

saam architecture

employee 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 clients' needs, and creatively meeting those needs. We do it by treating each other and clients 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 a Principal.

Again, welcome!

About this Handbook

At Saam Architecture, we follow all federal and state employment laws, and this handbook reflects those regulations. We also comply with any applicable local laws, even if they are not specifically outlined in this handbook. For policies specific to the state you work in, employees should reference Saam's state-specific policy documents. Your state's document can be found under Company Policies in ADP WorkforceNow; you can also view the other state documents under Tools/References in ADP WorkforceNow.

This handbook is designed to guide you through our workplace policies and expectations. As our workplace evolves, we may update, revise, or add to these policies to ensure they remain current and relevant.

Information about health and welfare benefits is provided separately, and we encourage you to reach out to a Principal if you have any questions.

At-Will Employment

Employment at Saam Architecture is at-will, meaning that either you or the firm may end the employment relationship at any time, for any reason, with or without notice.

Conduct Not Prohibited by This Handbook

Nothing in this handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed to them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid or protection.

Equal Employment Opportunity

EEO Statement

At Saam Architecture, we are committed to fostering an inclusive and equitable workplace. We provide equal employment opportunities to all employees and applicants and do not discriminate based on legally protected characteristics, including but not limited to age, race, color, religion, sex, national origin, disability, family and medical leave status, marital status, pregnancy or related conditions, gender identity, gender expression, sexual orientation, genetic information, military service, or any other protected status under federal or state law.

Pregnancy-Related Accommodations

We recognize that employees may need accommodations related to pregnancy, childbirth, or related medical conditions. Whenever possible, we will provide reasonable accommodations to support these needs, as long as they do not create an undue hardship for the firm.

If you require a pregnancy-related accommodation, we encourage you to reach out to a Principal so we can explore solutions together. We are committed to an open, interactive process to find reasonable adjustments that work for both you and the firm.

Additional state-specific information about pregnancy accommodations can be found in the state policy documents.

Disability-Related Accommodations

Saam Architecture is dedicated to providing equal opportunities for individuals with disabilities. If you need an accommodation to perform your job, please notify a Principal, either verbally or in writing. To help us better understand your needs, we encourage you to include:

- a description of the requested accommodation,
- the reason the accommodation is needed,
- how the accommodation will help you perform the essential functions of your job.

Once we receive a request, we will work with you to determine what reasonable accommodations may be available. If needed, we may ask for additional medical information to better understand how we can support you. All medical information shared will be handled with confidentiality and care.

Religious Accommodations

We respect the diverse religious beliefs and practices of our employees and are happy to explore accommodations that allow you to observe your religious practices while fulfilling your work responsibilities.

If you need a religious accommodation, please speak with a Principal. To help us better understand your needs, we encourage you to include:

- a description of the requested accommodation,
- the reason the accommodation is needed,
- how the accommodation would help resolve any work-related conflicts with your religious observance.

While we will make every effort to find a reasonable solution, we may provide an alternative accommodation if the requested adjustment creates an undue hardship on the firm. If additional information is needed to evaluate the request, we will discuss it with you. Each request will be reviewed on a case-by-case basis, and we aim to respond promptly with a resolution.

Anti-Harassment / Discrimination Policy

At Saam Architecture, we are committed to fostering a workplace that is free from discrimination and harassment. We believe that every employee, intern, vendor, contractor, and business partner deserves to work in an environment where they feel valued, respected, and supported.

Harassment or discrimination based on any legally protected characteristic - including age, race, color, religion, sex, national origin, disability, marital status, pregnancy, gender identity or expression, sexual orientation, military service, or any other protected status - is not tolerated. Behavior that is threatening, offensive, or creates a hostile or intimidating work environment is strictly prohibited, whether it comes in the form of words, actions, or other conduct.

This policy applies to everyone in our workplace - employees at all levels, independent contractors, and any third party with whom we interact. We expect all individuals to uphold our commitment to professionalism, equal opportunity, and mutual respect.

Additional state-specific non-harassment information can be found in the state policy documents.

Complaint Procedure and Investigation of Sexual and Unlawful Harassment

Saam Architecture takes all concerns about harassment and discrimination seriously. If you ever have a concern or witness behavior that goes against our commitment to a positive and inclusive work environment, please reach out to any Principal. Whether a report is made verbally or in writing, we will conduct a thorough and timely investigation to ensure that all concerns are addressed appropriately.

Our goal is to handle investigations as quickly and discreetly as possible while maintaining confidentiality to the extent allowed by the situation. Employees may be asked to participate in an investigation as needed, and we expect full cooperation to help us uphold our commitment to a respectful and safe workplace.

Commitment to Anti-Retaliation

At Saam Architecture, we are committed to fostering a workplace where employees feel safe and supported when raising concerns. No employee will face retaliation for requesting an accommodation related to disability, pregnancy, or religion; reporting harassment, discrimination, or retaliation; participating in an investigation; or speaking up against inappropriate or unlawful behavior.

Retaliation in any form is not only against our values, it is also unlawful. This includes any action that could discourage someone from reporting a concern or supporting a colleague who has done so. Retaliation doesn't have to be job-related or take place in the workplace to be considered unlawful.

If you ever feel that you are experiencing or witnessing retaliation, please reach out to any Principal. We take these concerns seriously and will address them promptly to maintain a workplace built on trust, respect, and fairness.

General Employment

Employment Classifications

At Saam Architecture, employees are classified as either exempt or non-exempt under the federal Fair Labor Standards Act (FLSA) and state wage and hour laws. Additionally, employees may be full-time or part-time, which determines eligibility for certain benefits. If you're unsure about your classification, the COO can provide clarification.

- Exempt employees are not eligible for overtime pay under the FLSA.
- Non-exempt employees are eligible for overtime pay when applicable.
- Full-time employees generally work 30 hours or more per week and may be eligible for benefits.
- Part-time employees work fewer than 30 hours per week and may have limited benefit eligibility.

Additional state-specific information about overtime can be found in the state policy documents.

Employee Roles, Titles, Levels and Job Descriptions

Information on employee roles, titles, and levels can be found in the Employee Classification Framework and Promotions and Shareholder Guidelines documents, available under Tools/References on ADP WorkforceNow. Saam uses the AIA's [definitions of architectural positions](#) as job descriptions. If you'd like to discuss your role, title, level, or job description please reach out to the COO. Your title and level will be confirmed or adjusted on a yearly basis at minimum, when you receive your annual compensation letter.

Employee Records

We maintain a personnel file for each employee, which may include your employment application, tax forms, emergency contact details, performance appraisals, benefits information, and other relevant employment-related documents.

It's important to keep your records up to date. If you have a change in your name, address, phone number, marital status, number of dependents, military service status, or emergency contact information, please first make the change in ADP WorkforceNow and then notify the Studio Administrator.

Misrepresenting any information in your application or personnel file may result in disciplinary action, including termination.

Personnel files are considered firm property.

Access to Personnel Files

Employees may request to review their personnel files by submitting a written request. We will provide access within five (5) business days (or in accordance with applicable state law).

Additionally, if the firm adds information to your file that could impact your employment status, such as performance evaluations, disciplinary actions, or eligibility for promotions or compensation changes, we will notify you within ten (10) days.

Employees may review their file:

- up to twice per calendar year
- whenever new negative information is added to the file.

Some confidential documents, such as sensitive information about other employees, may be restricted from review as permitted by law.

Termination, Resignation, and Discharge

Employment at Saam Architecture is at-will, meaning either the firm or the employee may end the employment relationship at any time, with or without cause or notice.

If you decide to resign, we ask for the courtesy of at least two weeks' notice to allow for a smooth transition. Employees who are discharged will receive wages accrued up to the date of separation.

Flexible Work Hours and Telecommuting

We understand that flexibility can enhance both productivity and work-life balance. Features of Saam Architecture's flexible work program include:

- Each employee is provided with a laptop and access to hoteling space in the office.
- Employees are responsible for maintaining a reliable internet connection at home and covering personal expenses for mobile phones and service plans.
- While flexibility is encouraged, business needs, such as client meetings, team collaboration, and project deadlines, must take priority.

We recognize that the nature of our work often requires flexibility - whether it's meeting tight deadlines, responding to clients, or collaborating across varying schedules. In return, we extend that same flexibility to employees, trusting them to adjust their workdays to accommodate personal commitments and appointments when needed, as long as those adjustments do not interfere with client meetings, project deadlines, or team responsibilities.

We often say at Saam, "flexibility goes both ways." This means that while employees are encouraged to make space for life outside of work, they may also need to check emails, texts, or other communications outside of traditional office hours to stay aligned with team and client needs. This balanced approach helps us maintain a high level of service while supporting work-life balance.

For those who find it challenging to balance flexibility, a more structured schedule may be implemented at the discretion of a Principal to support success.

One-on-Ones

To foster communication and professional development, all employees will have quarterly one-on-one meetings with a Senior Principal. Principal assignments will rotate, giving you a chance to get to know our Senior Principals. Employees are responsible for scheduling these meetings, which provide an opportunity to discuss career growth, workplace experiences, and feedback on performance.

This is a dedicated time for open dialogue, ensuring that employees feel heard, supported, and aligned with the firm's goals. During first and third quarter one-on-ones, employees will receive more structured feedback from their project manager(s). These meetings are required. Second and fourth quarter one-on-ones are intended as additional opportunities for connection and discussion and are strongly encouraged, though optional.

Open Door Policy

Saam Architecture values open and honest communication. All employees are encouraged to share ideas, offer feedback, or raise concerns directly with the Principals. If you have a suggestion, an idea for improvement, or simply want to discuss something that wasn't addressed as a part of the one-on-one process, you are always welcome to reach out at any time to any of the Principals.

Safety

At Saam Architecture, maintaining a safe and healthy work environment is a priority.

- Report any accidents, injuries, or safety hazards immediately to a Principal.
- If an injury occurs, seek emergency assistance if needed and inform a Principal as soon as possible. A first aid kit is available in the office if needed.
- Employees are required to cooperate with our workers' compensation insurance carrier in processing any claims.

If you have a work-related injury, Saam maintains workers' compensation insurance to support employees. Employees should notify the COO as soon as possible so appropriate next steps and claim procedures can be coordinated.

Operation of Vehicles

Employees who drive personal vehicles while conducting business for Saam Architecture must have a current, valid driver's license and maintain an acceptable driving record. A valid driver's license must always be in the employee's possession while operating a vehicle for business purposes.

All employees are responsible for driving safely and must obey all traffic, vehicle safety, and parking laws and regulations. Safe driving habits are expected at all times when representing the firm.

Use of Portable Communication Devices While Driving

Employees driving on firm business must comply with all state and local laws regarding the use of portable communication devices (PCDs), such as cell phones or tablets. "Use" includes activities such as talking, texting, emailing, or otherwise interacting with a PCD while driving.

Whenever possible, employees should pull over to a safe location before using a communication device. If a call must be accepted while driving, and doing so is legally permitted, employees must use a hands-free device and keep conversations brief, advising the caller that they will return the call once they are safely able to do so.

Texting or emailing while driving is prohibited under all circumstances.

Since this policy does not require employees to use a PCD while driving, any employee who receives a traffic violation or is involved in an incident resulting from PCD use will be personally responsible for any resulting liabilities.

At Saam Architecture, safety comes first - we expect all employees to prioritize it while operating a vehicle for any business-related purpose.

Smoking in the Workplace

Saam Architecture is committed to maintaining a safe and healthy environment for all employees and visitors. Smoking and vaping are not permitted on firm premises.

Use of Artificial Intelligence (AI) Tools

Saam Architecture supports the thoughtful and responsible use of AI tools to enhance productivity and efficiency. Employees are expected to use sound judgment when utilizing AI and to ensure that no confidential, proprietary, or client-sensitive information is shared through these platforms. All use of AI must align with the firm's standards for quality, accuracy, and professional responsibility. For detailed guidance, employees should refer to Saam's AI Guidelines, which is available under Tools/References in ADP WorkforceNow.

VPN Usage

To support secure access to firm systems, employees are required to use a VPN when working outside of the United States, on both laptops and mobile devices. Saam Architecture maintains VPN licenses for staff. Please reach out to the Studio Administrator to be assigned a license if needed. In addition, some projects may have specific restrictions related to working outside the U.S., so employees should confirm with their Project Manager and Principal-in-Charge before working internationally.

Payroll, Expenses & Timekeeping

Wage Disclosure Protection

At Saam Architecture, we support open and fair workplace discussions. In line with Federal law:

- You are free to discuss your wages and working conditions with others.
- You will not face retaliation for raising concerns, filing a complaint, or participating in an investigation related to wage discussions or workplace rights.
- If your job responsibilities involve access to confidential compensation information, you must not share it with others unless you have written permission from the affected employee or the information is publicly available.

While we encourage transparency, this policy does not require the firm to disclose individual employees' wages. If you ever feel you have been treated unfairly regarding wage discussions, please report your concerns to a Principal.

Paycheck Deductions

We are required by law to make certain deductions from your paycheck each pay period, including federal and state income taxes, Social Security (FICA) and Medicare contributions, and any legally required wage garnishments or court-ordered deductions.

Additionally, you may choose to have voluntary deductions for health insurance, retirement plans, flexible spending accounts, or other benefits. These deductions will appear on your digital pay stub, which can be accessed through the firm's payroll provider.

If you have any questions about your paycheck deductions, the Studio Finance Manager is available to assist.

Pay Period

Employees are paid every two weeks, one week in arrears, on Friday.

- If a payday falls on a holiday, employees will normally be paid on the last business day before the weekend or holiday.
- The workweek starts on Saturday and ends on Friday.
- New employees will be paid their first week's wages in accordance with the normal payroll practices of the firm.
- For non-exempt employees, any overtime earnings will be paid with the paycheck following the actual hours worked.
- Pay stubs will be digital only and can be reviewed through the payroll provider's website. You may print such pay stubs from home or in the office.

Reimbursable Expenses

Saam reimburses employees for certain eligible business expenses. If you are unsure whether a specific expense qualifies for reimbursement, please speak with the Studio Finance Manager before incurring the cost. For full details on reimbursable expenses and submission procedures, employees should refer to our Reimbursable Expenses Policy which is available under Tools/References in ADP WorkforceNow.

Time Records

Accurate timekeeping is essential for billing, project tracking, and payroll purposes. All employees - both exempt and non-exempt - are required to record their time in at least 15-minute increments (0.25) for all tasks. Timesheets must be submitted by close of business on Friday each week.

Maintaining accurate records ensures the firm's compliance with federal and state laws. If you notice any discrepancies in your timesheet, including missed or incorrect work hours, notify the Studio Finance Manager as soon as possible so we can address the issue promptly. All hours worked should be recorded on your timesheet, even if you have worked more than your targeted number of hours for the week.

If you have questions about time tracking, please reach out to the Studio Finance Manager. For more details on logging time, employees should refer to our Timesheet Policy which is available under Tools/References in ADP WorkforceNow.

Meal and Rest Periods

Saam Architecture complies with all applicable state laws regarding employee breaks and encourages everyone to take time during the day to pause and recharge.

For hourly employees, state law generally requires that a meal break be taken, and unless otherwise approved, we are required to enforce this. We trust employees to manage their breaks responsibly, in a way that aligns with their schedules and workload while ensuring they remain in compliance with legal requirements.

Lactation Breaks

We fully support employees who need to express breast milk for a nursing child during the workday. All employees are eligible to take lactation breaks as needed and will be accommodated in accordance with legal requirements.

Additional state-specific lactation accommodation information can be found in the state policy documents.

Time Off

Flexible Time Off (FTO)

Saam Architecture understands the importance of taking time away from work to recharge. That's why we offer a flexible time off (FTO) policy instead of a traditional accrual system. Rather than tracking a set number of vacation, holiday, or sick days, we trust our team members to take the time they need, paid according to your regularly scheduled target hours. Because this policy offers non-accrued time off, unused FTO is not paid out upon an employee's separation from the firm.

Flexible time off is built on mutual trust and professional responsibility: take the time you need while ensuring your responsibilities are met and coordinating with your team to provide coverage and continuity. This policy is intended for planned and short-term personal leave. Extended time off (e.g., parental, medical leave) follows separate policies – see below.

To ensure uninterrupted client service, employees must communicate vacation plans to the Principals and their project teams at least two weeks in advance. While we make every effort to accommodate time-off requests, the firm reserves the right to decline a request if it would interfere with operations, impact customer service, or create staffing challenges. If scheduling conflicts arise, the Principals will work toward a fair resolution that balances business needs with employee well-being.

For more information and for best practices, employees should reference Saam's Flexible Time Off Policy and Timesheet Policy which are available under Tools/References in ADP WorkforceNow.

Holidays

Saam Architecture does not observe specific firm-wide holidays. Instead, employees are free to take time off for holidays in a way that aligns with their personal and professional commitments, while continuing to meet the high standards of service and responsiveness our work requires.

Employees who do not observe a particular holiday are welcome to work that day if they choose. If any scheduling concerns arise, open communication with your team and a Principal is encouraged to ensure smooth coordination and support across the firm.

Sick Time

Saam Architecture provides employees with sick time as needed, without requiring them to accrue hours before taking time off. Sick time should be recorded separately from vacation time in employee timesheets. Employees may take sick time in hourly increments as needed.

Additional state-specific sick time information can be found in the state policy documents.

Leave for Special Circumstances

For all leave policies below, employees should refer to Saam's state-specific policy documents for details that apply to their particular state. If you have any questions or need clarification, please reach out to a Principal for guidance.

Family and Parental Leave

Saam Architecture supports employees in balancing their professional and family responsibilities. Under the Family and Medical Leave Act (FMLA), all eligible employees have job protection for up to 12 weeks to care for a new child (birth or adoption) or to care for a sick family member. Employees should provide as much notice as possible before taking leave, with a minimum of 30 days' notice required.

For more details on eligibility and leave procedures, employees are encouraged to speak with a Principal and refer to Saam's state-specific leave policies.

For states that don't have family or parental leave policies, Saam offers the following: employees who give birth are eligible for Short-Term Disability payments of 60% of their salary for a term determined by their doctor, provided that they have previously been working at least 30 hours a week. Saam Architecture will pay the employee the remaining 40% of their salary for the duration of the short-term disability period. Since short-term disability has a one-week waiting period, Saam will pay FTO for the first week of leave. Once the short-term disability period is over, Saam will pay an additional week of FTO.

After the paid leave is up, employees that remain on unpaid leave will be responsible for their portion of health insurance premiums, should they be on Saam's health insurance plan. Saam will work with employees before they go on leave to determine the best method to accomplish this. Options include: paying in advance for the premiums due while on leave, paying premiums monthly while on leave, or paying the full amount due when returning from leave.

Non-birthing parents are eligible for two weeks' paid leave.

Military Leave

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), Saam Architecture prohibits discrimination against individuals based on their service in the Armed Forces, Army National Guard, Air Force National Guard, commissioned corps of the Public Health Service, or any other service category designated by the President during times of war or emergency.

Full-time employees are entitled to 17 days of leave per year for military training. Saam will pay two weeks of military leave per year, and any further leave will be provided without pay. If you require military leave, please notify a Principal as soon as possible to coordinate scheduling and ensure compliance with all applicable policies.

Some states also have laws regarding family military leave. State-specific information on family military leave can be found in the state policy documents. If you have questions about family military leave, please ask a Principal.

Jury Duty

Saam Architecture supports employees in fulfilling their civic responsibilities and encourages participation in jury service when required. The firm will fully compensate employees for the first three (3) days of jury duty service. For jury assignments longer than three days, employees should speak with a Principal regarding the length and amount of paid leave.

Employees must inform the Principals and their team(s) as soon as possible upon receiving a jury summons and provide a copy of the summons so that appropriate arrangements can be made to accommodate their absence. While serving, employees are expected to report to work whenever their court schedule allows.

Insurance benefits will remain in effect and unchanged for the full duration of an employee's jury duty absence.

Additional state-specific information about jury duty leave is available in the state policy documents.

Crime Victim and Witness Leave

Saam Architecture recognizes that employees may, at times, be victims of a crime or legally required to attend a judicial proceeding as a witness. Employees needing to take leave for these reasons should notify a Principal as soon as possible to coordinate their absence. The firm may require supporting documentation to verify the need for leave.

This policy does not apply to employees who have committed or are alleged to have committed a crime.

Additional state-specific information on witness leave is included in the state policy documents.

Domestic Violence Leave Policy

State specific information on domestic abuse leave or safe time leave can be found in the state policy documents.

Bereavement Leave

Saam Architecture understands that the loss of a loved one is a deeply personal and difficult time. When an employee experiences the death of a loved one, they may take up to three paid days off to focus on personal needs and obligations.

Other Leave

Saam Architecture will provide eligible employees with additional and other leave as required by applicable federal, state or local law. Employees should refer to Saam's state-specific policy documents for details that apply to their particular state of employment. Where leave programs have a week-long waiting period where benefits are not provided, Saam employees may use FTO for that week.

Standards of Conduct

Confidentiality of Firm and Client Matters

Professional ethics require that we maintain the highest level of confidentiality when handling firm matters, as well as any confidential information entrusted to us by clients, suppliers, vendors, or others with whom we have confidentiality agreements. Employees must not share firm information or other confidential details with clients, friends, or family members.

As a condition of employment, all employees are responsible for protecting firm trade secrets, proprietary information, and commercially sensitive data. This includes, but is not limited to:

- Financial records, financial reports, and business performance data
- Marketing strategies, business plans, and product development
- Customer lists and client relationships
- Patents, trademarks, and other intellectual property

Access to confidential information should be limited to a "need-to-know" basis and must not be used for personal gain, disclosed, or shared without prior authorization from management.

If you suspect that confidential information is being shared improperly or obtained by competitors, you are required to report this to a Principal.

Violations of this policy may result in disciplinary action, up to and including termination, and could lead to civil liability. If you have any questions about confidentiality, please speak with a Principal.

Respect

Saam Architecture is proud to offer a high level of flexibility to our team members, fostering an environment that supports both professional and personal needs. To maintain this flexibility, it is important that all employees respect the arrangement, the office space, and each other. Employees should leave hoteling spaces neat and clean and handle firm property with care. Any broken or damaged equipment should be reported to a Principal promptly.

Behavior and Working with Others

At Saam Architecture, every employee is expected to follow firm policies and uphold professional standards of conduct at all times. Maintaining a respectful and productive work environment is a shared responsibility, and behavior that disrupts the orderly and efficient operation of the business may result in corrective action.

Disciplinary measures may include a verbal warning, written warning, suspension (with or without pay), or termination. The firm will determine the appropriate course of action based on the circumstances, and disciplinary steps may not always follow a predetermined sequence.

This policy does not limit an employee's rights under Section 7 of the National Labor Relations Act, nor does it alter Saam Architecture's employment-at-will policy, which allows either the employee or the firm to end the employment relationship at any time, with or without cause or notice.

Conflicts of Interest

Saam Architecture's reputation for integrity is one of its most valuable assets, built on the trust and professionalism of our employees. Every team member is expected to uphold the highest ethical standards in their work and interactions. Employees must never use their position within the firm, or their relationships with clients and business partners, for personal gain, to advance personal interests, or to obtain favors or benefits for themselves, family members, or any other individuals or organizations.

The firm is committed to conducting business in full compliance with all applicable laws, both in letter and spirit. Integrity is at the core of our operations, and each employee plays a vital role in maintaining this standard.

To avoid conflicts of interest, the firm does not employ friends or relatives in situations where their relationship could compromise supervision, safety, confidentiality, security, or workplace morale. Employees are responsible for disclosing any potential conflicts of interest so that the firm can assess and address them appropriately.

Outside Employment

Employees who choose to pursue employment outside of the firm must ensure that any outside work does not interfere with their responsibilities at the firm. To help avoid potential conflicts of interest or disruptions to operations, employees are encouraged to inform a Principal in advance of any secondary employment or freelance work they are considering. Open communication ensures that outside commitments do not interfere with your responsibilities at Saam or present any unintended challenges.

To protect the integrity of our business, employees may not work for competitors or hold an ownership position in a competing firm. If you are considering outside employment, you are required to disclose it in advance, even if you do not believe it presents a conflict of interest.

Employees are not permitted to conduct outside work during firm hours or use company property, equipment, or facilities for any non-firm-related work.

Customer and Public Relations

Saam Architecture's reputation is built on excellent service and quality work, and maintaining this standard requires the active participation of every employee. The way we interact with clients, suppliers, vendors, and contractors leaves a lasting impression, and even a single interaction can shape their perception of the firm for years to come.

It's easy to take long-standing business relationships for granted, but every interaction matters. Losing the trust of one client, vendor, or contractor could also mean losing their associates, referrals, and future business opportunities.

To uphold our reputation, every employee is expected to provide courteous, professional, and respectful service in all working relationships. Your commitment to these values ensures that Saam Architecture remains a trusted and highly regarded firm.

Contact with the Media

To ensure clear and consistent communication, only a firm Senior Principal is authorized to make or approve public statements on behalf of Saam Architecture. Employees are not permitted to speak on behalf of the firm or represent it in any media, including press interviews, social media, or public forums, unless they have been explicitly designated to do so by a Senior Principal. If you receive a media inquiry or are asked to comment on behalf of the firm, please refer the request to a Senior Principal.

Romance in the Workplace

To minimize potential conflicts of interest and maintain a fair and professional work environment, supervisors and employees under their direct supervision are prohibited from engaging in romantic or sexual relationships. Such relationships can create perceptions of favoritism or impropriety and may impact productivity and workplace dynamics.

If a supervisor has previously been in a romantic or dating relationship with a subordinate or an employee whose employment terms they may influence, they will be excluded from decisions related to that individual's promotions, raises, terminations, or other employment conditions to ensure fairness.

If you have any concerns or are uncertain about the appropriateness of a workplace interaction, please reach out to a Principal for guidance.

Drug Testing

If a client requires drug testing as a condition for a project, Saam Architecture may request employees assigned to that project to undergo a blood test, urinalysis, hair test, or other drug or alcohol screening.

Employees have the right to decline testing, and refusal will not result in disciplinary action. However, continued employment with the firm will depend on the availability of appropriate alternative work that does not require testing.

Gifts

Maintaining clear guidelines regarding gifts, entertainment, travel, meals, lodging, and employment ensures ethical business practices. All such expenses must be accurately recorded in the firm's books and records in accordance with this policy.

Employees may give or receive gifts of minimal value (understood to be less than \$50) from non-governmental clients, provided they first confirm whether the client has any policies regarding gifts. Meals and refreshments may be accepted if they are infrequent, of nominal value, and related to business discussions with non-governmental entities.

Employees may not give or receive gifts of any kind from governmental organizations.

If an employee receives a gift or benefit exceeding \$50 in value, they must promptly report it to a Principal. The firm will either return the gift or donate it to a suitable charity to maintain ethical standards.

Political Contributions and Charitable Donations

Saam Architecture upholds ethical business practices and complies with all legal requirements regarding political and charitable donations. Firm personnel may not make political or charitable contributions - whether in their own name or on behalf of the firm - to obtain or retain business or to gain an improper business advantage.

Any political or charitable contributions made by the firm must be legally permitted, aligned with this policy, given to a bona fide organization, and approved by a Senior Principal if connected to any government official or entity.

Employees must immediately notify a Senior Principal if a government official solicits a political or charitable contribution in connection with any government action related to the firm or its affiliates. Individual employees or agents are strictly prohibited from making political contributions on behalf of the firm.

Employee Privacy and Other Confidential Information

Saam Architecture values and respects employee privacy. The firm collects only personal information necessary for employment-related purposes. Access to this information is strictly limited to individuals with a business-related need to know, and any release of personal information requires authorization from a Senior Principal.

Personal information will not be shared outside the firm unless it is required to verify employment, needed to comply with legal or investigatory requirements, or the employee has provided approval for its release.

Employees who have access to confidential or private employee information must handle it with integrity and discretion. Unauthorized disclosure or misuse of confidential information will not be tolerated and may result in disciplinary action.

For full details regarding handling sensitive information, employees should reference Saam's Written Information Security Plan (WISP) which is available under Company Policies in ADP WorkforceNow.

Accounting and Financial Reports

Saam Architecture is committed to maintaining accurate and transparent financial records. The firm's financial statements, along with all supporting books and records, must properly reflect

business transactions. All disbursements and receipts must be authorized and documented appropriately.

Employees are expected to record and report financial information with accuracy. Reimbursable business expenses must be reasonable, submitted in a timely manner, and supported by receipts. For more information on reimbursable expenses, employees should reference Saam's Reimbursable Expenses Policy which is available under Tools/References in ADP WorkforceNow.

Those responsible for handling or disbursing funds must ensure that all transactions are executed and recorded properly to maintain the integrity of the firm's financial reporting.

Account and Customer Information

Saam Architecture strictly prohibits employees from sharing account, client, or customer information with anyone other than the designated account holder, client, or customer. Information may only be released with explicit approval from a Senior Principal.

Workplace Violence

Saam Architecture is committed to maintaining a safe and secure work environment. Violence of any kind, whether by an employee or any other individual, will not be tolerated. This policy is in place to reduce the risk of personal injury to employees and to protect firm property in situations where someone may become upset with a firm decision or action taken by an employee or member of management.

If you receive or overhear any threatening communications from an employee or an external party, you must report it immediately to a Principal. Employees should never engage in physical or verbal confrontation with a potentially violent individual. If you encounter someone who poses an immediate threat to an employee or visitor, call 911 immediately.

All reports of workplace threats will be investigated and documented. Employees are expected to report and fully cooperate in any investigation related to workplace violence and will not face disciplinary action for making a report in good faith.

Violations of this policy, including failure to report or cooperate in an investigation, may result in disciplinary action, up to and including termination of employment.

Employee Benefits

Firm 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 the firm. We reserve the right to add, amend, modify, or terminate any employee benefit plans or programs at any time.

Health Insurance

The firm offers medical, dental and vision plans for full-time employees. Refer to the information from the insurance provider, available under Tools/References in ADP WorkforceNow, for details of eligibility and coverage.

401(k)

The firm offers a 401(k) program and matches contributions up to 4%. Refer to the information from the 401(k) provider, available under Tools/References in ADP WorkforceNow, for details.

FSA and DCA

The firm's employees are eligible to use pre-tax dollars to fund a Flexible Spending Account (FSA) or Dependent Care Account (DCA). Refer to the specific plan documents, available under Tools/References in ADP WorkforceNow, for further explanation of these benefits.

Disability and Life Insurance

Employees who have completed any mandatory Introductory period may qualify for disability insurance coverage, which will be paid for in full by the firm. Refer to the specific plan documents, available under Tools/References in ADP WorkforceNow, for further explanation of this benefit and its tax implications. Additional state-specific information on statutory short-term disability benefits can be found in the state policy documents.

Workers' Compensation

The firm 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 a Principal as soon as possible. You will be required to cooperate with our workers' compensation insurance carrier in processing your claim. You must report 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.

Professional Registrations and Memberships

The firm provides reimbursement for state professional license renewal, AIA membership (national and local), IDIQ membership, NCARB membership, NOMA membership, and GBCI membership. For other memberships and registrations, please check with a Senior Principal.

Professional Development Events

Saam Architecture supports employees in attending professional development events and allocates a budget each year for these opportunities. When requesting to attend an event, employees should demonstrate how the experience will benefit both their own growth and the firm's work. If you are interested, please email a Senior Principal with details about the event and a brief explanation of its value to you and to Saam. For more information, employees should refer to our Reimbursable Expenses Policy which is available under Tools/References in ADP WorkforceNow.

Emerging Professionals

The firm encourages all employees to earn professional architectural or interior design registration. The firm will cover the cost of taking professional licensure exams for employees that decide to seek such a license. Costs will be covered for the first time employees attempt the exam only.

The firm will provide online study materials for the architectural registration exams. Access can be provided by reaching out to a Principal.

Staffing and project team formation will take into account providing on-project mentoring opportunities to emerging professionals. In addition, each employee will be a part of a peer group, run by senior staff, to enhance the professional development of all staff.

Discretionary Bonuses

At the end of the year, the Senior Principals will evaluate the firm's financial performance. In profitable years, bonuses may be given to staff at the discretion of the Senior Principals. Bonuses will be paid through the payroll system and included in the last check of the calendar year.

Employee Referral Bonuses

We want to tap into the great network of talent our employees have! If you know someone who would be a great fit for our team, we'd love to hear about them. All full-time and part-time employees can participate, except for those directly involved in hiring for the position (like managers or HR). See the Employee Referral Bonus Program Policy, available under Tools/References in ADP WorkforceNow, for more information.

Acknowledgement of Receipt and Understanding

I acknowledge that I have received the Saam Architecture Handbook, that I have read the Handbook, and that I have had the opportunity to review the Handbook with a Principal and ask questions.

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.

EMPLOYEE TO ACKNOWLEDGE ON ADP WORKFORCENOW

Signature _____ Date _____

Please print your name _____