

# ESSEX

PROPERTY TRUST, INC.

## Volunteer Program

Essex Property Trust believes in the power of volunteerism to create positive change in the communities where we live and work. We back up this belief with a program aimed at supporting and encouraging eligible associates to become actively involved in their communities. Whether it's joining neighbors in a park clean-up, bringing a meal to persons with a life-threatening illness, being a mentor to a person with disabilities, or helping build a home, Essex encourages its associates to make a difference.

We know it's not always easy to balance your personal and work demands and find time to volunteer in your community. As a result, the Essex Volunteer Policy permits eligible associates – with manager pre-approval – to take up to eight (8) work hours each calendar year to participate in volunteer work.

### **Who Is Eligible?**

All full-time Essex associates who have completed their 90-day probation period are eligible. Part-time associates are not eligible. Eligible associates must have their manager's written approval prior to taking time off work.

### **What Organizations Are Eligible?**

Nonprofit community organizations must be a public charity with tax-exempt status under section 501(c)(3) of the Internal Revenue Code. In addition, eligible organizations must have full-time, paid professional management. Associates who are parents, guardians or grandparents may use volunteer hours to volunteer at their children's or grandchildren's school up to the high school level.

### **What Organizations Are Not Eligible?**

The following organizations are not eligible for the Essex Volunteer Policy: (1) Political organizations; (2) Religious organizations (except those with a social service program operating separately from a church, temple, or mosque); and (3) any organization that discriminates.

### **Does This Policy Cover After-Hours Volunteer Work?**

Essex strongly believes that both our workforce and the community will benefit from associates who make a permanent commitment to volunteerism. The Essex Volunteer Policy does not, however, cover volunteer work conducted during non-work (personal) time.

### **How is Volunteer Time off Calculated?**

The Essex Volunteer Policy provides that eligible associates receive up to eight hours of Volunteer Time per year. Associates receive a pro-rated amount of 2 hours per quarter for volunteer time during the first year of employment based on their hire date. Thereafter, on January 1 of each year, associates will be allowed eight (8) hours of Volunteer Time Off, available for use throughout that year. Unused Volunteer Time Off does not carry over to the next year.

### **How to request Volunteer Time off?**

Time off to be requested in Workday. Associates will be required to provide supporting documentation to their manager.

You recognize that your participation in the Essex Volunteer Policy is entirely voluntary and performed at your own risk. You therefore assume any and all risks of loss, damage, wage loss, injury or death that may be sustained while participating in the Essex Volunteer Policy. As a condition of your participation in the Essex Volunteer Policy, on behalf of yourself, your heirs, executors, administrators, legal representatives, assigns and successors in interest, you must release and waive all rights or claims for damages against Essex Property Trust, and its respective directors, associates, interns, representatives, agents, parents, subsidiaries, and affiliates, from any and all liability arising out of or connected in any way with your participation in the Essex Volunteer Policy.