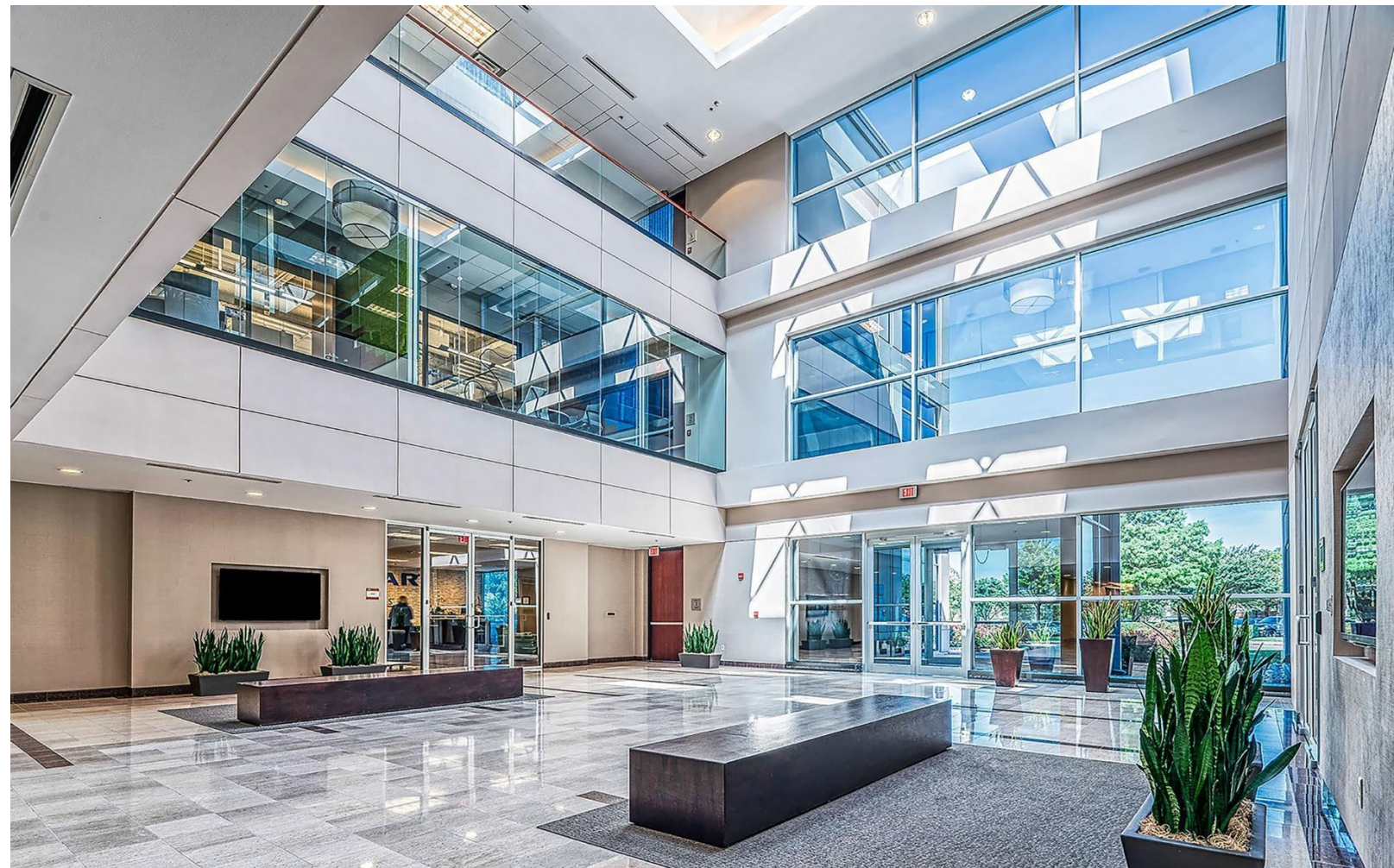




SILVER STAR
— PROPERTIES —

Employee Handbook



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WELCOME

A challenging, enjoyable and rewarding experience awaits you as an employee of Texan REIT Manager, LLC. We are beyond excited to have you join the team.

This is your Employee Handbook, and your guideline for all things Silver Star. We have written this Handbook to answer some of the questions you may have about the rules and guidelines that govern your employment relationship with the company. Please read it thoroughly and refer to it as needed in the future.

From time to time, you may receive updated information concerning changes in a guideline. Should you have any questions regarding the guidelines in this Handbook, please ask your manager or our Human Resources Department for assistance.

We wish you the best of luck and success in your position and hope your employment relationship with Texan REIT Manager, LLC will be a rewarding experience!

INTRODUCTION

This Employee Handbook is designed to acquaint you with Texan REIT Manager, LLC (“Texan REIT Manager, LLC” or the “Company”), and provide you with information regarding the working environment, benefits and policies affecting your employment with The Company. Keep this Handbook readily available to answer work- related questions.

The information contained in this Handbook applies to all employees of Texan REIT Manager, LLC. The Company’s objective is to provide you with a working environment constructive for both personal and professional growth. Following Company guidelines is considered a condition of continued employment and, as employees, we are each responsible for reading, understanding and complying with the terms of this Handbook.

As an employer, Texan REIT Manager, LLC reserves the right to determine whether and how to apply the guidelines in particular cases. The Company also reserves the right to change the guidelines and employee benefits at any time, without prior notice.

This Handbook is neither a contract nor an employment agreement. It is intended solely as a guide for the employment guidelines and procedures as adopted by Texan REIT Manager, LLC. Employment at Texan REIT Manager, LLC is at-will. You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, Texan REIT Manager, LLC is free to conclude its relationship with any employee at any time for any reason or no reason.

When operational procedures or guidelines are updated or changed, future editions of the Handbook will include the changes, or you may receive updates by Company email. This Handbook supersedes all previous employee handbooks and memos that may have been issued from time to time on subjects covered in this Handbook. Only the Leadership Team, upon approval from the CEO, has authority to change Company guidelines.

If you need specific information about human resource guidelines not covered in this Handbook, we encourage you to talk to your immediate supervisor, or the office of Human Resources. All supervisors will have an official copy of the Handbook for their reference and any updates that have been issued. All employees will also receive a copy of the Handbook, and copies of all updates.

We welcome and encourage your suggestions and comments concerning the content, quality, and usefulness of the Handbook. Your comments will be considered as we prepare future editions.

(Note that in drafting this Employee Handbook, we have avoided the use of specific gender pronouns wherever possible; however, where such avoidance would have led to very awkward sentences, we have used the masculine pronoun, and this use should be considered to refer to both genders.)

EMPLOYMENT POLICIES

This section will help you understand Texan REIT Manager, LLC's commitment to promoting an environment that encourages all employees to thrive. Knowing the following information will help you to be well informed about your workplace.

As a Texan REIT Manager, LLC employee, you help to support and serve customers and fellow employees. You therefore must know about the policies and practices that govern your work and that of your coworkers. The following will provide you with information about Texan REIT Manager, LLC that will help you respond to questions from employees, customers, and others.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Texan REIT Manager, LLC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, genetic information, or disability in accordance with applicable federal laws.

This policy applies to all areas of employment, including, but not limited to, recruitment, hiring, training, development, promotion, discipline, transfer, termination, layoff, compensation, benefits, placement, leaves of absence, Company sponsored training, education, tuition assistance, social and recreational programs, and all other conditions and privileges of employment, in accordance with applicable federal, state and local laws.

Employees of, and applicants to Texan REIT Manager, LLC will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged, or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any federal, state, or local law regarding equal employment opportunities in the workplace.

In addition, Texan REIT Manager, LLC complies with applicable state, federal and local laws governing nondiscrimination in employment in every location in which Texan REIT Manager, LLC has facilities. Conduct of any employee in violation of this policy will result in disciplinary action up to and including termination.

IMPERMISSIBLE HARASSMENT

Harassment based on race, color, religion, sex, national origin, age, disability, or status in any group protected by federal, state, or local law ("Protected Categories") is one type of discrimination. Texan REIT Manager, LLC has a policy of "zero-tolerance" with respect to unlawful employee harassment.

In this connection, Texan REIT Manager, LLC expressly prohibits any form of unlawful employee harassment based on Protected Categories. Improper interference with the ability of Texan REIT Manager, LLC's employees to perform their expected job duties is not tolerated.

Texan REIT Manager, LLC is committed to maintaining a positive work environment and one where individuals are judged by relevant factors, such as ability and performance, and one where they may pursue their work activities free from coercion and intimidation. Impermissible harassment of employees by those in a position to affect employment conditions or by other employees is contrary to such an atmosphere and will not be tolerated.

Prohibited harassment includes, but is not limited to, the following types of conduct and activities relating to Protected Categories:

- Offensive comments, jokes, innuendoes, and other statements.
- Foul or obscene language.
- Staring or stalking.
- Displaying posters, calendars, photographs, graffiti, cartoons that could incite prejudice or bias against Protected Categories.
- Unwanted or offensive letters or poems.
- Offensive e-mail or voicemail messages.
- Remarks, including written or oral references to Protected Categories and gossip relating to Protected Categories.

Sexual harassment is one form of impermissible harassment. Because sexual harassment comes in many different forms, there is much confusion about what it is or is not. The distinguishing feature of sexual harassment is that it is unwelcome conduct. As a result, each situation depends on what a particular individual finds offensive. Everyone must be aware of their behavioral boundaries and always be careful to act appropriately. Texan REIT Manager, LLC prohibits the following conduct:

- Unwelcome sexual advances, requests for sexual favors, and all other verbal, visual or physical conduct of a sexual or otherwise offensive nature, especially where:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
 - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- Offensive comments, jokes, innuendoes, and other sexually oriented statements. Examples of the types of unwelcome conduct expressly prohibited by this policy include, but are not limited to, the following:

- Unwanted and unnecessary touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.
- Sexually suggestive touching.
- Grabbing, groping, kissing, fondling.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Whistling and catcalls.
- Lewd, off-color, sexually oriented comments or jokes.
- Foul or obscene language.
- Leering, staring, or stalking.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti and/or cartoons.
- Unwanted or offensive letters or poems.
- Sitting or gesturing sexually.
- Offensive telephone calls, e-mail or voicemail messages.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies or prowess.
- Questions about one's sex life or experiences.
- Repeated requests for dates.
- Sexual assault or rape.

Complaint Procedure

Each employee is responsible for respecting the rights of his or her co-workers. Texan REIT Manager, LLC expects and appreciates that all employees will strive for an equal opportunity and harassment-free workplace.

If you experience any job-related harassment based on your sex, race, age or another Protected Category, or believe you have been treated in an unlawful, discriminatory manner, promptly report the incident to the Human Resources Department, who will investigate the matter and take

appropriate action. Allegations of harassment will be investigated in as prompt a manner as possible. Your complaint will be kept confidential to the extent possible.

At the conclusion of the investigation, Texan REIT Manager, LLC will take appropriate corrective action. If Texan REIT Manager, LLC determines that an employee is guilty of violating the equal employment or anti-harassment policy, the employee will be subject to disciplinary action up to and including termination.

Texan REIT Manager, LLC prohibits any form of retaliation including harassment, intimidation, threats, coercion, or discrimination because an employee or an applicant for employment has filed a complaint under this policy or assisted in the investigation of a complaint or has otherwise sought to obtain their legal rights related to any federal, state, or local law regarding equal employment opportunities in the workplace.

RELIGIOUS ACCOMMODATION

Texan REIT Manager, LLC is a company whose core values include a commitment to honoring God by operating The Company in a manner consistent with Biblical principles. Texan REIT Manager, LLC also supports religious expressions by its employees, such as prayer meetings, Bible studies, and other voluntary, personal religious practices.

Texan REIT Manager, LLC is committed to complying with all laws that prohibit discrimination, including harassment or retaliation, on the basis of religion. This means that The Company will make employment-related decisions regarding its employees without regard to their religious practices or beliefs. The Company will accommodate an employee's religious practices and observances when the employee brings such matters to The Company's attention, a reasonable accommodation can be identified, and accommodation would not create an undue hardship for The Company. The Company also maintains an Equal Employment Opportunity Policy and an Impermissible Harassment policy that employees may utilize to complain about religious discrimination, harassment, or retaliation. Every such complaint will be promptly and thoroughly investigated in accordance with Company policy and procedures.

Just as employees have a right to expect The Company to keep the workplace free of discrimination, The Company expects its employees to be tolerant of each other's right to appropriately—and within the law—express or display their religious status or beliefs in conformance with their religious practices. However, The Company requires employees to refrain from subjecting coworkers to unwelcome expressions of religious views. Employees shall not engage in any form of behavior or display any religion-related symbols or artifacts that are intimidating, hostile, offensive, or degrading to others. It is a violation of Company policy to force any employee to participate unwillingly in any religious activity. On the other hand, it is acceptable for employees to express verbally their religious beliefs or wear or possess items in the workplace that express religious status or beliefs if these expressions do not otherwise violate The Company's Impermissible Harassment Policy, disrupt the work environment, or create a health or safety hazard.

For example, employees may choose to pray in the workplace or to display scripture passages at their individual workstations. The Company expects that its employees will exercise good judgment and sensitivity to coworkers in making common sense distinctions between the appropriate expression of religious status or belief and conduct or displays that are offensive, disruptive, unsafe, or otherwise inappropriate.

Texan REIT Manager, LLC's corporate values are based upon Biblical principles and, as such, The Company accommodates and supports certain Christian faith-based expressions in the workplace, including but not limited to the following:

- An official Vision and Mission Statement based upon Biblical principles
- Prayer and reference to Scripture at Company meetings, luncheons, and other functions
- The use of Biblically based training and educational materials, both internally and as presented by outside speakers, trainers, or other consultants.
- A Company-sponsored Chaplain service available to all employees upon request.
- A Company-sponsored library that includes Christian books and materials.
- Voluntary employee Bible studies on Company property, with materials provided by The Company.
- The use of a designated email address for voluntary employee prayer requests.
- Company-sponsored Christian-based leadership programs.
- A reimbursement program for employees who participate in certain children's or youth church activities and/or Christian adult ministry travel or mission work.
- Company-sponsored financial support of other faith-based organizations in the community.

Texan REIT Manager, LLC supports these and other religious expressions as lawful displays of religious beliefs in the workplace. At the same time, however, Employees should feel free to express their concerns about behavior or displays which they believe are truly offensive, threatening, or intimidating on the basis of their religious beliefs, to the point where the tranquility of the workplace environment is compromised. These would include, for example, language or symbols that clearly state, imply, or condone opposition to, or prejudice, hatred, or violence against, any religious group.

The objective of The Company is to foster mutual respect and tolerance without interfering with our employees' ability to do their jobs in a peaceful and positive work environment. Any questions or concerns about this Policy or perceived violations of this Policy should be brought to the attention of the Human Resources Director.

AMERICANS WITH DISABILITIES ACT

Texan REIT Manager, LLC complies with the Americans with Disabilities Act ("ADA") and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. A qualified individual with a disability means an individual with a disability who, with or without a reasonable accommodation can fulfill the essential functions of the job. A disability is a physical or mental impairment that substantially limits one or more of an individual's major life activities, a record of such impairment, or being regarded as having such an impairment.

Texan REIT Manager, LLC also provides reasonable accommodation for such individuals in accordance with these laws. It is Texan REIT Manager, LLC's policy to, without limitation:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
2. Administer medical examinations to employees only when justified by business necessity.
3. Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.
4. Provide applicants and qualified employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on Texan REIT Manager, LLC.
5. Notify individuals with disabilities that Texan REIT Manager, LLC provides reasonable accommodation to qualified individuals with disabilities, by including this policy in Texan REIT Manager, LLC's employee handbook and corporate policies and procedures manual and by posting the Equal Employment Opportunity Commission's poster on nondiscrimination against individuals with disabilities and other protected groups conspicuously throughout Texan REIT Manager, LLC's facilities.

Procedure for Requesting an Accommodation

Qualified individuals with disabilities may make written requests for reasonable accommodation to Texan REIT Manager, LLC's Human Resources Department. The Human Resources Department will meet with the requesting individual to discuss and identify the precise limitations resulting from the employee's impairment, the employee's preferred accommodation and other potential accommodations that Texan REIT Manager, LLC might make to help overcome those limitations.

The Human Resources Department, in conjunction with appropriate management representatives identified as having a need to know, will determine the feasibility of the preferred accommodation and other potential accommodations, considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the facility's overall financial resources and organization, and the accommodation's impact on the operation of the facility, including its impact on the ability of other employees to perform their duties and on the facility's ability to conduct business.

The Human Resources Department will inform the employee of Texan REIT Manager, LLC's decision on the accommodation request or on how to make the accommodation. If the decision is to provide a reasonable accommodation other than the employee's preferred accommodation, the employee may be offered the opportunity to pay the difference between the preferred accommodation and the one offered by Texan REIT Manager, LLC. If the accommodation request is denied, the employee will be advised of their right to appeal the decision to The Company President by submitting a written statement to the President along with the reasons for the request.

The President will review all employee appeals. After reviewing an employee's appeal, the President will notify the Human Resources Department of Texan REIT Manager, LLC's decision. The Human Resources Department will, in turn, notify the individual making the appeal of the President's decision, which will be final.

EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information may result in exclusion from further consideration for employment, or, if the person has been hired, termination of employment.

EVALUATION PERIODS

Texan REIT Manager, LLC has established evaluation employment periods and job transfer periods to provide you with the opportunity to become familiar with a new job. During this time, managers verify whether an employee demonstrates the skills, knowledge, attitude, work habits and qualifications suitable for continued employment. Likewise, this period gives an employee the opportunity to evaluate Texan REIT Manager, LLC for suitability as a place to work.

The evaluation periods are in effect for ninety (90) calendar days beginning on the effective date of employment or transfer to a new position.

Performance is reviewed at the end of the sixty (60) days and, if The Company concludes continued employment is appropriate, an employee is advised of any expected performance improvements.

If it is determined before the end of the evaluation or job transfer period that an employee is not performing satisfactorily, employment may be terminated at any time. Evaluation and job transfer periods may be extended based on individual circumstances.

Successful completion of a evaluation or job transfer period in no way alters the at-will employment relationship. At any time, either Texan REIT Manager, LLC or an employee may terminate the working relationship for any reason and without advance notice.

NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process designed to make new employees feel comfortable, informed about The Company, and prepared for their position. As a new employee, you will receive a formal orientation conducted by the HR Department.

IMMIGRATION LAW COMPLIANCE

In 1986, U.S. Congress passed the Immigration Reform and Control Act (IRCA) and enacted the I-9 employment verification process. This federal law requires Texan REIT Manager, LLC to complete an Employment Eligibility Verification Form (commonly called the I-9) for every employee The Company hires after November 6, 1986. Properly completing Form I-9 is a condition of employment at Texan REIT Manager, LLC.

You must complete Section 1 of Form I-9 at your time of hire. Within Section 1, you must indicate your current status, either as citizen/national of the United States, lawful permanent resident or alien eligible to work with temporary work authorization. Section 2 requires that you present proper documentation to establish your identity and employment eligibility, as described on the back of Form I-9, within three (3) business days of your start date. If you do not present the proper documentation within three (3) business days of your start date, The Company is required to terminate your employment.

Human Resources is responsible for ensuring you are in compliance with and properly complete Section 1 and 2 of Form I-9 at time of hire, as required by law. Additionally, you must renew expiring employment authorization documents originally presented in Section 2. If your status documents expire on a particular date, you must come to Human Resources with appropriate documentation before the expiration date of the documents. If you do not provide the required documentation by the expiration date, the termination procedure described above will apply.

HIRING OF RELATIVES

The employment of relatives in the same area of an organization can cause disruption, conflicts of interest and perceived favoritism. For that reason, employees may not be directly supervised by relatives. Relatives include spouses, children, siblings, parents, in-laws, step-relatives, legal custodians, or any other non-spousal relative that in the opinion of management may cause potential conflict. Employees may not be promoted or transferred into positions where a relative would become an immediate supervisor. If one of the employee's position or job conditions could be influenced by the relative, Texan REIT Manager, LLC will attempt to place the employee whose position or job conditions could be influenced in a different position. However, if a different position is not available, Texan REIT Manager, LLC will terminate the employee. Texan REIT Manager, LLC recognizes that at times, employees and their "close friends," "domestic partners," or "significant others" may be assigned to positions that create a coworker or supervisor-subordinate relationship. Texan REIT Manager, LLC will exercise its discretion with respect to the placement of employees in these situations in order to avoid the creation of a conflict or the appearance of a conflict of interest, avoid favoritism or the appearance of favoritism, and decrease the likelihood of sexual harassment in the workplace, including terminating the employment of an employee in such a relationship.

All potential conflicts of interest involving relatives should be reported to management. Reported conflicts based upon family relation will be handled on a case-by-case basis.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with Texan REIT Manager, LLC. Unless an alternative work schedule has been approved by Texan REIT Manager, LLC, you will be subject to The Company's scheduling demands, regardless of any existing outside work assignments.

Texan REIT Manager, LLC's office space, equipment and materials are not to be used for outside employment activities.

EMPLOYEE RECORDS

Texan REIT Manager, LLC maintains a personnel file for each employee. Your personnel file only includes job-related information such as a job application, resume, records of participation in training events, attendance, salary history, recognition, records of disciplinary action and documents related to employee performance reviews, coaching and mentoring. Medical records are kept in a separate file.

Personnel files are the property of The Company and access to the information is restricted. Generally, only supervisors and management personnel who have a legitimate reason to review information in an employee's file are allowed to do so.

If you wish to review your own file, please contact Human Resources. With reasonable advance notice, you may review your personnel file in a Company office and in the presence of an individual appointed by The Company to maintain the files. Employment files may not be removed from the control of The Company for any reason, and employees are not entitled to copies of their records.

Some documentation relating to personnel records are only stored electronically within the company's HRIS.

PERSONNEL DATA CHANGES

Your personnel data should be accurate and current at all times. It is your responsibility to promptly update the HRIS (Human Resources Information System) system with any changes in personnel data, such as:

- Mailing address.
- Telephone numbers.
- Name and number of dependents.
- Changes in marital status; and
- Individuals to be contacted in the event of an emergency.

All this information should be updated in Paycom, using the "Employee Self Service" portal. If you have any issues logging in to your ESS, please contact a representative of the Human Resources Department.

REFERENCE INQUIRIES

From time to time, Texan REIT Manager, LLC may receive inquiries from third parties regarding employees, such as a bank verifying employment for an employee applying for a mortgage or personal loan. All requests for reference information must be directed to Human Resources. Human Resources is the only department authorized to respond to these inquiries. Normally, The Company will respond only to written inquiries, and generally, information will be released only after a written release or consent has been received from the employee or former employee, whichever the case may be. If a telephone reference inquiry is received, Human Resources will typically only verify whether an individual is employed or no longer employed, along with dates of employment, and will inform the caller that he or she must submit a written request for additional information.

INTERNAL PROMOTION

Texan REIT Manager, LLC encourages career progression within The Company and supports employees in preparing for job advancement. To be eligible for internal postings, an employee cannot be on disciplinary action and must possess the required skills, competencies, and qualifications of the position.

Procedures

In general, notices of all regular, full-time job openings are posted through the Silver Star Properties Website, although The Company at its discretion may choose not to post a particular opening if a business situation so warrants. Each job posting notice will generally include the job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

Employees desiring consideration should email an updated resume to Human Resources. Employees should provide all pertinent information to support their candidacy, since those chosen to be interviewed will be those with the background that most closely matches the job requirements. This information will be forwarded to the recruiter who will conduct interviews and communicate with one hiring manager.

Employees are encouraged to advise their current manager of their interest in a posted position.

TRAVEL POLICY

Silver Star ("the company") is charged with maximizing investor returns. This is our strongest and, at the end of the day, bottom line reason people invest with the company. For this reason, the company's expense philosophy is simple: "Pragmatic but not extravagant". With the establishment of this policy, the company seeks to simplify the travel process by providing guidelines to follow to protect the interests of both the employee and the company. This document serves to clarify how travel should be arranged and the parameters to which employees must adhere to. It is the company's policy to reimburse employees for merited, and reasonable business travel expenses that are directly connected to the company.

All travel expenses and reimbursement must be done in accordance with this policy.

The company realizes business travel can be costly. An organized and clear guide for submitting expenses is crucial to ensure all expenses are reimbursed in a timely manner.

Silver Star employees who incur travel and entertainment expenses are required to comply with this policy. Employees submitting expenses not in compliance with this policy risk delayed, partial, or forfeited reimbursement. Cases of significant abuse will be investigated and may result in disciplinary action including repayment, probation, and/ or termination.

Employee travel and the expenses associated with Silver Star will be reimbursed only in circumstances which are clearly consistent with the mission, vision, and purpose of the company. ***Managers with approval authority are responsible for knowing the current policy and procedures before approving all expenses in accordance with the current policy.*** Any deviations must be explained on the employee's expense report with the approval of the Department Executive.

The Travel Coordinator and Office Services Manager are responsible for ensuring this Travel and Expense Reimbursement Policy is available Companywide to any employee who may incur any business-related expenses.

Maintaining and updating the Corporate Travel Policy is also the responsibility of Office Services staff. Any questions or concerns regarding this travel policy should be addressed to the Office Services Manager.

Managers Responsibility:

- Managers are responsible for knowing the current travel policy and informing their departmental staff of the company's policy and procedures.
- Managers should determine if travel is necessary to achieve business goals.
- Managers should approve expenses in accordance with this policy.

Employee's Responsibility:

- Employees are responsible for notifying the Travel Coordinator of necessary travel arrangements **14 days in advance**. Generally, the Travel Coordinator will not schedule travel if given less than 14 days advanced notice, but in situations where unexpected travel, or changes to existing travel are not inside this 14-day period, it is the employee's responsibility to obtain pre-approval from their manager in order for the travel request to be honored. Absent this approval, travel requests and/or changes are subject to non-scheduling and/or non-reimbursement
- Employees should only incur expenses consistent with business needs and exercise care in determining appropriate expenditures.
- Employees should submit expense reports as outlined in the expense section of this policy within 30 days. Any expenses not uploaded within the 30-day period will not be reimbursed.

Office Services Responsibility:

- Ensure all employees are following the policy for travel and reimbursement. With this principle in mind, Travel Coordinator and Office Services Manager reserves the right to reject travel requests if they do not meet the necessary requirements or if no supporting documentation is provided.
- The Travel Coordinator and Office Services Manager reserves the right to reject travel requests for employees that constantly violate this policy.

TRAVEL ARRANGEMENTS

Emergencies: In the event travel emergencies due to sickness, family incidents, acts of nature or matters of national security, the manager of the department should be notified immediately. This includes emergencies arising after business hours or on weekends. If the manager is unavailable, employees should schedule their own travel according to the parameters set in this policy.

Air Travel

Class of Service: All employees will travel coach class unless they receive a **complimentary** upgrade.

Preferred Company & Lowest Airfare Available: Silver Star Properties preferred airline is Southwest. However, all air travel will be scheduled non-stop or the most direct and economical means. The following criteria will be utilized to determine lowest available airfare:

- The flight's departure or arrival time is within two hours before or after the requested departure or arrival time.
- One stop or connecting flight will only be considered when no non-stop flights are provided or when a significant savings can be achieved.
- Alternate airports will be used if a significant savings can be achieved.
- Flight cost is not to exceed \$350.00 roundtrip (excluding taxes) for travel including Houston, Dallas and San Antonio. Changes to flights resulting in additional fees, not approved by Office Services will be charged back to the employee.
- Flight cost is not to exceed \$450 roundtrip (excluding taxes) for other cities when travel is necessary to attend conferences, meetings and/or events.
- All travel should be done during working hours. No flights will be booked for weekend travel or the night before.

If travel does not meet one or more items of this criteria, the travel will require approval from the Department Executive and Office Services Manager.

Airfare Notice: Advance notice to schedule air travel must be received by the Travel Coordinator no less than 14 days in advance. If the travel is requested less than 14 days in advance, the employee could be held financially responsible for any difference or additional cost unless prior approval is obtained, or special arrangements have been made.

Frequent Flyer Program: Employees may retain memberships in frequent flyer programs: The company allows employees to use miles gained from business travel towards their personal use.

- *Participation in these programs must not influence flight selection which would result in incremental costs to the company.*

Car Rentals

Preferred Company: Silver Star Properties preferred car rental company is Hertz. However, all car rentals will be considered depending on the most direct and economical means.

Price: Rental cars should not exceed \$ 75.00 per day, without taxes.

Size Limit: A mid-sized car will always be used unless a full-size is needed when three or more employees are traveling together, or if a full-sized price is the same or less as a mid-sized due to any promotions or deals. The travel coordinator will determine the size of the rental car required. One-way rentals will be avoided where a drop charge will be imposed.

Car Rental Insurance: Employee's own personal auto insurance should be used for all rental cars. The employee may choose to purchase any insurance offered by the rental car company, but this expense is NOT reimbursed by the company.

Refueling: Employees are required to refuel cars prior to returning them to the rental car company. This practice can save as much as 50% of the gasoline charge.

Payment and Documentation: Employees are responsible for paying rental car expenses and submitting the charges for reimbursement with an original receipt unless the car rental company accepts pre-payment due to a Corporate Partnership.

Additional Charges: If any incidents occur the employee must report the incident to the proper authorities and notify his/her personal insurance company immediately. If the employee incurs any fees for deductibles, this may be submitted to the Company for reimbursement but are only reimbursable up to \$1,000.00. Fines and penalties imposed for the violation of traffic laws with rental cars are the employee's responsibility and not reimbursable.

Other Transportation

Personal Car: Employees may utilize their personal vehicles for business travel **out of town** if approved by the manager and is less than a rental car or flight.

The use of personal car for business will be reimbursed at the standard IRS rate (62.5 cents) up to 100 miles, anything over 100 miles must be approved by manager before the trip. This mileage allowance covers all costs (i.e.: gasoline, repairs, insurance, etc.), except parking and toll fees.

The company will pay a flat rate for roundtrips from Houston to Dallas at \$350, and from Houston to San Antonio at \$250. This includes mileage and fuel costs.

Mileage from employee's home to regular assigned work location is not reimbursable. However, if the employee goes directly from home to another work assignment other than the regular work location, and the distance to the work assignment is greater than the distance to the regular work location, the employee can expense the difference. Mileage must be calculated as below:

Home to regular work= X

Home to alternate location=Y

Amount to be reimbursed= Y- X

To receive reimbursement for mileage, the employee must complete an expense report in Paycom specifying purpose of trip, start and finish odometer reading point of origin, destination, and time of trip.

The employee assumes responsibility for all parking and traffic fines.

Ride Sharing: If two or more individuals are traveling to the same location, it is recommended that one employee share the ride with others.

Other local transportation: Silver Star's preferred method of local transportation is Uber or Lyft. The cost of ridesharing to and from places of business, hotels, or airports in connection with business activities is reimbursable. The use of ridesharing is authorized only when economical services (hotel vans, shuttles, etc.) are not available. Employees are encouraged to utilize public transportation whenever feasible. Receipts are required for all transportation expenses.

Lodging

Hotel Selection: The safety of the traveling employee is of paramount importance to the company. This will be held in extreme consideration at all times that the travel coordinator makes hotel arrangements for the traveling employee. All hotels will be subject to the lowest price available with a 3-star hotel rating.

Hotel costs should not exceed \$145.00(excluding tax) per night. The travel coordinator is open to suggestions or employee preferences, but this does not guarantee that the employee's preference will be met.

Hotel Booking: All hotels must be booked through the Travel Coordinator. Hotel arrangements booked solely by the employee are not subject to reimbursement unless otherwise approved by the Department Executive or travel coordinator. If approval is not received from the Department Executive or travel coordinator, the employee will only be reimbursed up to \$145.00 per night.

Conferences: Standard allowances may or may not apply. Conferences may exceed the policy limits with approval.

MEALS & ENTERTAINMENT

Personal Meals: Expenses that are incurred by employees dining alone while on an out-of-town business trip. Personal meals will be reimbursed up to a daily limit of **\$60.00 per day** (including taxes, tips, or gratitude).

Employees are responsible for the allocation of the daily Per Diem between breakfast, lunch and dinner. Amounts incurred in excess of the Per Diem will be the responsibility of the employee. However, the following is the suggested allocation:

Business Meals: Expenses that are incurred when an employee dines with clients, prospects, or associates during which business is discussed or transactions are taking place.

Business meals will not be restricted under the same daily limits as personal meals. However, business meal expenses must be supported by an original itemized receipt attached to the employee's expense report and must have the name of all attendees. If the employee fails to submit an itemized receipt, charges incurred will not be subject to reimbursement or will be subject to charge back to the employee. Tipping should be in accordance with standard business practices, not to exceed 15% of the total bill amount. Any excess costs will be the responsibility of the employee.

- Prospective Relationships: Prospective clients are clients who have expressed an interest in doing business with the company or have not completed any business in the last year where the company has profited. This is to include property broker luncheons. Employees should budget \$25 per lunch or per dinner per person when dining with prospective clients.
- Alcoholic beverages are allowable with dinner. Cost should not exceed \$8 per glass and not to exceed 2 glasses per person. This is a separate charge from the actual meal charge.
- Any cost for alcoholic beverages that exceeds the maximum \$16 per person will not be reimbursed and will be charged back to the employee.

Entertainment Expenses: Entertainment expenses include events such as theatre, cocktail receptions or sporting events where business is transacted. Events must be scheduled in advance and pre-approval form must be completed and signed by Department Executive. A copy of the pre-approval form must be attached to the itemized receipt or charges are not subject to reimbursement or will be subject to charge back to the employee.

TELECOMMUNICATIONS

Personal Cellphone Reimbursement: Employees who have been identified to have a need for a company cellphone will be issued a company cellphone unless arrangements have been made. Therefore, the company will not reimburse for the use of personal cellphones.

International Calling: The Travel Coordinator and Office Services Manager must be notified in advance of any international travel so that an international roaming plan may be added to the cellphone plan.

OTHER REIMBURSABLE EXPENSES & MISCELLANEOUS

- Tips should not exceed 15%
- Parking: Valet is only reimbursed when self-parking is not available. If employee still chooses to use valet over self, the employee is responsible for the difference of self-parking vs. valet. The employee must submit proper documentation for valet parking attached to expense report or employee will be subject to charge back.
- Room Service: Should not exceed daily per diem.

NON-REIMBURSABLE EXPENSES

Generally, expenditures of a personal nature and those not specifically covered in the preceding sections of this policy are not reimbursable. The following list is a guide and not a complete list of expenses that will not be reimbursed/paid for by the Company:

- Expenses without proper documentation
- Unexplained expenses
- Insurance for personal car- rental car.

- Childcare or house-sitting fees.
- Donations, charitable contributions, and gifts.
- Personal articles (toiletries, magazines, books)
- Barber and hairdressers.
- Shoeshine.
- tobacco products.
- Personal entertainment.
- Kennel fees or pet sitting services.
- Country Club dues.
- Airline Club dues.
- Loss or theft of personal property.
- Transportation to and from office on regular workdays.
- Traffic tickets and parking fines.
- In-flight movies and refreshments.
- Hotel movies, movie rentals, games, and other discretionary charges.
- Additional travel insurance coverage.

EXPENSES AND REIMBURSEMENT

Silver Star Properties uses the HRIS Paycom to submit and track all expenses. All supporting receipts and documentation must also be submitted. Following this policy will greatly reduce the time it takes to approve the expense reports and generate reimbursement to the employee.

All expense reports are subject to an audit by the Accounting Department, Department Manager and Office Services. If an issue arises that could preclude reimbursement, the request will be held pending further discussion with the employee and proper management approval. Additionally, in accordance with good business practices, expenses older than 30 days that are submitted for reimbursement will not be processed for payment.

Expenses will be paid with regularly scheduled payroll unless arrangements have been requested and approved. To be included in the payroll, expenses must be submitted and final approved by Tuesday of the payroll week.

EMPLOYEE WELLNESS

Texan REIT Manager, LLC has established an Employee Wellness Policy with the purpose to increase wellness and promote healthy lifestyles. The company has agreed to reimburse employees (on a monthly basis) for their memberships according to the guidelines set forth in the policy.

- Employees are free to seek memberships at the gym, workout facility, or wellness membership of their choice. A few examples are listed below.
- Gym Memberships
- Weight Watchers
- AdvoCare
- Yoga
- Amount of reimbursement: The amount of reimbursement for the employee is up to \$35 per month, regardless of the plan the employee chooses for themselves.

- Eligibility for reimbursement: Employee must attend the gym, workout facility or plan of their choice at least 2 times per week, and no less than 8 times a month.
- Submitting for reimbursement: The employee is responsible for submitting charges for reimbursement through the Expense Management feature in Paycom (Employee Self Service). The request for reimbursement must be accompanied with validation the employee used the membership at least 2 times a week, each week of the month that reimbursement is requested.

- Receiving reimbursement: Once charges are submitted through the system, the manager and then final approver for each department will review and approve. Expense reimbursements will be paid out via direct-deposit on a bi-weekly basis, on the same days as payroll. Expense reimbursements are not earnings, and therefore, are not subject to tax withholding.

FRATERNIZATION POLICY

We acknowledge that freedom of choosing one's partner and friends is an individual right. However, without rules and guidelines, relationships between colleagues may negatively impact our workplace.

At Silver Star, we strongly believe that a work environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business and enhancing productivity. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship.

Employees may date, develop friendships and relationships both inside and outside of the workplace as long as they do not negatively have an impact on work.

Dating Managers: Supervisors are strictly forbidden from dating their direct reports to avoid accusations of favoritism, abuse of authority and sexual harassment. This rule may be less strict in cases when managers enter into a consenting relationship with an employee from another department. If this case happens, HR must be notified immediately to evaluate the situation and act accordingly.

Dating Co-workers: We advise our employees to consider any possible conflict of interest before entering into a relationship with a coworker. We also encourage our employees to do the following:

- Inform HR when you enter into a romantic relationship with a colleague.
- Discuss non-work-related issues outside of the workplace.
- Keep discussions of personal issues out of the workplace.
- Maintain professionalism despite the status of the relationship.
- When employees are in a romantic relationship, they should behave appropriately in the workplace, in any company activity and when Another Silver Star Team Member is present. We define unacceptable behavior as any action that:
 - Offends our employees.
 - Disrupts or hinders our operations.
 - Distracts our employees from their duties or decreases our employee's individual performance.
 - Any other behavior that is not in accordance with our Honor Code.
- Examples of acceptable behavior are: Discussing plans as a couple during breaks or lunch hours, coming to and leaving from work together, displaying affection discreetly.
- At all times, the following is strictly prohibited:
 - Arguing in the workplace during or after working hours.
 - Kissing or touching inappropriately in company premises and in front of colleagues.
 - Making coworkers uncomfortable by talking or boasting about the relationship during working hours.

Married Couples or in a Domestic Partnership: A married employee (or an employee who has a domestic partner) who serves as a hiring manager for their team is not allowed to consider hiring their partner for open roles. It is allowed to refer the partner for employment to other teams or departments for which they don't have any managerial authority.

Friendships in the Workplace: Employees who work together may naturally form friendships either in or out of their workplace. We encourage this relationship between peers as it can help employees communicate, collaborate, and preserve harmony while working. However, we must consider the negative consequences, for which we advise our employees the following:

- Discuss non-work-related issues outside of the workplace.
- Keep discussions of personal issues out of the workplace.

- Ask your manager or HR's help when unable to resolve an issue or conflict of interest.
- Follow our Honor Code and act professionally at all times.
- Focus on your work instead of friendship while at the office and during working hours.

Friendships between managers and direct reports may have both positive and negative consequences. We encourage a harmonious and open relationship between supervisors and employees reporting to them, however, we do not encourage manager-employee relationship outside of the workplace.

ATTENDANCE TO COMPANY SPONSORED EVENTS

Texan REIT Manager (the "Company") desires participation in recreational and social events which further the company's mission, vision, values, purpose, and goals. This policy provides guidance to all employees regarding attendance expectations, acceptable behavior, and exceptions.

Attendance at company events and social functions, such as sporting events, picnics, dinners (including the Annual Awards Dinner), and other company-sponsored events, is requested but not mandatory for all employees unless otherwise noted on the announcement of the event.

COMPENSATION

EMPLOYEE CLASSIFICATION

For purposes of salary administration and eligibility for overtime payments and employer-administered benefits, Texan REIT Manager, LLC classifies its employees as follows:

- **Full Time Regular Employees:** Employees hired to work at Texan REIT Manager, LLC's full-time, minimum forty (40) hour workweek on a regular basis and who have completed the ninety (90) day evaluation period. Such employees may be "exempt" or "nonexempt" as defined below. A schedule of the expected hours to be worked (weekly) can be requested from your manager.
- **Part-Time Regular Employees:** Employees hired to work fewer than forty (40) hours per week on a regular basis and who have completed the ninety (90) day evaluation period. Such employees may be "exempt" or "nonexempt" as defined below.
- **Temporary Employees:** Employees engaged to work full-time or part-time on Texan REIT Manager, LLC's payroll with the understanding that their employment will be terminated no later than upon completion of a specific assignment. (Note that a temporary employee may be offered and may accept a new temporary assignment with The Company and thus still retain temporary status.) Such employees may be "exempt" or "nonexempt" as defined below. (Note that employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of The Company).

- **Nonexempt Employees:** Employees who are required to be paid overtime at the rate of time and one half (i.e., one and one-half times) their regular rate of pay for all hours worked beyond forty (40) hours in a workweek, in accordance with applicable federal wage and hour laws.
- **Exempt Employees:** Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty (40) hours in a workweek.

You will be informed of your initial employment classification and of your status as an exempt or nonexempt employee during your orientation session, and you will be given your expected hours to be worked per week in your offer letter. If you change positions during your employment as a result of promotion, transfer or otherwise, you will be informed by Human Resources of any change in your exemption status. Please direct any questions regarding your employment classification or exemption status to Human Resources.

PAY PROCEDURES AND DIRECT DEPOSIT

Employees are paid biweekly. Direct deposit is a requirement at Texan REIT Manager, LLC. Texan REIT Manager, LLC electronically transfers money from its account to an account that you designate. On payday, you will receive verification of the transfer from The Company.

After every pay period, an electronic paystub is available to you through The Company's payroll software, Paycom. This paystub contains information about gross pay, deductions from pay, and other important data.

All terminated employees, voluntary or involuntary, will be paid in accordance with state and federal laws.

The Company may at its discretion, process final wage payments outside of its direct deposit requirements.

TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Non-exempt employees must accurately record the hours worked each day. Hours worked is the time actually spent on a job(s) performing assigned duties. Texan REIT Manager, LLC does not pay for extended lunch hours or time spent on personal matters.

All timecards must be signed by the employee and reviewed and approved by their supervisor to certify the accuracy of recorded time. Any day, or days missed, should be entered in the system, specifying the reason for the absence, such as Paid Time Off (PTO), holiday, etc.

Exempt employees are required to report any exceptions to their time worked, such as PTO, in the Paycom time and attendance web-based system. Altering, falsifying, or failure to log the use of PTO time in the system will result in disciplinary action, up to and including termination of employment. Questions regarding the timekeeping system or timecards should be directed to the Payroll Coordinator or the HR Generalist.

OVERTIME

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable on all hours worked in excess of forty (40) hours per week at a rate of one and one-half times the non-exempt employee's regular rate of pay. Time off for sick leave, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, annual leave does not constitute hours worked.

All overtime work performed by a non-exempt employee must be approved by the employee's supervisor prior to the work being performed. The supervisor's signature on the timecard authorizes pay for overtime hours worked. Failure to follow these policies may result in disciplinary action up to and including termination of employment.

PAY DEDUCTIONS

Texan REIT Manager, LLC withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding, and matching programs as required by law. The Company will also withhold from wages deductions such as child support and garnishments as ordered by a court of law and deductions authorized by an employee.

COMMISSIONS

Commission pay is based on performance. The terms governing commission payments are defined in the commission agreement.

HOURS OF WORK

Texan REIT Manager, LLC's hours of operation to the public are normally 8:00 am – 5:00 pm, Monday through Friday. For payroll purposes, the work week begins on Sunday and ends on Saturday.

Employee work schedules vary by department throughout The Company. Your supervisor will advise you of your individual work schedule including daily arrival and departure times and a meal period within the daily schedule. Starting and ending times may vary depending on staffing needs and operational demands. An exact schedule of your work schedule will be given to you in your offer letter, employment agreement and/or during orientation with a representative of Human Resources.

FLEX TIME

Flexible schedules are variable work hours requiring employees to work a standard number of core hours within a specified period of time, allowing employees greater flexibility in their starting and ending times. Some policy design considerations include the impact to the business, eligibility criteria, length of time for alternative schedule i.e. seasonal or permanent.

The operating days and hours of Texan REIT Manager, LLC are Monday through Friday, 8:00 a.m. to 5:00 p.m. Most employees are expected to be at work during these hours unless approval is granted for a flexible work schedule (flextime).

Flextime at Texan REIT Manager, LLC is a work schedule with time of arrival and departure that differs from the standard operating hours.

Department managers will approve Flex Time on a case-by-case basis.

WORK FROM HOME / TELECOMMUTING

Texan REIT Manager has established a remote work policy as an innovative business solution that can increase employee productivity, improve morale, reduce costs and attract and retain employees.

Telecommuting allows employees to perform their duties outside the traditional office on a full or part-time basis. Telecommuting is a privilege, not a universal benefit or employee right. The company has the right, at its sole discretion, to offer remote work to an employee and to terminate a telecommuting arrangement at any time.

Remote Work is a voluntary program unless specifically presented as a condition of employment.

MEAL PERIODS

A bona fide meal period is an authorized period of time during the workday when you are completely free from duties. Texan REIT Manager, LLC provides for bona fide meal periods of 30 to 60 minutes, based on individual departmental needs. Time provided for bona fide meal periods is not paid time.

For regular part-time employees, a meal period may not be appropriate, depending on the starting and ending times as well as the number of hours scheduled on a particular day.

LEAVE PROGRAMS

Employees are always required to give notification to and get approval from supervisors for any type of leave. If an employee fails to provide notification and obtain approval for absences, the absence or leave is unexcused. An unexcused absence is always unpaid, and PTO hours do not accrue during the month in which there is an unexcused leave. Further, unexcused absences may result in disciplinary action up to and including termination of employment or may be considered job abandonment.

PAID TIME OFF (PTO)

Texan REIT Manager, LLC uses a "Paid Time Off (PTO)" concept to combine traditional vacation and sick time into a single PTO account. The purpose of the PTO is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, and other activities of the employee's choice. The Company's goal is to reduce unscheduled absences and the need for supervisory oversight.

Full time employees begin to earn PTO according to the following schedule:

Tenure	Hours Accrued Each Pay Period	Days Accrued in 12- month Period
New Hire (0 - 12 months)	3.08 hours	Up to 10
13 - 24 months	4.93 hours	16
25 - 36 months	5.23 hours	17
37-48 months	5.54 hours	18
49-60 months	5.85 hours	19
61-72 months	6.16 hours	20
73-84 months	6.47 hours	21
85-96 months	6.77 hours	22
97-108 months	7.08 hours	23
109-120 months	7.39 hours	24
121-132 months	7.70 hours	25

Employees are eligible to begin using PTO as soon as it is accrued. However, employees are not eligible to borrow PTO. Employees who need to take time out of the office that do not have enough accrued PTO must take unpaid days. Part-time, temporary employees, and interns are not eligible to accrue PTO.

PTO is not earned in pay periods during unpaid leave, short or long-term disability leave or Occupational Injury days. If the employee is taking an unpaid FMLA time (Family and Medical Leave Act), all accrued PTO time must be taken before the start of the unpaid FMLA time.

Exempt employees may use time from their PTO bank in 4-hour increments. Hourly employees may use their PTO in fifteen (15) minute increments. Time that is not covered by the PTO policy, and for which separate policies exist, include Company paid holidays, bereavement leave, required jury duty and military service leave.

The use of PTO generally requires 24 hours advance notice to your supervisor, unless the PTO is used for legitimate, unexpected illness or emergency. PTO requests will be directed to your supervisor for approval via the Paycom system. Your supervisor will review staffing levels and approve PTO requests accordingly.

In all instances, PTO must be approved by your supervisor. All requests for planned absences of forty (40) hours or more require thirty (30) days advance notice for approval. Employees are responsible for monitoring the use of their PTO balance. PTO balances are available through the Employee Self Service feature in Paycom.

Employees may carry over up to 20 days (160 hours) of PTO from the current calendar year to the next.

Generally, the Company does not pay accrued PTO to employees who leave employment. Unused PTO is forfeited upon an employee's work separation. However, accrued unused PTO will be paid out under the following circumstances:

- If an employee is involuntarily separated from employment for economic reasons as part of Company reorganization or a reduction in the workforce, the employee will receive the full balance of accrued but unused PTO.
- If an employee retires from employment pursuant to The Company's retirement policy, the employee will receive the full balance of accrued but unused PTO.

If an employee gives a 30-day notice of separation they will receive 100% of accrued but unused PTO, while those who give 2 weeks' notice will receive 50% of accrued but unused PTO with an executed separation agreement.

Any payment made under this provision will be subject to set-offs and deductions for any amounts due or owing pursuant to legal requirements and to the wage deduction authorization agreement signed by the employee.

Employees may not use PTO in lieu of notice or use more than 3 PTO days during notice.

BEREAVEMENT LEAVE

Bereavement leave offers full-time employees a time for mourning after the loss of an immediate family member. "Immediate family member" includes spouse, child, mother, father, sister, brother, mother and father-in-law, brother and sister-in-law, grandparent, and grandparent-in-law. Bereavement leave must be requested in writing and should not exceed three (3) working days. Bereavement leave does not accrue and is not paid at time of termination.

When a situation warrants, bereavement leave may be granted upon the death of a person not listed above in the definition for immediate family and it must be approved by the employee's direct supervisor and notified to Human Resources. An extended bereavement leave without pay may be granted and must be requested in writing. PTO hours may be used when bereavement leave does not cover a specific situation.

All time off taken for Bereavement must be recorded in the company's time management web-based system Paycom and logged as "bereavement". This way, the absence will be recorded but will not count against employee's PTO bank.

JURY DUTY

Jury duty leave is provided to employees who are summoned to jury duty. Paid leave is granted for scheduled work hours and workdays missed to fulfill jury duty of up to 8 hours per year. You must provide notice of jury duty leave in writing as far in advance as possible and must provide a copy of the jury duty summons and all other associated paperwork. If an employee is selected to serve on the Jury Panel, paid leave is granted for up to 2 additional days. A work note from the jury is required to receive the 2 additional days. All other days must be taken as paid time off or PTO must be applied.

All time off taken for Jury Duty must be recorded in the company's time management web-based system Paycom and logged as "Jury Duty".

VOTING

Texan REIT Manager, LLC encourages all employees to fulfill their civic responsibilities and to vote in all official public elections. Generally, your working hours are such that you will have at least two hours to cast your vote before or after working hours. However, if you find yourself with less than two hours between the time the polls open and you begin work or the time you end work and the polls close to vote due to overtime work, etc., please discuss the matter with your supervisor. Texan REIT Manager, LLC complies with all applicable voting-time laws of the states and municipalities in which its facilities and offices are located.

HOLIDAY LEAVE

Texan REIT Manager, LLC observes the following holidays and allows full-time employees time off with pay. Contractors and interns are not eligible for Holiday pay. Part time employees that work a minimum of 20 hours per week are eligible to be paid 4 hours for the following holidays:

Paid Holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Employee's Birthday
- Employee's Anniversary

***Employee's Anniversary and Employee's Birthday must be earned and accrued before using the days. Once accrued employee's have up to 30 days to use their anniversary and birthday off. ***

If a recognized holiday occurs during an employee's scheduled vacation, equivalent time off is granted. If an employee is required to work on a recognized holiday, the employee will be given equivalent time off.

Employees cannot carryover, cash in or convert holidays from year to year and are not paid for unused holidays upon termination of the employment relationship. Employees on an unpaid leave of absence are not paid for holidays.

DISCIPLINARY LEAVE OF ABSENCE

Disciplinary leave with or without pay is usually taken after unsatisfactory performance has not been corrected following the application of an oral and written reminder. It may also be taken as a first and final step before discharge in the event of a major offense.

An employee returning to work following disciplinary leave must agree to work in a manner that includes following rules and regulations and correcting unsatisfactory performance.

Decision-making leave

As decision-making leave, the employee is given disciplinary leave with pay to decide if he/she wants to continue to work for The Company given the standard of performance or behavior that is expected.

- The employee is asked to return with a decision about his/her future.
- If the employee returns and is committed to making the necessary changes, time is given for him or her to do so.
- If the employee does not want to make the commitment, he/she may decide to quit, or The Company may start the termination process.

Suspension

Suspension is normally a disciplinary leave without pay. Human Resources will prepare a letter of suspension which includes:

- The length of the suspension.
- The date on which the employee may return to work.
- Restate the contents of the written reminder with any new relevant information.
- State the consequences of not making the necessary changes upon return to the job.

FAMILY AND MEDICAL LEAVE

The FMLA requires employers to grant a leave of absence to full-time and part-time regular employees (who meet the requirements described below) for the care of a child after birth or adoption or placement with the employee for foster care, the care of a spouse, child, or parent ("Covered Family Member") with a serious health condition, or in the event of an employee's own serious health condition.

Leaves are to be granted for a period of up to twelve work weeks in any twelve-month period. To be eligible, an employee must have completed at least one full year of service with the employer and have worked a minimum of 1,250 hours in the twelve-month period preceding the leave to be eligible for such leave. In addition, to be eligible for leave, an employee must work at an employer's facility that employs at least fifty employees at that facility or within seventy-five miles of that facility.

The Employee is required to submit written request to the department manager and Human Resources department thirty (30) days prior to the anticipated leave. If this is not possible, the employee is required to at least give notice as soon as practicable. Request for Family/Medical Leave forms may be obtained from the Human Resources Department. The employee will be notified of rights and obligation within two business days or as soon as practicable.

If an employee is requesting leave because of the employee's own or a covered family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The employee may obtain Medical Certifications forms from the FMLA administration provider, Sedgwick. When an employee requests leave, Sedgwick will notify the employee of the requirement for medical certification and when it is due (at least 15 days after the employee requests leave).

Texan REIT Manger, LLC reserves the right to designate paid leave as FMLA on the basis of information provided to The Company by the employee. The Company will notify the employee of the designation upon the approval of the leave or during the leave as the situation permits.

If an employee takes leave because of the employee's own serious health condition or to care for a covered relation, the employee should contact the department manager on the first and third Tuesday of each month, or such other convenient times as The Company may direct, regarding the status of the condition and the employee's intention to return to work.

Both family and medical leave are unpaid. However, if employee requests leave because of the employee's own serious health condition, the employee must utilize any accrued paid time off first. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period.

If employee requests leave to care for a covered family member with a serious health condition, or because of the birth, adoption or foster care placement of a child, the employee must use all accrued paid time off. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Coordination of paid and unpaid leave should be discussed in detail with the Human Resources Manager.

While the employee is on authorized family/medical leave, The Company will continue to provide group health insurance coverage. The employee is responsible for all premium costs by each regularly scheduled pay period. Insurance coverage will cease if the employee's premium payment is more than 30 days late. During the employee's authorized leave, the employee does not accrue paid time off.

Leave due to the employee's serious health condition, or a covered family member's serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours your work per workweek or workday) if medically necessary.

If leave is unpaid, The Company will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced schedule leave, The Company may temporarily transfer the employee to an alternative position which better accommodates the employee's recurring leave, and which has equivalent pay and benefits.

If the employee takes leave due to the employee's own serious health condition, the employee is required to provide medical certification that the employee is fit to resume work. If the employee fails to provide the Return-to-Work Medical Certification form, the employee will not be permitted to resume work until it is provided.

Upon returning from an authorized family/medical leave, the employee will be restored to the position the employee held when the leave began or to an equivalent position with equivalent benefits and pay.

Employees who fail to return to work the day following the expiration of the leave, will be considered to have abandoned their position and their employment status will be deemed voluntarily terminated with Texan REIT Manger, LLC.

Highly compensated employees (i.e., highest paid 10% of employees at Texan REIT Manger, LLC) may not be returned to former or equivalent position following a leave if restoration of employment will cause substantial economic injury to Texan REIT Manger, LLC. The Human Resources Director will notify the employee if qualifications are met for a "highly compensated" employee, if The Company intends to deny reinstatement, and of the employee's rights in such instances.

MATERNITY/PATERNITY LEAVE

A leave of absence is granted to eligible employees for childbearing reasons, based upon individual needs. Employee must provide written notification from the attending physician for verification purposes. Texan REIT Manager, LLC Management allows one week's paid leave for each full year of employment, with a maximum of three (3) weeks. Maximum time off is 12 weeks, as required by law under the Family and Medical Leave Act Policy.

The Employee is required to submit written notice to the department manager and Human Resources Director 30 days prior to the anticipated leave. If this is not possible, the employee is required to at least give notice as soon as practicable. When requesting leave, the employee is required to complete a Request for Family/Medical leave form and submit your request to the FMLA administration provider. Request for Family/Medical Leave forms may be obtained from the Human Resources Department. Texan REIT Manger, LLC Management will notify you of your rights and obligation within two business days or as soon as practicable. The employee is required to adhere to the Family and Medical leave policies set forth by The Company in the previous section of this handbook.

MILITARY LEAVE

Leaves of absence without pay for military or Reserve duty are granted to full-time and part-time regular employees for military service, training, or other obligations in compliance with state and federal laws. If you are a reservist or a member of the National Guard, you are granted time off without pay for required military training. Military leave is unpaid, but you may request to use accrued annual leave for part or all of the military duty. You must request such leave in advance and in writing to your supervisor. You may be required to provide supporting documentation.

At the conclusion of the leave, employees generally have the right to return to the same position held prior to the leave or to the position's seniority, pay and benefits. When requesting reinstatement, you should consult with Human Resources for information on eligibility for reinstatement, applicable salary issues, and benefits.

UNPAID LEAVE OF ABSENCE

A leave of absence may be granted in personal situations that do not fall within the provisions of other Company leave categories or if you have exhausted the leave period in another category. You must request a leave of absence in writing to your supervisor. The amount of time that may be approved depends on your length of service and the operational needs of the department or The Company. Leaves of absence may be granted at Texan REIT Manager, LLC's discretion. A leave of absence is always unpaid and time off for an approved leave of absence without pay will not be counted as time to qualify for PTO accrual.

Reinstatement cannot be guaranteed to employees returning from personal leave. However, Texan REIT Manager, LLC endeavors to place employees returning from personal leave in their former positions or positions comparable in status and pay, subject to budgetary restrictions, Texan REIT Manager, LLC's need to fill vacancies, and Texan REIT Manager, LLC's ability to find qualified temporary replacements.

If you require a leave of absence, obtain a complete Leave of Absence plan description from Human Resources.

ADVERSE WEATHER AND OTHER EMERGENCY CLOSINGS

Emergencies such as severe weather, fires, or power failures can disrupt the company's operations. The decision to close the office will be made only by the Executive Team. When the decision is made to close The Company office(s), you will receive official notification from your immediate supervisor.

Texan REIT Manager, LLC will not compensate employees that were regularly scheduled to work when the office(s) is closed due to inclement weather/emergency closing. As such, employees are required to take and record PTO time.

If the office(s) remains open, or opens late, you should make a reasonable effort to be at work. However, if conditions are such in your living area that you cannot travel safely to work, notify your supervisor immediately. PTO hours must be used to cover for these types of absences, unless determined differently by the Executive Team.

GROUP HEALTH & RELATED BENEFITS

Texan REIT Manager, LLC provides a comprehensive benefits package. The information in this Handbook summarizes the benefits available to regular full-time employees at the time of this publication. Detailed information about these benefit plans is included in a Summary Plan Description which is provided to you at the time of employment by Human Resources.

In the event of any contradiction between the information appearing in this Handbook and our summary plan description booklets, and the information that appears in the master contracts or master plan documents, the master contracts/documents shall govern in all cases. Texan REIT Manager, LLC reserves the right to amend or terminate any of these programs or to require or increase employee premium contributions toward any benefits at its discretion. This reserved right may be exercised in the absence of financial necessity. You should carefully review the summary benefit plan documents, including any restrictions, limitations, exclusions, applicable co-payments and deductibles, and tax implications before enrolling in any benefit plan.

HEALTH INSURANCE

A choice of medical, dental and vision insurance plans is provided for all eligible employees working 30 hours or more, commencing on the first day of the month following the successful completion of the first sixty (60) days of employment.

Texan REIT Manager, LLC offers employees and eligible family members a comprehensive and valuable Medical Plan.

Texan REIT Manager's Medical Plan is a combination of a Minimum Essential Coverage Plan, Virtual Direct Primary Care and a medical sharing plan. These plans combined provide financial protection for medical situations, from routine needs to serious conditions.

Minimum Essential Coverage (MEC) provided by Options Plus, is utilized for routine and small to medium health care needs. It includes ACA compliant preventative care services. There are two separate plans that you can choose from: a Copay plan, and a HDOPD plan. For more information about the specifics of the MEC plans, please refer to the full Benefit Plan Guide clicking [here](#).

Virtual Direct Primary Care, provided by MyMD Connect, is a service to improve the consumers healthcare experience by giving them immediate access to high quality Direct Primary Care (DPC)

physicians 24/7. The goal of these plans is to take care of the majority of day-to-day healthcare needs of an individual. The direct primary care (DPC) model allows family practitioners to focus their attention, time, and effort on caring for their patients, while providing substantial savings. DPC has many perks when it comes to patient care; utilizing modern communication between medical provider and patient, same day appointments, DPC discounts on labs, imaging, and Rx.

Sedera Medical Cost Sharing Plan: Sedera is a Medical Cost Sharing community, providing families a new approach to manage their health care needs. Sedera members join a community of like-minded individuals who are committed to leading a healthy lifestyle and want to be active and engaged participants in their health care decision making. Members of the Sedera Medical Cost Sharing Community remain responsible for paying their own healthcare costs. But, if these healthcare costs are shareable as agreed to and outlined in the community's guidelines, the other members of the community can contribute funds to partially offset these healthcare costs.

Medical Sharing documents, which describe each benefit in more detail, are provided to each employee upon hire and at annual open enrollment. If an employee chooses medical, dental and/or vision coverage, the cost of that coverage will automatically be deducted from their paycheck.

LIFE INSURANCE

All full-time employees are covered by a Texan REIT Manager, LLC-paid life insurance plan. The amount of insurance coverage will be based on the employee's current wage and is 1x their annual salary, not to exceed \$50,000. Life insurance can be converted to an individual policy should employment be terminated.

AD&D

Accidental Death and Dismemberment (AD&D) is included as a part of the life insurance guideline with coverage at 1x base annual salary. However, AD&D is not convertible if the employment relationship is terminated for any reason.

SUPPLEMENTAL LIFE INSURANCE

Employees may choose, if there are enough participants, to purchase supplemental life insurance in \$10,000 increments at a minimum of \$10,000 and a maximum amount of \$500,000. Any employee may also purchase dependent life insurance on the lives of their spouses and/or children. The employee's premium is paid in full by the employee and paid through payroll deduction.

SUPPLEMENTAL INSURANCE

Texan REIT Manager, LLC offers all eligible employees Voluntary Supplemental Insurance. Employees may choose from Hospital Indemnity, Group Accident and/or Group Critical Illness. Supplemental insurance is also offered for spouses and children. Supplemental Insurance pays benefits directly to the employee and covered dependents, who may use the cash benefits to help satisfy deductibles, pay out-of-pocket expenses or household bills. The premiums are paid in full by the employee through bi-weekly payroll deductions.

Please contact Human Resources should you need more information or the specific details that pertain to each benefit.

DISABILITY AND LEAVE BENEFITS

Texan REIT Manager, LLC offers both short and long-term disability benefits to its employees. Short Term Disability is offered but must be paid in full by the employee. Long Term Disability is offered and paid in full by the company.

Please contact Human Resources should you need more information or the specific details that pertain to each benefit.

OCCUPATIONAL INJURY – ERISA

Texan REIT Manager, LLC has elected not to obtain workers' compensation insurance coverage. As an employee of a non-subscribing employer, you are not eligible to receive workers' compensation benefits under the Texas Workers' Compensation Act. However, The Company has established and adopted an employee welfare benefit plan (the Plan) as defined under the Employee Retirement Income Security Act of 1974 ("ERISA").

The Plan is designed to provide benefits for eligible employees who sustain certain accidental injuries in connection with their employment. You may request a written copy of the Summary Plan Description from the Human Resources Department.

Some of the important provisions in the plan are:

- **Reporting:** you must report any injuries/accidents immediately, no later than the end of your shift or daily work routine to receive benefits. Benefits can be denied if the reporting guidelines are not met.
- **Drug Testing:** The Company may require you to take a drug test after any injury covered under the plan.
- **Release of Medical Information:** The Company will require you to release all medical information (related to the injury/accident) to review any claim for benefits.
- **Approved Physicians:** see the Plan Administrator for an approved list of recommended participating providers.
- **Amount of Benefits Available:** The Company will only pay certain amounts for injuries.
- **Injuries That Are NOT Covered:** certain injuries are not covered by the Plan, and Plan benefits may be denied if your injury is the result of misconduct or failure to follow Company rules.
- **Arbitration and Mediation:** any dispute over the plan or any injury will be resolved through mediation or binding arbitration.

A copy of a Summary Plan Description (the SPD) is included with this handbook. The SPD contains a description of your rights and duties under the Plan. Please read the SPD carefully and sign the attached acknowledgement form.

EMPLOYEE ASSISTANCE PROGRAM

Texan REIT Manager, LLC has established two (2) Employee Assistance Programs (EAP). These programs have been designed to provide a confidential counseling service to help employees and their immediate families find practical solutions to problems they are unable to resolve. Example situations that may require EAP services include emotional reasons or stress, family and marital difficulties, alcohol, or substance abuse, and legal or financial problems.

Employees with such situations are encouraged to voluntarily seek counseling and information on a confidential basis by making an appointment with an Employee Assistance Counselor or Chaplain. If personal problems are the cause of unsatisfactory work performance, employees will receive an offer of assistance, in an effort to help resolve their problems in an effective and highly confidential manner, through referral to the EAP. Employees will not jeopardize their job security or their opportunities for advancement by accepting referral and assistance from this program. Referrals to the Employee Assistance Program will be made according to established procedures. The employee is assured of complete confidentiality.

The Employee Assistance Program also includes confidential Chaplain Service through Marketplace Chaplain's. They can be reached at 281.855.4485

LACTATION ACCOMMODATION

Any full-time employee who is breastfeeding will be provided up to two break periods of 20 minutes each plus an additional 20 minutes during her lunch period to express milk. The employee and her immediate supervisor will agree on the time for these breaks. Each Texan REIT Manager, LLC location will designate a room for this purpose.

RETIREMENT PLAN

401K PLAN

Texan REIT Manager, LLC has established a defined contribution retirement plan to provide employees with the ability to have an income during their retirement years. The plan provides benefits (subject to certain vesting restrictions) for normal retirement, early retirement, termination of employment or payment to an employee's beneficiary in the event of their death.

The plan, which is a retirement "401K plan", has been designed to take advantage of federal tax laws that allow participating employees to have a portion of their compensation contributed to the Plan on a favorable before-tax basis as an "Elective Deferral Contribution". This will enable employees to save money for their retirement and to reduce current income taxes as well. An employee may also make an after-tax "Roth Contribution" to the Plan. In addition, the Company may match a portion of your Elective Deferral Contributions and Roth Contributions and may make an Employer Retirement Contribution on the employee's behalf.

If contributions are made to the Plan on the employee's behalf, those contributions are held in a trust fund and credited to accounts in the employee's name. These amounts are invested by the Trustee at the employee's direction. Employee accounts share investment gains and losses in the hope that the balance will grow for retirement. Employees cannot receive a distribution of any money from their accounts while employed by an Employer (except in the case of extreme financial hardship or if a loan from the account), but employees also will not be taxed during employment on any income the accounts generated before they are distributed.

Disclaimer: Texan REIT Manager, LLC reserves the right to modify, amend or terminate this program at any time for any reason, including without limitation the amount of profit sharing and matching contributions. In no event, however, will any amendment authorize or permit any part of the plan assets to be used for purposes other than the exclusive benefit of participants or their beneficiaries. Additionally, no amendment will cause any reduction in the amount credited to the employee's account.

The prior brief description of the retirement plan is not meant to be a substitute for a thorough reading of the Summary Plan Description (SPD) or plan documents. The provisions of the retirement plan are very complex. It is not possible to fully explain all aspects of the plan in a brief description.

Employees should always consult the SPD, for questions about the plan. If after reading the SPD, if employees still have questions, they should contact the Plan Administrator.

CONTINUING GROUP HEALTH INSURANCE COVERAGE UPON TERMINATION OF EMPLOYMENT (COBRA)

If you are covered under Texan REIT Manager, LLC's group health and dental plan (the Plan), this notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it. You should share this notice with your spouse.**

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact Human Resources.

The medical sharing plans qualify for COBRA continuation.

[What is COBRA Continuation Coverage?](#)

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of changes known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event,

COBRA continuation coverage must be offered to each person who is a “qualified beneficiary.” You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your own gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

- Your spouse dies.
- Your spouse’s hours of employment are reduced.
- Your spouse’s employment ends for any reason other than his or her gross misconduct.
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

- The parent-employee dies.
- The parent-employee’s hours of employment are reduced.
- The parent-employee’s employment ends for any reason other than his or her gross misconduct.
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both).
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the Plan as a “dependent child.”

When is COBRA Coverage Available?

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, or the employee’s becoming entitled to Medicare benefits (under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

You Must Give Notice of Some Qualifying Events- For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child’s losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. The procedure and forms are available from Human Resources.

How is COBRA Coverage Provided?

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children. Beneficiaries will be required to pay for COBRA coverage. The premium cannot exceed 102 percent of the cost to the plan for similarly situated individuals who have not incurred a qualifying event, including both the portion paid by employees and any portion paid by the employer before the qualifying event, plus 2 percent for administrative costs. For qualified beneficiaries receiving the 11-month disability extension of coverage, the premium for those additional months may be increased to 150 percent of the plan's total cost of coverage. COBRA premiums may be increased if the costs to the plan increase but generally must be fixed in advance of each 12-month premium cycle. The initial premium payment must be made within 45 days after the date of the COBRA election by the qualified beneficiary. Payment generally must cover the period of coverage from the date of COBRA election retroactive to the date of the loss of coverage due to the qualifying event.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), your divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability Extension of 18-month Period of Continuation Coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage. You must provide notice of the Social Security Administration's determination of disability to: COBRA Compliance Systems. The procedure and forms are available from the Human Resources Department.

Second Qualifying Event Extension of 18-month Period of Continuation Coverage

If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

Military Leave as a Qualifying Event

Under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), an employee who is out on a military leave of absence will retain their health insurance coverage for the first 31 days of uniformed service. Employees out on military leaves of absence which extend beyond the 31 days will be eligible for COBRA benefits for up to 24 months.

If You Have Questions...

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.)

Keep Your Plan Informed of Address Changes- In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Plan Contact Information- You can obtain contact information for the Plan Administrator from Human Resources.

EDUCATIONAL BENEFITS

PROFESSIONAL CERTIFICATION / EDUCATION

Texan REIT Manager, LLC supports employee's goals to obtain professional certification within their field of study. In keeping with this philosophy, Texan REIT Manager, LLC has established a reimbursement program for expenses incurred through accredited institutions of learning.

Eligibility

Full-time employees may be eligible to receive professional certification reimbursement after completing 6 months of employment.

□ *Guidelines*

Texan REIT Manager, LLC may reimburse up to a maximum of \$1,500 per year for costs associated with a certification course or exam. The certification/education must be in a job-related field. Reimbursement in excess of the IRS non-taxable reimbursement limit may be subject to income taxes on the part of the employee.

- Texan REIT Manager, LLC may pay for 100% of costs associated with an employee taking preparatory certification courses and certification exam.
- The employee must be performing overall at an acceptable level as determined by the employee's performance review.
- The employee must be actively employed upon the conclusion of the course.
- The employee must complete and submit a Request for Professional Certification/Education form which must be approved by the supervisor and Human Resources; and
- The employee must satisfactorily pass the course or exam and submit the appropriate confirming documents to Human Resources.

Texan REIT Manager, LLC has the sole discretion to determine whether professional certification/education is job-related.

Reimbursements are contingent upon department budgetary restrictions and managerial approval and may not cover all of an employee's eligible tuition reimbursement expenses. Accordingly, employees must notify their manager as soon as possible of plans to take courses that may be covered under this guideline, in order for budget planning processes to take these anticipated expenses into account as soon as possible. No guarantee exists for reimbursements that are not included in a department's budget.

□ *Procedure*

An employee must submit a request for professional certification/education at least one month prior to the beginning of the course.

Employees receiving professional certification/education at costs in excess of \$1,500 are liable for a prorated portion of Texan REIT Manager, LLC's incurred costs if they resign their position with Texan REIT Manager, LLC within 12 months of completing any certification/education course. The schedule for reimbursement for Texan REIT Manager, LLC's costs is as follows:

Up to 3 months following course completion	100% of incurred costs
3-6 months following course completion	75% of incurred costs
6-9 months following course completion	50% of incurred costs
9-12 months following course completion	25% of incurred costs

Continued education does not entitle the employee to advancement, a different job assignment or a pay increase.

□ *Exclusions*

Temporary and part-time employees are not eligible for professional certification reimbursement.

EMPLOYEE CONDUCT

Work rules and standards of conduct at Texan REIT Manager, LLC are important, and The Company takes them seriously. You are urged to become familiar with these rules and standards. You are expected to follow the rules and standards faithfully in doing your own job and conducting any Company business. Employees who deviate from these rules and standards will be subject to disciplinary action up to and including termination of employment.

STATEMENT OF ETHICS

Texan REIT Manager, LLC's objective, acting through its employees, is to conduct business at the highest level of integrity and ethical standards. Each employee's conduct towards customers, vendors, and fellow employees must, without compromise to honesty or trustworthiness, be beyond reproach and completely open.

The following are possible areas where ethics violations can occur:

- **Protecting Company Assets:** Texan REIT Manager, LLC has a variety of assets, many of them of great value. They include not only physical things, but also proprietary information. This includes intellectual data and confidential data. Protecting all these assets against loss, theft, misuse, and unauthorized access is very important.

Every employee is responsible not only for protecting Texan REIT Manager, LLC's property entrusted to him/her, but also for helping to protect The Company's assets in general. If you observe loss, theft, misuse, or unauthorized disclosure of Company property, it is your responsibility to report it to your supervisor or Human Resources as soon as possible.

- **Gift, Entertainment, and/or Bribes:** Neither you, nor any member of your family may solicit or accept money, gifts or favors from a Texan REIT Manager, LLC supplier, customer or vendor that could reasonably be viewed as being given or received to gain a business advantage. Neither you, nor any member of your family may give money, gift or favors to a Texan REIT Manager, LLC supplier, customer or vendor that could reasonably be viewed as being given or received to gain a business advantage. Gifts include not just material goods, but services and discounts on personal purchases of goods and services, as well as opportunities in financial transactions. Finder's Fees are prohibited. In addition, loans from those with whom Texan REIT Manager, LLC has a business relationship are prohibited.

If you are offered money or gifts, or one arrives at your home or office, tell your supervisor immediately. Appropriate arrangements will be made to return or dispose of what has been received and the supplier will be reminded of Texan REIT Manager, LLC's policy.

CONFLICT OF INTEREST

Texan REIT Manager, LLC employees are expected to refrain from activities that would create a conflict of interest or the appearance of a conflict of interest. A conflict of interest exists when you engage in activity that would promote your interests above Texan REIT Manager, LLC's interests.

Some examples of conflicts of interest include:

- Marketing products or services in competition with any Texan REIT Manager, LLC product or service.
- Accepting money or any benefits from any supplier for business advice or services with respect to the supplier's business with Texan REIT Manager, LLC.
- Investing in any of Texan REIT Manager, LLC's customers, competitors or supplies (unless publicly traded) or having a financial interest in a customer, competitor or supplier that could cause divided loyalty or the appearance of a divided loyalty.
- Performing outside work or soliciting business while on Texan REIT Manager, LLC's business or time.
- Using directly or indirectly corporate funds, Texan REIT Manager, LLC's vehicles, equipment, materials, resources, or proprietary information for any outside work or for any unlawful goal or purpose.

If you are in doubt about the proper application of Texan REIT Manager, LLC's Conflict of Interest policy to particular situations, you should immediately make all the facts known to your supervisor or Human Resources and act according to their guidance.

NON-DISCLOSURE / CONFIDENTIALITY

The protection of confidential business information and trade secrets is vital to the interests and success of Texan REIT Manager, LLC. Such Confidential Information includes, but it not limited to, the following examples:

- Compensation data
- Financial information
- Marketing strategies
- Pending projects and proposals
- Proprietary production processes
- Personnel/payroll records
- Mailing lists
- Confidential information entrusted to Texan REIT Manager, LLC by its customers and vendors; and
- Conversation between any persons associated with The Company.

All employees are required to sign a confidentiality agreement as a condition of employment. Employees are prohibited from disclosing or using Confidential Information except to perform their job duties for Texan REIT Manager, LLC. Upon termination of employment, employees are required to return to Texan REIT Manager, LLC all Confidential Information and are prohibited from retaining any copies of Confidential Information in any form.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if not actually benefiting from the disclosed information.

OWNERSHIP OF MATERIALS

All materials, including but not limited to those materials listed above, and created on behalf of or in the course of conducting Texan REIT Manager, LLC business, is strictly the property of Texan REIT Manager, LLC unless otherwise negotiated, in writing, by management.

TOBACCO USE

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

Please remember to conform to the smoking or tobacco use policies of our customers when working at a customer's site.

All employees are expected to abide by this policy in all respects while at work, whether on Company premises, at a customer's site, or while in transit between work locations or assignments, as well as while the employee is off duty, if the employee is on Company premises or in vehicles owned, leased, or rented by The Company. Being permitted to use tobacco products during breaks is a privilege, as long as such use does not interfere with the employee's work, fitness for duty, or professional appearance. If that privilege is abused, it may be withdrawn altogether.

E-MAIL, THE INTERNET, AND OTHER TELEPHONIC COMMUNICATIONS

Many positions at Texan REIT Manager, LLC involve the use of computers. Computers provide access to a wealth of data and permit us to perform our jobs much more rapidly than we could without them. As we become more dependent on electronic means to do our jobs, it is important to remember that computers and all associated electronic files are the property of Texan REIT Manager, LLC.

All electronic and telephonic communications systems and all communications and information transmitted by, received from, or stored in these systems are Texan REIT Manager, LLC's property and as such are to be used primarily for Texan REIT Manager, LLC's business. Use of telephones for personal purposes must be discrete and limited and must not interfere with the employee's or Texan REIT Manager, LLC's orderly workflow. Employees are required to keep all personal cell phones and other communication devices in silent mode while employees are on duty.

The use of Texan REIT Manager, LLC's e-mail accounts for personal purposes is discouraged; for personal e-mail, employees should obtain a web-accessible personal email account from an Internet Service Provider or Search Engine (for example, Yahoo, Hot Mail, Google, AOL).

The use of any software and business equipment, including, but not limited to printers, computers, and copy machines for reasonable personal purposes is permitted provided such use does not create a conflict of interest or an appearance of impropriety and does not interfere with employee's or Texan REIT Manager, LLC's orderly workflow.

Employees using this equipment for personal purposes do so at their own risk, including loss of privacy, and are accountable for adverse consequences. Further, employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized Company representative. All pass codes are the property of Texan REIT Manager, LLC. No employee may use a pass code or voice-mail access code that has not been issued to that employee or that is unknown to Texan REIT Manager, LLC. Moreover, improper use of the e-mail system or the Internet (e.g., spreading offensive jokes or remarks, visiting pornographic web sites or transmitting confidential information) will not be tolerated. The e-mail network is not to be used to solicit for outside business ventures or political or religious causes. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

No system is absolutely secure. Treat your electronic communication as seriously as you would any written communication. Your electronic transmissions to others may be read through an error on your part, someone else's misconduct, or as part of a planned review of computer files. In addition, although you may have deleted materials from your computer, they may be recoverable if, at Texan REIT Manager, LLC's discretion, it is necessary to do so.

To ensure that the use of electronic communications systems and business equipment is consistent with Texan REIT Manager, LLC's legitimate business interests, authorized company representatives may monitor the use of such equipment from time to time. This may include, but is not limited to: (1) listening to phone conversations; (2) listening to, copying, or destroying stored voice-mail messages; (3) viewing, reading, printing, copying or destroying electronic documents (including but not limited to memorandum, correspondence, spreadsheets, databases, e-mail, calendars and notes, images and text messages) that are stored on any computer, PDA, network device, electronic device, or mobile phone on Texan REIT Manager, LLC's premises; or (4) taking any other action, in The Company's sole discretion, regarding The Company's telephone systems, business equipment, computer equipment or e-property.

COMPANY CELLPHONE

Texan REIT Manager, LLC Income REIT's business heavily depends on its employee's professional interaction with the public at large, and more specifically, current tenants, brokers, future customers and existing clients. To facilitate the rapid and necessary communication by and between Texan REIT Manager, LLC employees and the business community, Texan REIT Manager, LLC issues to certain employees cellphones and jetpacks.

When using Texan REIT Manager, LLC cell phones, employees are required to answer and/or respond to all incoming calls on a timely basis, regularly check voicemail and company e-mails. At all times, Texan REIT Manager, LLC employees will maintain a professional demeanor, use only business appropriate language, via verbal communication and/or text messaging. Employees are expected to use good judgment as to when and where cell phone use is appropriate. Texan REIT Manager, LLC forbids employees from the use of a cell phone while driving. Employees are required to follow all local ordinances, state and federal or international laws and guidelines when using a cell phone or while utilizing any Texan REIT Manager, LLC owned resources.

User and Equipment

Texan REIT Manager, LLC reserves the right to determine, in management's sole discretion, which employees will be issued company cell phones and to designate employees, who, in management's sole discretion, will be eligible to receive reimbursement for the use of personal cell phones used for conducting company business from time to time. All designated company representatives whose job requires the employee to be in close contact with the customers, clients, senior management and/or other company employees shall be issued a company cell phone. The employee will also be issued, simultaneously, the necessary equipment to operate and protect The Company cell phone including but not limited to, chargers, carrying case or protective cover, battery, and charging cords for car use and/or use in any I/O outlet. Once a cell phone is issued to an employee, the use and care of the cell phone will become the sole responsibility of the employee. It is against company policy to permit friends and/or family members to use company equipment.

Usage

Texan REIT Manager, LLC management has negotiated a contract with Verizon as our exclusive cell carrier. It is Texan REIT Manager, LLC's policy that representatives of our organization who are issued a cellular phone understand the phones are issued for business use. Texan REIT Manager, LLC permits ancillary use of cell phone for domestic personal calls. Cell phone bills are reviewed and audited on a monthly basis. Abuse of equipment or usage, including exceeding contract limits for time, text, and data usage; and/or incurring charges for unapproved downloading of non-business-related apps and/or inappropriate use of social networking sites will be treated as a violation of this policy. Permitted data usage for cellphones and jetpacks should not exceed 2GB per month per employee. Any violation of this policy may subject the employee to a personal reprimand and/or the employee will be required to reimburse Texan REIT Manager, LLC unapproved cell phones/jetpacks charges incurred by the employee.

Lost Broken or Abused Equipment

In the event an employee's cell phone equipment or cell phone is lost, broken, or stolen the employee will be directly and personally responsible for the cost of the repair or replacement of the equipment. If the defect is a result of an equipment/technical malfunction the employee will not be held responsible. In the event an employee phone or equipment is lost, stolen or broken, said event must be reported to the Office Services Specialist immediately, or as soon as reasonably possible. If the event a phone is eligible for repair, the employee is responsible for cost of repairs, or should the employee elect to have the phone replaced or upgraded, employee shall be solely responsible for those costs. However, the ownership of phone remains vested with Texan REIT Manager, LLC.

In the event any of the foregoing events should take place, the employee shall be responsible for the payment of the following fees. If the employee fails to make payment to Texan REIT Manager, LLC within two weeks of the loss, then Texan REIT Manager, LLC may elect to withhold from the employee's salary an amount equal to the loss incurred.

Cost of Lost, Broken, or Stolen Devices:

\$500	iPhone 11
\$600	iPhone 12
\$400	iPhone SE 2020
\$200	Jetpack
\$45	iPhone Charger
\$50	Cell Phone Case

SOCIAL MEDIA USAGE

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include all types of posts and other communications on the Internet, including but not limited to blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites (such as Facebook, Twitter, LinkedIn, etc.), and other sites and services that permit users to share information with others in a contemporaneous manner. Social media activity also includes permitting, or failing to remove, posts by others where the employee can control the content of posts, such as on a personal page or blog.

The following principles apply to employees' professional use of social media on behalf of Texan REIT Manager, LLC as well as personal use of social media when referencing Texan REIT Manager, LLC. It also applies to employees' social media activity, whether on or off duty, when using Texan REIT Manager, LLC's electronic resources. This policy does not and cannot cover every possible social media activity. For this reason, Texan REIT Manager, LLC relies on the professionalism and judgment of its employees to ensure that social media activity is undertaken responsibly.

Employees should be aware of the effect their actions may have not only on their own images, but on Texan REIT Manager, LLC's image as well. The information that employees post or publish may be public information for a long time.

Employees should be aware that Texan REIT Manager, LLC may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Texan REIT Manager, LLC, its employees, or customers.

Although not an exclusive list, some specific examples of prohibited social media conduct include the following:

- Posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, that could create a hostile work environment, or that violate any of Texan REIT Manager, LLC's other policies, including but not limited to the Impermissible Harassment Policy.

- Employees are not to publish, post or release any information that is considered Texan REIT Manager, LLC's confidential or proprietary information or has otherwise not been made public by The Company. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or their supervisor.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized legal or business representatives of The Company.
- Employees should not refer to or post images of Texan REIT Manager, LLC's current or former employees, members, vendors, or suppliers without the express consent of the individuals. Additionally, employees should secure appropriate permission before using a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use should not interfere with employee's responsibilities at Texan REIT Manager, LLC. For this reason, employees are prohibited from engaging in personal social media use during work hours.
- Texan REIT Manager, LLC's computer systems are to be used for business purposes only. When using Texan REIT Manager, LLC's computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, and LinkedIn), but personal use of social media networks or personal blogging of online content is prohibited and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates The Company's Code of Conduct or any other company policy may subject an employee to disciplinary action, up to and including termination.
- If employees publish content after-hours that involves work or subjects associated with Texan REIT Manager, LLC, a disclaimer should be used, such as this: "The views expressed on this site are my own and may not represent Texan REIT Manager, LLC's positions, strategies or opinions."
- Solicitation of future employment or posting of the Employee's resume on any social networking site, for the purpose of soliciting employment, is strictly prohibited during work hours or on Texan REIT Manager, LLC's computer systems at any time and is against company policy.

Employees will be held accountable for engaging in social media activity that violates this Policy. Violations of this policy may result in corrective action, up to and including termination of employment.

GOLDMINE DATABASE USAGE

Texan REIT Manager, LLC utilizes GoldMine® as the sole CRM database. All GoldMine® emails must be read and responded to within 24 business hours of receipt, and input of all correspondence (call, emails, etc.) between external contacts into the database should be completed immediately as defined by the departments policy.

UNACCEPTABLE BEHAVIOR

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of misconduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of Company property or property of customers or coworkers.
- Falsification of timekeeping records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace.
- Fighting or using obscene, abusive, or threatening language or gestures or engaging in other abusive behavior or displaying acts of aggression on Texan REIT Manager, LLC's premises or while on Company business.
- Boisterous or disruptive activity in the workplace.
- Using profanity or offensive language.
- Negligence or improper conduct leading to damage of Company-owned or customer-owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Smoking in the workplace.
- Violations of The Company's EEOC Policy, including harassment in any form.
- Excessive absenteeism or any absence without notice.
- Unauthorized use of telephones, or other Company-owned equipment and supplies.
- Using Company equipment for purposes other than business (i.e. playing games on computer or personal Internet usage);
- Unauthorized disclosure of business "secrets" or confidential information.
- Malicious gossip with the intent to harm, or otherwise instigating the disruption of an orderly workflow.
- Loitering or wasting time.
- Possession of firearms on Texan REIT Manager, LLC's premises or while on Texan REIT Manager, LLC's business.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.

If you are having difficulty coping with a particular work situation, you are encouraged to discuss it thoroughly with your immediate supervisor. If you need additional help, you may contact Human Resources, which may advise you about appropriate action on your part.

PERSONAL APPEARANCE

Your appearance is important to our customers and to the people with whom you work. Many clients and visitors come to our office. Accordingly, it is important to maintain a business-like professional appearance, avoiding extremes in attire in the office and while representing The Company.

DRESS CODE POLICY

Texan REIT Manager, LLC employees contribute to the corporate culture and reputation in the way they present themselves.

Employee not forward facing:

- The usual dress practice is considered primarily business attire, but for the purpose of continuing to promote employee morale, a more casual dress practice is enacted. Jeans (without rips/tears), casual shoes and nice shirts/blouses are sufficient.
- Casual wear encompasses many looks, but it really means casual clothing that is appropriate for a professional office environment. Casual wear does not equate to sloppiness. It is clothing that allows you to be comfortable at work, yet always look neat and professional. Employees should consider each day's activities when determining what to wear.

Forward Facing to Clients:

- Business casual attire is required for employees that have interactions with tenants or other stake holders. Business casual includes shirts with collars, crewneck or V-neck shirts, blouses, slacks, dresses, and skirts. Business casual shoes should be incorporated that are safe for walking through the company's buildings.
- On some occasions forward facing to clients may have casual dress on Friday's, which would include jeans (not torn or ripped), professional blouse or shirt with casual shoes.

GROOMING POLICY

Employees are expected to present a clean, neat conservative, and tasteful appearance. All employees should dress and groom according to the requirement of the position and accepted normal social standards and use good judgment and common sense when making decisions related to personal appearance. Decisions made regarding acceptable appearance are at the sole discretion of the company. Initially, conversations, without reprimand, will take place with all employees if the employees' appearance does not meet the company's expectations. Failure to comply with the company's recommendations for correction of one's appearance will result in disciplinary action, that may include termination. Although it is impossible to address every topic relating to appearance, below are some basic guidelines.

Basic guidelines for appropriate attire include:

- Hair is expected to be clean and neat. Hair color should be conservative that is customary with natural human hair color. Decorative colors such as blue, pink, orange, green, bright red, etc., are not permitted.
- Fingernails should be kept clean, neat, and well-manicured for appropriate work setting. Excessively long nails are not appropriate or permitted.
- Accessories should be work in moderation. The only nose piercing jewelry permitted is a small stud, all other body piercing jewelry should be covered. Earrings should be no longer than 1' below the ear lobe.
- Hats/Head coverings are not acceptable, except where required by weather or safety regulations, as part of a religious accommodation or for approved medical reasons.
- Tattoos displaying slogans or images that are demeaning, provocative, feature profanity, indecent, grossly offensive, discriminatory, or any other message that do not promote or enhance a safe, inclusive workplace must be covered. Some departments may require tattoos be always covered. Large neck and face tattoos are not permitted.
- Colognes / Perfumes or heavily scented lotions are inappropriate and maybe offensive to others. All scented products should be used in moderation.
- The use of gold, platinum, or other decorative dental veneers or caps is not permitted.
- Makeup should be conservatively applied.
- Employees are required to maintain a clean body and hair.
- Facial hair must be kept clean, neatly groomed and jewelry or decoration free.

Consult with your immediate supervisor if you have any questions about this personal appearance statement or about the appropriate dress for your position.

ABSENTEEISM AND TARDINESS

Attendance is an essential function of your job, and good attendance is necessary for the orderly operation of The Company. Consequently, Texan REIT Manager, LLC expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, Texan REIT Manager, LLC has established leave time to compensate full-time employees for certain time lost for legitimate medical reasons. (Please consult the appropriate sections of this Handbook for information regarding these benefits.)

Should you be unable to work because of illness, you must notify your supervisor at least half an hour before your regular starting time on each day of your absence unless you are granted an authorized medical leave, in which case different notification procedures apply. (See the Family and Medical Leave Act policy earlier in this Handbook.) Failure to properly notify Texan REIT Manager, LLC will result in an unexcused absence.

If you are absent for three or more consecutive workdays due to illness, a statement from a physician may be required before you will be permitted to return to work.

Absenteeism or tardiness that is unexcused or excessive is grounds for disciplinary action, up to and including dismissal, regardless of whether you have accrued leave time. Absenteeism includes leaving work early.

TIDY WORK AREA

Keep your work area neat and clean. Treat equipment such as office equipment, test equipment and tools with care. Clean them regularly and notify your supervisor of equipment missing or in need of repair.

DISCIPLINARY PROCEDURES

We are all expected to accept certain responsibilities, follow acceptable business principles in matters of conduct, and exhibit a high degree of integrity at all times. This expectation not only requires a sincere respect for the rights and feelings of others, but also demands that employees refrain from any behavior that might be harmful to themselves, co-workers, The Company, or viewed unfavorably by customers or by the public at large.

Texan REIT Manager, LLC employs progressive discipline. That is, the action taken in response to unacceptable conduct or behaviors typically follows a pattern increasing in seriousness until the conduct or behavior is corrected. When an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory based on violations of any Company policies, rules, or regulations, employees will be subject to disciplinary action, up to and including termination without notice.

Elements of progressive discipline include an oral reminder, a written reminder, disciplinary leave, and finally termination of employment. Any of the following elements may be implemented or omitted at any time The Company deems appropriate, based on the severity and specifics of each case:

Oral Reminder

Generally, the first step, a verbal reminder to an employee that his/her conduct is unacceptable, and that further infractions will lead to more severe penalties. The objective is to correct the problem by indicating in a friendly but serious manner how actual performance falls short of desired performance. This step should ensure that no employee is disciplined for violation of a policy or procedure she/he might reasonably not know about.

Written Reminder

Typically, the second step, if an oral reminder has not corrected the problem is a written reminder. If the issue is of a serious nature, a written reminder is an appropriate first step. It formalizes a discussion between a supervisor and an employee about a performance deficiency. The employee is given a written reminder describing the unacceptable conduct or behavior, and specifying the improvement needed.

An impartial witness should be present, if possible, during the counseling session, and the employee will be asked to acknowledge the reminder with his or her signature. The employee will be given the opportunity to respond if he or she disagrees with the written reminder. If the employee refuses to acknowledge the reminder, the witness should sign in their place. A copy of this reminder is retained in the employee's file.

Disciplinary Leave

An employee may be placed on a disciplinary leave of absence with or without pay when it is in the best interest of The Company to do so. Leave with pay will normally not exceed one day. Leave without pay may not exceed three (3) working days. This step is usually taken after unsatisfactory performance has not been corrected following the application of an oral and written reminder. It may be taken as a first and final step before discharge in the event of a major offense. An employee returning to work following disciplinary leave must agree to work in a manner that includes following rules and regulations and correcting unsatisfactory performance.

Termination

Termination may occur when positive steps have been used but performance or behavior has not changed or when an employee has committed a major offense. Actions that may result in termination without prior disciplinary action include but are not limited to the following:

- Dishonesty, falsification of records, or stealing;
- Fighting or other violent acts;
- Absence without approved leave or excessive absenteeism or tardiness;
- Behavior evidencing incapacity to perform on the job;
- Damage, destruction, or abuse of Company property;
- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include drug paraphernalia);
- Working or reporting to work under the influence of alcohol or an illegal drug as defined in the Alcohol/Drug guideline;
- Possession of weapons while on Company property;
- Conduct that threatens the safety or well-being of yourself or others.

Company property includes all facilities, parking lots, grounds and sponsored events. The Company reserves the right to discipline its employees based on the severity and type of infraction, which may include incidents not listed above. Note: Each disciplinary action will be evaluated on a case-by-case basis and management may, at their discretion, escalate any disciplinary action based upon employment history or severity of the actions taken.

PERFORMANCE DIALOGUE PROGRAM

Texan REIT Manager, LLC's Performance Dialogue program is designed to support continual work improvement through periodic appraisals of your performance.

Performance dialogues occur upon completion of your introductory employment period or job transfer period and around the anniversary of your date of hire each year. Your supervisor may also conduct informal performance reviews and planning sessions more often if they choose.

Performance dialogues and planning sessions are designed for you and your supervisor to discuss current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, you discuss ways in which you may accomplish goals or learn new skills.

Texan REIT Manager, LLC directly links wage and salary increases with performance. Your performance dialogue and planning sessions will have a direct effect on any changes in your compensation. For this reason, among others, it is important to prepare for these reviews carefully, and to participate in them fully.

SAFETY IN THE WORKPLACE

Texan REIT Manager, LLC takes pride in its practices to ensure the safety, health and well-being of all our employees. The Company has established a comprehensive workplace safety program to provide guidance to all employees on workplace safety and health issues.

The facility where you work has emergency procedures and evacuation plans to follow in the event of a fire or other disaster. These are posted in common areas and on bulletin boards within the facility. Exits, fire extinguishers and first aid kits are located in each facility. All employees are expected to familiarize themselves with the location of such equipment.

In any emergency, employees should follow alarms or other alerts to evacuate buildings and/or areas near the premises. Always follow the basic evacuation procedures but remember personal safety is paramount and takes precedence. Appointed Company personnel will coordinate with fire, police or other emergency personnel to determine when buildings may be re-entered.

Any job-related injury, regardless of severity, must be reported immediately to your supervisor for prompt evaluation and medical attention if necessary. Your supervisor will complete an initial safety incident report and forward it to Human Resources.

You are asked to learn the following safety rules and follow them at all times:

- Use common sense in performing your duties.
- Report any work injuries/illness to your supervisor.
- Report unsafe conditions to your supervisor or safety coordinator.
- Do not use any equipment, vehicles, or materials when overly tired, nauseated, feverish or under the influence of any substance that may affect your judgment.
- Keep your work area neat and tidy.
- Use mechanical devices or request assistance in lifting heavy loads.

- Wear seat belts when operating any Company or rented vehicle or driving your own personal vehicle while on Company business.
- Be sure that aisles or exits are kept clear; do not let power cords interfere with walkways.
- Keep paper clips, tacks, pins, and other objects off the floor.
- Store all sharp objects properly when not in use.
- Open and close doors cautiously and use extra caution at blind hallway intersections.
- Open only one file cabinet drawer at a time to avoid tip-over. Cabinets should also be loaded from bottom to top and emptied in the reverse order.
- Report or clean up all spills immediately.
- Notifying your supervisors, before the beginning of the workday, of any medication you are taking, that may cause drowsiness or other side effects that could lead to injury to yourself and your coworkers.
- Use stepstools, platforms or ladders for climbing; never use chairs; and
- Report or replace frayed electrical cords.

All employees are expected to abide by safe work practices and adhere to general safety rules to ensure their safety as well as the safety of coworkers. Violations of Company health and safety practices will be dealt with in accordance with The Company's disciplinary procedures.

WORKPLACE SEARCHES

In addition to the search provisions in Texan REIT Manager, LLC's Drug Free Workplace Policy below, to safeguard the property of our employees, our clients, and The Company, Texan REIT Manager, LLC reserves the right to question employees and all other persons entering and leaving our premises, and to inspect and search any packages, parcels, purses, handbags, briefcases, backpacks, lunchboxes, or any other possessions or articles carried to and from Texan REIT Manager, LLC's property and to test, read, copy, destroy, or confiscate any items found if, in the sole discretion of The Company, it is necessary to safeguard the property of our employees, our clients, and Texan REIT Manager, LLC. In addition, Texan REIT Manager, LLC reserves the right to search any employee's office, desk, files, locker, or any other area on Texan REIT Manager, LLC's premises and test, read, copy, destroy or confiscate any files or documents in those areas. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are Texan REIT Manager, LLC's property, and are issued for the use of employees only during their employment with Texan REIT Manager, LLC. Inspections may be conducted at any time at the discretion of The Company.

Persons wishing to enter the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises.

Employees working on, entering or leaving the premises who refuse to cooperate with an inspection as well as employees who after the inspection is believed to be in possession of stolen property or illegal drugs, will be sent immediately to HR. Disciplinary action may be taken including but not limited to termination.

WORKPLACE VIOLENCE

It is Texan REIT Manager, LLC's policy to expressly prohibit any acts or threats of violence by any Company employee or former employee against any other employee in or about Texan REIT Manager, LLC's facilities or elsewhere at any time. Texan REIT Manager, LLC also will not condone any acts or threats of violence against Texan REIT Manager, LLC's employees, clients, or visitors on Texan REIT Manager, LLC's premises at any time or while they are engaged in business with or on behalf of The Company, on or off Texan REIT Manager, LLC's premises. Texan REIT Manager, LLC prohibits employees from possessing or carrying a firearm, concealed or otherwise, at Texan REIT Manager, LLC's offices or any other site where Texan REIT Manager, LLC's business is performed.

In keeping with the spirit and intent of this policy, and to ensure that Texan REIT Manager, LLC's objectives in this regard are attained, Texan REIT Manager, LLC is committed to the following:

- To provide a safe and healthful work environment, in accordance with Texan REIT Manager, LLC's safety and health policy.
- To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
- To take appropriate action when dealing with clients, former employees, or visitors to Texan REIT Manager, LLC's facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- To prohibit employees, former employees, clients, and visitors from bringing firearms or other weapons onto Texan REIT Manager, LLC's premises; and
- To establish viable security measures to ensure that Texan REIT Manager, LLC's facilities are safe and secure to the maximum extent possible and to properly handle access to Texan REIT Manager, LLC's facilities by the public, off-duty employees, and former employees. Any employee who receives a key or card key to Texan REIT Manager, LLC's offices must notify Human Resources of a lost key or card key, and upon termination of employment, keys and card keys must be returned to Human Resources.

Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that Texan REIT Manager, LLC, in its sole discretion, deems offensive or inappropriate will be subject to disciplinary action, up to and including dismissal.

In furtherance of this policy, employees have a "duty to warn" their supervisors if any suspicious workplace activity or situations or incidents they observe or become aware of that involve other employees, former employees, clients, or visitors that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. Texan REIT Manager, LLC will not condone any form of retaliation against any employee for making a report under this policy.

EMPLOYMENT SEPARATIONS

Separation of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of the procedures for some of the most common circumstances under which employment is terminated.

Resignations

Regardless of your job classification, to ensure a smooth transition out of The Company and accurate processing of your final wage payment, you are requested to provide your supervisor with a written letter of resignation explaining the reason for separation and the effective date at least 2 weeks (10 work days) before the last day of employment. Failure to provide proper notice may affect future employment opportunities with Texan REIT Manager, LLC.

Position Elimination

Elimination of positions may occur because of changes in duties, organizational changes, or lack of work. Whenever possible, management will give the affected employee at least two (2) weeks' notice.

Job Abandonment

If you are absent for three (3) consecutive days without notifying your supervisor, you will be terminated for reasons of job abandonment.

Dismissal

As previously described, you may be terminated as part of progressive discipline, or without prior disciplinary action when your actions, in The Company's judgment, warrant immediate termination.

LEAVING TEXAN REIT MANAGER, LLC

Although we hope your employment with Texan REIT Manager, LLC will be a mutually rewarding experience, we understand varying circumstances do cause separation both voluntary (decision made by the employee) and involuntary (decision made by the employer) from time to time. In an order to make the transition as smooth as possible for all parties involved, TRM has implemented the following separation guidelines:

Procedures

It is requested that you agree to schedule an exit interview with the Human Resources Department. During this interview we invite you to share your opinions and comments about working with The Company. Information you provide is kept confidential and is useful in helping us improve our operations.

Employees failing to return any Company property including keys, credit cards, tools, uniforms, cellular phones, and other equipment will be deemed ineligible for rehire and may be subject to legal proceedings by Texan REIT Manager, LLC.

Employees resigning in good standing and whose documented performance is above average under The Company's performance management system will be eligible for reemployment for a period of up to six (6) months from the last date of employment without loss of seniority and any benefits that accrue as a result of seniority.

Former employees will be considered for open positions along with all other candidates. Former employees who apply for reemployment after six (6) months will be treated as new employees for purposes of seniority-related benefits.

ACCENT ON SERVICE

As employees of Texan REIT Manager, LLC, we continually review our roles and explore new ways to help support The Company's goals. Whether we work directly or indirectly with customers and vendors, our main concern is to provide the kind of support and service of which we can be proud.

To help you make a positive difference at Texan REIT Manager, LLC, here are some guidelines to enhance your success:

- Know your job thoroughly, so that you can be proactive. Be alert to the issues that your experience tells you will arise.
- Help your co-workers. Remember you are part of a team and team members support each other in providing outstanding service.
- When needed, make an extra effort not only to answer questions but also to offer solutions to problems.
- Take personal responsibility for making the system work.
- Take some time to determine what you can do to make business activities run more smoothly.
- Be courteous and cooperative to exhibit your interest and concern when interacting with people.
- Keep in mind that by working together, we make Texan REIT Manager, LLC a great place to work and grow.

DRUG FREE WORKPLACE

Texan REIT Manager, LLC desires a safe and drug-free work environment for our customers and our employees. With this in mind, The Company has established the following policy:

PROHIBITED ACTIVITY

Texan REIT Manager, LLC strictly prohibits the following activities:

- Unlawful manufacture, use, sale, transfer, distribution, dispensation or possession of alcohol, inhalants, drugs or controlled substances at any Texan REIT Manager, LLC workplace. Texan REIT Manager, LLC vehicles, as well as private vehicles parked on Company premises or work sites, or locations included within these prohibitions.
- Any employee being at work and/or operating a motor vehicle under the influence of alcohol, inhalants, drugs or controlled substances, as defined in schedules I through V of section 202 of 21 U.S.C. § 812, 49 C.F.R. § 40, and the Texas Controlled Substances Act, Texas Health and Safety Code § 481.002. "Under the influence" is defined as being unable to perform work in a safe and productive manner; being in a physical or mental condition which creates a risk to the safety and well-being of the employee, co-workers, the public, or Texan REIT Manager, LLC or customer property; or having any detectable level, in excess of a trace, of alcohol, inhalants, drugs or controlled substances, whether or not prescribed, in the body.

Any employee found in violation of the above-stated policy will be subject to discipline up to and including termination from employment.

NOTIFICATION OF SUPERVISOR

Anyone taking or using an inhalant, drug or other medication, whether or not prescribed by the employee's physician for a medical condition, which is known or advertised as possibly affecting or impairing judgment, coordination, or other senses, or which may adversely affect ability to perform work in a safe and productive manner, must notify his or her supervisor or other appropriate management official prior to starting work or entering Texan REIT Manager, LLC's facilities. The supervisor or management official will decide if the employee can remain at work or on Texan REIT Manager, LLC's premises or work sites and what work restrictions, if any, are deemed necessary. Any employee violating this policy will be subject to discipline, up to and including termination.

DRUG TESTING

Texan REIT Manager, LLC will require all applicants for employment and Employees to provide blood and/or urine samples for screening by a laboratory for the presence of alcohol, drugs and controlled substances in the following circumstances:

- *Pre-employment:* As a condition of employment and as part of the employment process for all applicants, all applicants for employment or re-employment will be subject to testing.
- *Random Testing:* Employees may be selected at random for drug testing at any interval determined by The Company.

- *For Cause Testing:* The Company may ask an employee to submit to a drug test without prior announcement if the individual's observed behavior or other circumstances raise reasonable suspicion about the employee's compliance with this policy, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness;
- *Post-Accident Testing:* Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way.
- *Follow-up:* Tests administered periodically as a follow-up for employees who have previously tested positive for drugs or alcohol under this policy and program to assure that they are remaining drug free.
- *Return to Work:* Following a self-referral for rehabilitation treatment, the employee will need to have a negative return-to-work test for drugs and/or alcohol. A qualified Substance Abuse Professional will determine the timing of the test.
- *Return to Duty:* Upon return from an extended leave due to a personal or work-related accident or injury, the employee will need to have a negative return-to-duty test for drugs and/or alcohol; and
- *Other Testing:* Texan REIT Manager, LLC reserves the right to test employees of a team, unit, department, an entire location (office/facility) or division (known as a "unit sweep") for pre-access, license renewal, to obtain a license, at a customer's request and/or any other reason, which may apply.

NOTIFICATION OF TEST RESULTS

Texan REIT Manager, LLC will notify any employee who has taken a drug and controlled substance test the results of any alcohol, drug and controlled substance, provided the results were positive. The employee must also be advised what substance was discovered.

ACCESS TO INDIVIDUAL TEST RESULTS

No person may obtain the individual test results retained by a medical review officer, and no medical review officer shall release the individual test results of any employee or previous employee to any person, without first obtaining written authorization from the tested employee. Nothing in this paragraph will prohibit a medical review officer from releasing to Texan REIT Manager, LLC, the individual test results of any employee.

Any employee who refuses to submit to a search or inspection, refuses to give a blood or urine sample, is found in possession of alcohol, drugs or controlled substances, or is under the influence of alcohol, drugs or controlled substances, or who otherwise violates this policy will be subject to discipline, up to and including termination.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

DUTY TO REPORT CONVICTIONS

Any Texan REIT Manager, LLC employee who has been convicted under any criminal drug statute must report that conviction to Texan REIT Manager, LLC no later than five (5) days after the conviction. An employee arrested or convicted of a crime – whether the crime is related or unrelated to the individual's employment activities, must report the arrest or conviction within three (3) business days of the arrest or conviction to their supervisor or to Human Resources.

Disclosing an arrest or conviction does not automatically impact an employee's eligibility for employment with The Company. Continued employment depends on a variety of factors, such as the nature and gravity of, and circumstances surrounding the arrest or conviction, including the employee's truthfulness and completeness in disclosing the information in a timely manner. If an employee is convicted of a criminal offense while employed with The Company, the employee may be terminated and, if terminated, may be ineligible for rehire.

DEFINITIONS

Conviction includes any unlawful offense, including but not limited to major traffic violations (such as DUI/DWI, reckless or negligent driving, driving with an invalid license, or leaving the scene of an accident); worthless check violations; or any citation for violation of federal, state, or local ordinances or statutes that resulted in a fine, restitution, or incarceration. Guilty verdicts, guilty pleas, and pleas of nolo contendere (no contest) must be disclosed.

Minor Traffic Violations do not need to be reported. Examples of minor violations include expired parking meter citations, failure to wear a seat belt, or speeding violations of no more than 20% above the posted speed limit (e.g., going 48 mph in a 40 mph zone).

CONSEQUENCES OF NON-COMPLIANCE

An employee who fails to disclose an arrest or conviction in accordance with the arrests and convictions procedures is in violation of this policy. A supervisor who is made aware of an employee arrest or conviction and fails to disclose the information in accordance with the procedures below is in violation of this policy.

Violation of the policy may result in disciplinary action, up to and including termination of employment.

RIGHT TO SEARCH

In addition to any other right to search provisions stated in this Handbook, Texan REIT Manager, LLC reserves the right, on reasonable suspicion that this policy is being violated, to conduct examinations, searches or inspections of employees and their personal effects, lockers, lunch boxes, purses, baggage, and any other property located on Texan REIT Manager, LLC's premises or work sites, their private vehicles, if parked on Texan REIT Manager, LLC's premises or work sites, and their quarters, if furnished by Texan REIT Manager, LLC. Entry on Texan REIT Manager, LLC's premises or work sites constitutes consent to examinations, searches or inspections. The purpose of such examinations, searches or inspections is to determine whether any employee is in violation of this policy. Further, employees may be required to sign a written consent to such examinations, searches and inspections at the time of and as a condition of their initial employment, or as a condition of continued employment.

COMPLIANCE HELPLINE

LIGHTHOUSE ANONYMOUS REPORTING

- Available 24/7 365 days a year
- Professionally trained, independent third-party to take your report
- Reports can be anonymous, anonymous with the ability to receive responses and questions to continue a dialogue, or you can identify yourself.

Contact Options:

Phone: English: 833-280-0005

Spanish: 800-216-1288

Online: www.lighthouse-services.com/hi-reit

Email: reports@lighthouse-services.com

(Must include company name in report)

What's it for?:

Concerns regarding: Fraud and theft, conduct that violates our ethics code or honor code, unethical behavior, staff vendor conduct violating the law, discrimination and sexual misconduct, unsafe working conditions, compliance violations, other actions or behaviors that cause you concern

What it's NOT for:

Emergencies (The Helpline is NOT an emergency service line, and in the case of an emergency, reach out to appropriate emergency services) disagreements with policies and procedures, complaints about legal activities or policies, i.e., cell phone and computer monitoring, petty complaints, false accusations, harassment purposes.

After a Report is Generated:

HR and General Counsel are notified and provided the report; HR and General Counsel will determine who will investigate the allegations. Investigator will determine the scope of any warranted investigation, develop a plan, investigate, interview witnesses, and make recommendations. Recommendations are forwarded to senior management as appropriate for further action. Database of reports and resolutions is maintained to assist with reporting and identifying patterns.

ACKNOWLEDGEMENT

I have received a copy of the Employee Handbook outlining the responsibilities of an employee and the responsibilities of The Company. I have read the information contained in this Handbook and it has been explained during orientation. I understand that if I have any questions, I should contact my manager, supervisor, or the office of Human Resources. I understand that the Employee Handbook is not an employment contract but does provide the organizational employment policies and procedures by which I am governed.

I agree to comply with the guidelines, policies and procedures of Texan REIT Manager, LLC Income REIT, Inc. I understand my employment is at-will, and that my employment and compensation may be terminated at the option of either myself or Texan REIT Manager, LLC at any time.

This Handbook is subject to change without notice. It is understood that changes in procedures and policies will supersede or eliminate those found in this book and I will be notified of such changes through normal communication channels.

Employee Signature

Employee Name Printed

Date Signed