subject to corrective actions, including the possibility of termination.

Vendor employees that violate this policy will be reported to the vendor and the contract will immediately be reviewed for possible termination.

It is the policy of ATI that the use, possession, concealment, transportation, promotion, or sale of the items listed below is strictly prohibited on any work site or facility used for business purposes under the scope of employment with ATI:

- Illegal drugs
- Look-alike drugs
- Designer drugs
- Synthetic drugs
- Unauthorized or improper use of controlled substances
- Unauthorized use of alcohol
- Any drug paraphernalia
- Unauthorized use or possession of inhalants

Employees of ATI are prohibited from working while under the influence of alcoholic beverages. If an employee feels they have a substance abuse problem, the employee should notify the CEO as soon as possible for assistance in identifying available local services.

SMOKE-FREE FACILITY

ATI is committed to providing employees with a safe and healthy work environment. The City of San Antonio has also established regulations regarding smoking in public areas. Therefore the Alamo Complex is designated as a non-smoking area. This includes the parking lots that are a part of state-owned Alamo Complex.

ASSURANCE OF POLICY COMPLIANCE – TESTING CRITERIA

In order to assure that the above-stated policy is upheld to its fullest intent, ATI may require, and rely on, drug screening tests to be conducted for the situations listed below:

- Post-offer drug testing;
- Immediately following any accident or incident. This may include all personnel assigned to the area/department where the accident or incident occurred;
- Employees may be subject to random drug testing based on a prescribed selection testing format.
- When an employee’s manager has a reasonable suspicion that an employee is using, or is under the influence of drugs or alcohol. “Reasonable suspicion” is a belief based on objective and articulate facts sufficient to lead a prudent manager to suspect that the employee is using drugs or alcohol.
- When an employee is found in possession of suspected illicit or unauthorized drugs and/or alcohol, or when any of these items are found in an area controlled or used exclusively by designated employees.

The Alamo Trust, Inc. requires that testing complies with federal and state laws and mandates designated physicians, laboratory, hospital or medical professionals to test and release test results to ATI. All testing is done by a lab chosen by ATI. Employees with confirmed positive test results can, at their option and expense, have a second confirmation test made on the same specimen. An employee is not allowed to submit another specimen for testing.

CONSEQUENCES OF POLICY VIOLATION

Employees will be subject to termination from employment with ATI in case of the following instances that are considered violations of this Policy:

- Confirmed use of an illegal or unauthorized drug.
- Refusing to submit to drug screen tests specified in this policy.
- Working at any of the ATI’s places of employment or at an ATI-sponsored function or event while under the influence of an alcoholic beverage or drugs.

SECURITY INSPECTIONS

ATI wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end the ATI prohibits the possession,

transfer, sale or use of such materials on its premises. ATI requires the CEOperation of all employees in administering this policy. Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of ATI. Accordingly, any agent or representative of ATI can inspect them, as well as any articles found within them, at any time, either with or without prior notice.

All employees are subject to search of their desks, briefcases, lunch boxes, toolboxes, lockers, and personal belongings without prior notice, at the ATI's discretion. Refusal to immediately submit to a search by ATI officials or their agent may result in disciplinary action up to and including termination.

ATI prohibits theft or unauthorized possession of the property of employees, the ATI, visitors, and customers. To facilitate enforcement of this policy, the ATI or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and their packages or belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto the ATI's premises.

CRIMINAL CONVICTION RECORDS CHECK

It is the intent of ATI to ensure that persons employed by the agency have not engaged in criminal behavior incompatible with their anticipated duties or the mission of the agency. To that end, the ATI will obtain and review criminal conviction information pertaining to applicants who are offered employment. Offers of employment with the ATI will be contingent upon the results of the criminal conviction records check.

RESIGNATIONS

It is important that ATI have adequate advance knowledge of an employee's desire to terminate employment with ATI. Employees are encouraged to provide 2 weeks written notice to their supervisor in order to facilitate a smooth transition. Failure to give 2 weeks' notice will be considered if employee reapplies for employment. Once notice has been supplied, employees must work through the notice period. The last day of employment must be a working day.

Upon resignation, employees must return all ATI property in their possession.

RETURN OF PROPERTY

Employees are responsible for all ATI property, materials, or written information issued to them or in their possession or control. Employees are required to return all ATI property on or before their last day of work. Where permitted by applicable laws, ATI may withhold from the employee's check or final paycheck the cost of any items that are not returned

when required. ATI may also take all action deemed appropriate to recover or protect its property.

EMPLOYMENT VERIFICATION

Employment verification of current/former employees shall be provided only by the Payroll/Human Resources Administrator. In response to written requests for employment references from future prospective employers, ATI provides neutral confirmation of an employee's job title and dates of service. With the employee's consent, employee's salary may also be verified.

EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt ATI operations. In extreme cases, these circumstances may require the closing of a work facility. When operations are officially closed due to emergency conditions, the time off from scheduled work for non-exempt employees will be unpaid. However, management may require or approve the use of available unused PTO.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

Detailed information about the security practices and procedures are available in the Alamo Emergency Action Plan.

WHISTLEBLOWER POLICY

A. General

The Alamo Trust, Inc, Alamo Endowment, and Remember the Alamo Foundation (the "Corporation") are committed to facilitating open and honest communications relevant to its governance, finances, and compliance with all applicable laws and regulations. The Corporation's goal is for each director, officer, employee, and volunteer (individually, "Representative" and collectively, "Representatives"), whether full-time or part-time, to conduct him or herself in an honest and principled fashion, and to act in good faith with others, both within and outside of the Corporation (the "Principle of Ethical Conduct"). The Corporation expects that Representatives will comply with the letter and spirit of the Principle of Ethical Conduct. Any violation of this policy will subject a Representative to serious disciplinary action, including possible termination of employment or termination of status as an officer or member of the board.

B. Responsibility

All Representatives must adhere to the Principle of Ethical Conduct and submit a good faith report of a suspected Impropriety, in accordance with Section C.

“Impropriety” means an act or failure to act with the intention of obtaining an unauthorized benefit for any private person or entity, or any action or inaction, whether or not intentional, which is or may be a violation of any statute, regulation, legal principle or Corporation policy, including the Principal of Ethical Conduct.

“Good faith” means that the Representative making the report has reasonable grounds for believing the report is true and accurate and the conduct may be an Impropriety.

Any report not made in good faith will subject the Representative to serious disciplinary action, including possible termination of employment or termination of status as an officer or member of the board.

C. Reporting Procedures

Generally, if a Representative possesses a good faith belief that another Representative has taken an action or failed to take an action that has or will result in an Impropriety, he or she must promptly report the matter to the CEO, subject to the following qualifications:

1. If the suspected violation involves the CEO or if the Representative is uncomfortable reporting the matter to the CEO, the Representative shall report the matter to the head of Human Resources.
2. If the Representative is not comfortable reporting the matter to the Head of Human Resources, the Representative shall report the matter to the Board Chair of Alamo Trust, Inc.

The Corporation encourages anyone reporting an Impropriety to identify himself or herself in order to facilitate the investigation, but the report may be made anonymously.

D. Handling of Reported Violations

A Representative who is the recipient of, or handling, a suspected Impropriety shall preserve the confidentiality of the Representative making the report to the greatest extent possible without impeding a full and fair investigation.

E. No Retaliation

If a Representative reports a violation of an Impropriety in good faith, he or she shall not suffer harassment, retaliation or adverse employment action, as a result. Any Representative who harasses, retaliates, or takes any adverse action against the individual who reported the Impropriety in good faith shall be subject to discipline, including possible termination of employment or termination of status as an officer or member of the board. This provision shall not prohibit non-retaliatory adverse actions which are independently justified or required by circumstances unrelated to the report of an Impropriety.

HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received the Alamo Trust, Inc. Employee Handbook ("the Handbook"), dated _____ 20__, and understand that violations of the policies contained in the Handbook, including the anti-harassment policy, could result in disciplinary action, up to and including termination.

I further understand that the information contained in the Handbook represents guidelines for the ATI and that the ATI reserves the right to modify the Handbook or amend or terminate any policy, procedure, or employee benefit program at any time, with or without prior notice.

I further understand that the contents of the Handbook do not form a written employment contract. Either the ATI or I have the right to terminate my employment at any time.

I further understand that no manager, supervisor or representative of the ATI, other than the GLO, has any authority to enter into any agreement guaranteeing employment for any specific period of time. I also understand that any such agreement, if made, will not be enforceable unless it is in writing and signed by both parties.

I further understand that if I have any questions about the interpretation or application of any policies contained in the Handbook, I should direct these questions to the CEO.

Employee Signature

Date

Name Printed