

ESSEX

PROPERTY TRUST, INC.

Hybrid Remote Work Policy

Essex has established a flexible work environment for qualified roles which allows limited opportunity to telecommute / work from a remote location, whether at home or another location as further described below.

Working remotely is a privilege that is granted under appropriate circumstances to associates whose positions and job duties are suited to such an arrangement. Essex may discontinue any telecommuting arrangement at any time, although reasonable advance notice will be provided whenever practicable.

As a condition of working remotely, you are required to reside in the state in which we operate (California/Washington) and within a reasonable commuting distance from a corporate office. Work locations outside of California and Washington often require the company's compliance with a variety of local and state mandates, leading to significant potential costs and other consequences. Changing your work location outside of California and Washington, even for a short period of time, is therefore not allowed. Associates who violate this policy will be responsible for any related costs.

Scheduling

Associates in qualifying positions will be expected to work in the office as directed by their Supervisor for a portion of the week, generally 3 days.

Work Day

Associates working remotely are responsible for performing their job duties as if working in the office (including but not limited to being easily available by phone/Zoom, responsive to e-mails and available for meetings) for the duration of their regular work day. Associates working remotely may also be required to report to the work location for in-person meetings or other occasions where their presence is necessary, even if these meetings fall on the associate's telecommuting days.

Work Sites & Safety

The associate must maintain safe conditions in any at-home workspace and practice the same safety protocols and practices as those followed at the assigned work location. Thus, all work locations must be free of safety and other hazards.

Company Property and Information

Protecting Essex's property and confidential and proprietary information is of utmost concern. Accordingly, consistent with Essex Property's expectations for Associates working at their regular work location, telecommuting Associates will be expected to ensure the protection of Company property and confidential and proprietary information accessible from their remote office. Any breaches in security protocols and requirements will lead to strict and swift disciplinary action.

Accommodation

Requests for reasonable accommodations under applicable law, including to Associates with a known physical or mental disability or to Associates for religious beliefs, observances and practices, or for leaves of absence, are not covered by this policy. If you require such an accommodation or leave of absence, please contact Human Resources to request such an accommodation or leave of absence.

All Other Policies Apply

While working remotely, Associates must comply with all Essex policies, including all policies regarding standards of conduct, confidentiality, and time off, all of which continue to apply, regardless of location.

This policy does not alter the at-will nature of employment with Essex Property Trust, Inc.