


work life


matters

saam
architecture
staff
handbook

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Welcome to saam architecture!

Dear Employee:

You and **saam architecture** have made an important decision: The Firm has decided you can contribute to our success, and you've decided that **saam architecture** is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a profitable relationship. The minute you start working here, you become an integral part of **saam architecture** and its future. Every job in our Firm is important, and you will play a key role in the continued growth of our Firm.

As you will quickly discover, our success is based on delivering high quality products and providing unsurpassed customer service. How do we do it? By working smart, focusing on our customers' needs, and creatively meeting those needs. We do it by treating each other and customers with respect and admiration. We do it by performing as a team.

Should you have any questions concerning this handbook, your employment or benefits, please feel free to discuss them with your lead.

Again, welcome!

Introduction & Description of Firm

saam is a multi-lingual descriptor
that translates as “together.”

The concept of strong collaboration is at the core of our approach. Whether we team with clients, construction managers, or design architects, we acknowledge that a successful project requires a high level of mutual respect and teamwork.

This approach is founded on the experience of the saam partnership, a combined experience that is deeply rooted in highly collaborative award-winning projects.

Confidentiality Agreement

Information that pertains to **saam architecture**'s business, including all nonpublic information concerning the Firm, its vendors and suppliers, is strictly confidential and must not be given to people who are not employed by **saam architecture**.

Please help protect confidential information - which may include, for example, trade secrets, customer lists and Firm financial information - by taking the following precautionary measures:

1. Destroy hard copies of documents containing confidential information that is not filed or archived.
2. Secure confidential information in desk drawers and cabinets at the end of every business day.

Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult a **saam architecture** lead.

Conflict of Interest

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of **saam architecture**. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

1. Having a financial interest in any business transaction with **saam architecture**
2. Owning or having a significant financial interest in, or other relationship with, a **saam architecture** competitor, customer or supplier, and
3. Accepting gifts, entertainment or other benefit of more than a nominal value from a **saam architecture** competitor, customer or supplier.

Anyone with a conflict of interest must disclose it to management and remove themselves from negotiations, deliberations or votes involving the conflict. You may, however, state your position and answer questions when your knowledge may be of assistance to **saam architecture**.

Employment at Will

Unless expressly proscribed by statute or contract, your employment is "at will." All **saam architecture** employees are at will, which means they may be terminated at any time and for any reason, with or without advance notice.

Employees are also free to quit at any time. Any employment relationship other than at will must be set out in writing and signed by a principal of **saam architecture**.

Compensation & Work Schedule

Flexible Work Hours & Telecommuting

The Firm has established a flexible work arrangement program for employees. Every employee will be equipped with a laptop and the office has hoteling space for employees who come to the office on a given day. It is the responsibility of the employee to maintain, at their own expense, an appropriate internet connection at their home for the work they do away from the office. The employee will also be responsible for their mobile phones and cell phone accounts without reimbursement from the Firm.

Employees are encouraged to maintain flexible work arrangements that ensures business needs are met, provides excellent customer service, and meets availability for client meetings, design charrettes and team meetings while helping the employee achieve harmony between work and personal life. The needs of the team should be met before flexibility is used for personal life. Granting this level of flexibility to employees requires everyone to show flexibility to the needs of the Firm as well. Flexibility calls for everyone to check email, texts, and all other means of communication regularly outside of regular industry office hours.

It is the goal of **saam architecture** for employees to be able to work through most requirements so harmony is often achieved. If the employee struggles with such freedom as a result of flexibility, the employee may choose to go on a more structured schedule or at the discretion of the lead and with 10

business days' notice if performance metrics are not met will be put on a structured schedule to be successful.

Breaks

All employees working in Massachusetts are entitled to a 30 minute unpaid break, to be used for meals, for every six hours of work. **saam architecture** respects our employees' good judgment including their need for breaks to manage their energy level.

General Pay Information

Certain deductions will be made in accordance with federal and state laws. These include federal and state income tax withholding, Social Security tax and Medicare tax.

In addition, the Firm makes available certain voluntary deductions as part of the Firm's benefits program. If an employee elects supplemental coverage under one of the Firm's benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from his or her check each pay period. Such programs may include medical insurance, dental insurance, or disability insurance or any other voluntary program the Firm may choose to offer to employees. If the employee is not receiving a payroll check due to illness, injury, or leave of absence, he or she will be required to pay the monthly cost directly to the Firm.

Saam architecture will pay 50% of the medical costs for employee seeking coverage only for themselves and 50% of medical costs for employees seeking the family rate coverage for immediate family members in addition to themselves.

Pay Schedule

Employees will be paid 26 times per year, every other Friday one week in arrears. (You will be paid every two weeks, but paid a week after the second week in the pay period ends.)

The pay week starts on Sunday and includes all work you perform up to the close of business on Saturday.

A few additional facts about pay:

1. You will be paid your first week's wages in synch with the normal payout of that pay period.
2. For non-exempt employees, any overtime earnings will be paid with the pay check following the actual hours worked.
3. If a paycheck is lost or stolen, notify a principal immediately.

Time Records

All employees must keep accurate time records by completing time records and accurately recording time to projects or administrative tasks as directed at a minimum of 30 minute increments. Tampering with, falsifying or altering your own time records or that of another employee will result in disciplinary action, up to and including discharge. Failing to record work time may also result in disciplinary action.

For payroll purposes, time is rounded to the nearest quarter of an hour for non-exempt employees.

Anti-Discrimination & Harassment

Americans with Disabilities Act

It is **saam architecture**'s policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. **saam architecture** is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. **saam architecture** recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact the lead in Work-Life Matters for reasonable accommodations that may enable you to perform the essential functions of your job.

Equal Opportunity Policy

saam architecture provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Policy Prohibiting Harassment & Discrimination

saam architecture strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. We seek an inclusive environment where all employees are welcome and put forth their best ideas and work.

This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

Prohibited Behavior

saam architecture does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

1. is made an explicit or implicit condition of employment
2. is used as the basis for employment decisions

3. unreasonably interferes with an individual's work performance, or
4. creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes but is not limited to sexual behavior such as:

1. repeated sexual flirtations, advances or propositions
2. continued and repeated verbal abuse of a sexual nature,
3. sexually related comments and joking, graphic or
4. any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the Firm, regardless of gender or sexual orientation.

Harassment by Nonemployees

saam architecture will also endeavor to protect employees, to the extent possible, from reported harassment by nonemployees in the workplace, including customers, clients and suppliers.

Complaint Procedure and Investigation

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to the lead of Work-Life Matters. If that person is not available, or you believe it would be inappropriate to contact that person, contact another member of management.

saam architecture will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time employees have an obligation to cooperate **saam architecture** in enforcing this policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise any appropriate member of management. Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

Retaliation

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Training

saam architecture will establish proper training for all employees concerning their rights to be free from sexual harassment and other discrimination and steps they can take to stop it. It is the employees' responsibility to acknowledge completion of training by signing an acknowledgement and forwarding it to Work-Life Matters when requested.

Conduct Standards

Firm Property

saam architecture is pleased to offer an amazing amount of flexibility to our team members. Maintaining this flexibility requires everyone to give respect to the arrangement, the office space and each other. Please return the hoteling space to a neat and clean environment and use normal care in handling Firm property. Report any broken or damaged equipment to your lead at once so that proper repairs can be made.

Conduct Standards & Discipline

saam architecture expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with Firm personnel and outside business contacts. We seek to build an environment where employees can thrive. When the employee does not perform at a satisfactory level, **saam architecture** will directly inform the employee of the gap between expectation and performance.

The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that **saam architecture** retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance, including, but not limited to the following:

1. unsatisfactory quality or quantity of work
2. lateness to client or team gatherings
3. failing to follow instructions or Firm procedures, or
4. failing to follow established safety regulations.

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

1. falsifying an employment application or any other Firm records or documents
2. failing to record working time accurately or recording a co-worker's time record
3. insubordination or other refusal to perform
4. using vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
5. misusing, destroying or stealing Firm property or another person's property
6. violating conflict of interest rules
7. disclosing or using confidential or proprietary information without authorization
8. violating the Firm's computer or software use policies, and
9. being convicted of a crime that indicates unfitness for a job or presents a threat to the Firm or its employees in any way.

Dating In the Work Place

Supervisors and employees under their supervision are strongly discouraged from forming romantic or sexual relationships. Such relationships can create the impression of impropriety in terms and conditions of employment and can interfere with productivity and the overall work environment.

If you are unsure of the appropriateness of an interaction with another employee of the Firm, contact the lead for Work-Life Matters for guidance.

Drug Testing

If a client requires drug testing as condition for a project, **saam architecture** may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees on the project. The refusal to consent to testing will not result in disciplinary action, however retention of the employee will be based on available appropriate level work for the employee.

Ethical and Legal Business Practices

saam architecture expects the highest standard of ethical conduct and fair dealing from each employee, principal, and all others associated with the Firm. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our clients, other firms and our community.

This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment, and be sensitive to others' perceptions and interpretations.

You are expected to promptly disclose to the management of the Firm anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to management's attention. If you have any questions about this policy, consult your principal.

Complying With Laws and Regulations

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

Giving and Receiving Gifts

You may give or receive any gift to or from a non-governmental client of de minimus value. You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions from non-governmental entities. You may not give or receive any gifts of any kind with persons representing a governmental organization.

If you do receive a gift or other benefit of more than de minimus value, report it promptly to a principal. It will be returned or donated to a suitable charity.

Employee Privacy and Other Confidential Information

saam architecture collects only personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and the lead of Work-Life Matters must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the Firm only with employee approval.

If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

Accounting and Financial Reports

saam architecture's financial statements and all books and records on which they are based must accurately reflect the Firm's transactions. All disbursements and receipts must be properly authorized and recorded.

You must record and report financial information accurately. Reimbursable business expenses must be reasonable, accurately reported in a timely manner and supported by receipts.

Those responsible for handling or disbursing funds must assure that all transactions are executed as authorized and recorded to permit financial statements in accord with Generally Accepted Accounting Principles.

Account and Customer Information

Employees are prohibited from distributing account, client, and/or customer information to anyone, in any form, except the named account holder, client or customer without Principal approval. Any release of information must be done with Principal approval.

Compliance

Employees who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

Grievances

Employees are encouraged to bring concerns, problems and grievances to management's attention. You are also obligated to report any wrongdoing of which you become aware to your lead or, if the situation warrants, to any **saam architecture** Principal

Zero Tolerance for Workplace Violence

saam architecture has a zero-tolerance policy concerning threats, intimidation and violence of any kind in the workplace either committed by or directed to our employees. Employees who engage in such conduct will be disciplined, up to and including immediate termination of employment.

Employees are not permitted to bring weapons of any kind onto Firm premises or to Firm functions. Any employee who is suspected of possessing a weapon will be subject to a search at the Firm's discretion. Such searches may include, but not be limited to, the employee's personal effects, desk and workspace.

If an employee feels he or she has been subjected to threats or threatening conduct by a coworker, vendor or client, the employee should notify his or her lead or another member of management immediately. Employees will not be penalized for reporting such concerns.

Vacation & Holidays

Holidays

saam architecture does not observe any specific holidays. Employees are responsible team members who manage their own energy to meet project and proposal deadlines. Employees are free to work any days or partial days of the year that meet the needs of the business, provides excellent customer service, and meet availability needs for client meetings, design charrettes and team meetings while helping the employee achieve harmony between work and personal life.

Vacation

saam architecture leverages the good judgment of employees on projects, proposals and on the employees' well being. Employees know when rejuvenation is needed in the form of a vacation. Sometimes time away from work is needed to get tasks from your personal life taken care of and sometimes a respite is needed. **saam architecture** values your time and the need to stay mentally and physically healthy. Employees may request vacation as needed. Only active, full-time employees are eligible for paid vacation, and all vacation must be approved in writing before being taken and must be requested on a day when the employee is working.

saam architecture reserves the right not to approve a vacation request if it will interfere with Firm operations, customer service levels or adversely affects coverage of job and staff requirements. Whenever possible, employees' requests for vacation will be accommodated, but where scheduling conflicts arise, the Principal will seek an equitable resolution.

Leave for Special Circumstances

Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), **saam architecture** prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air Force National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Fulltime employees are entitled to 17 days of leave per year for military training. The period for military leave will be without pay.

Jury Duty

saam architecture supports employees in fulfilling their civic responsibilities by serving jury duty when required and fully compensates them for the first three (3) days of time they are required to serve.

However, you must inform your lead as soon as possible after receiving a jury summons and provide a copy of that summons so that arrangements can be made to accommodate your absence. And you will be expected to report for work during your jury service whenever the court schedule permits.

Insurance benefits will remain in effect and unchanged for the full term of your jury duty absence.

Time Off From Work In Connection With Court Cases

We recognize that an employee might be subpoenaed or otherwise required to serve as a witness in a court case or arbitration. If you must appear in such a proceeding, notify your lead at once.

You will not be paid for the time you are unable to work because of your participation in a court case or arbitration. Absence as a result of participation in a court case or arbitration will be treated as unworked time.

General Employment

Employee Classifications

Employees at **saam architecture** are either full-time or part-time. The Firm may on occasion hire temporary employees, who will not generally be eligible for benefits.

Part-time employees work fewer than 24 hours per week. Unless specifically stated, part-time employees are not afforded any benefits other than wages; for example, they do not receive paid leave or health insurance.

All other employees are full-time.

Your lead may verify whether you are a full-time or part-time employee, and also whether you are exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

Employee Records

An original personnel file may consist of the following: employee's employment application, withholding forms, reference checks, emergency information and any performance appraisals, benefits data and other appropriate employment-related documents.

It is your responsibility to notify the Work-Life Matters lead of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an accident.

You may be dismissed for misrepresenting any fact on your application or in your personnel file.

Personnel records are considered Firm property. You may review your record in the Work-Life Matters offices during business hours after making a reasonable request to do so-and can insert written rebuttals to any information with which you disagree.

Termination, Resignation and Discharge

Unless expressly proscribed by statute or contract, employment with **saam architecture** is "at will" and may be terminated with or without cause or notice. Similarly, employees are free to resign at any time. If an employee resigns, **saam architecture** requests the courtesy of at least two weeks notice.

Any employee who is discharged by **saam architecture** shall be paid wages accrued to the date of the separation.

Safety

saam architecture is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your lead.

If you or another employee is injured, contact your lead immediately. Seek help from outside emergency response agencies, if needed.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete an Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from Work-Life Matters.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards, which might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. You can get the required reporting paperwork from Work-Life Matters.

Employee Benefits

saam architecture employees are entitled to a wide range of benefits. A number of the benefit programs -- such as Social Security, workers' compensation, state disability and unemployment insurance -- cover all employees as required by law.

Some benefit programs require contributions from employees, but many are fully paid by **saam architecture**. We reserve the right to add, amend, modify or terminate any employee benefit plans or programs at any time.

Health Insurance

saam architecture offers and bears a substantial cost of the medical plan for the full-time employee. Refer to the printed information from the insurance provider for details of eligibility and coverage or contact Work-Life Matters. Medical insurance also includes a vision provision. Dental plans are also available at a reduced rate for full-time employees and children under the age of 19 have dental coverage included in the medical plan, if one is selected.

Disability Insurance

Employees who have completed any mandatory Introductory Period may qualify for disability insurance coverage, which will be paid for in full by **saam architecture**. Please see the specific plan documents for further explanation of this benefit and its tax implications, or contact Human Resources.

Travel & Expenses

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on **saam architecture** business. Use your discretion, but try to keep costs low. When it's necessary to travel for **saam architecture** business, please contact your Principal. The Principal must approve your travel arrangements before they are finalized and a financial commitment made.

You must record all travel and business activities on the Firm's Expense Report Form and submit it to your Principal. If business travel requires you to be out of the office for an extended period, your report must cover no less than one week and no more than one month of expenses.

All Expense Report Forms should be submitted to your Principal no later than five business days after the last day of the month.

Worker's Compensation

saam architecture provides insurance to compensate for any illness or injury an employee might suffer while working on Firm premises, traveling on official Firm business, or attending an activity officially sponsored by the Firm. If you become ill or injured, please get medical attention at once.

You must also report the details to your lead immediately. And you must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

Acknowledgement of Receipt & Understanding

I acknowledge that I have received the **saam architecture** Employee Handbook and that I have read and understand the policies.

I understand that this Handbook represents only current policies and benefits, and that it does not create a contract of employment. **saam architecture** retains the right to change these policies and benefits, as it deems advisable.

Unless expressly proscribed by statute or contract, my employment is "at will." I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the Firm has the same right. I further understand that my status as an "at will" employee may not be changed except in writing and signed by a Principal of the Firm.

I understand that the information I come into contact with during my employment is proprietary to the Firm and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Firm. I understand that I must comply with all of the provisions of the Handbook to have access to and use Firm resources. I also understand that if I do not comply with all provisions of the Handbook, my access to Firm resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the Firm's safety, health, and emergency procedures as outlined in this Handbook or in other documents.

Signature

Date

Please Print Your Name