



CUNNINGHAM GROUP

Employee Handbook

Real Estate Investment Advisors

Revised October 1, 2024

SECTION 1

Mission Statement: Make Everything E.A.S.Y.

E.A.S.Y. — The Cunningham Group Standard for Exceptional Communication. At Cunningham Group, communication isn't just part of what we do—it's how we lead. Our E.A.S.Y. framework reflects a team-wide commitment to clarity, responsibility, and service that makes the process not just smoother, but smarter.

Early

Communication should happen before it's needed. We reach out early to keep clients informed, never in the dark; anticipate questions and provide answers before they're asked; and stay ahead of the process so clients feel confident from start to finish.

Accountable

We take full responsibility for our words, actions, and results. We document every detail with precision so nothing is missed or misremembered; follow through on every promise with urgency and care; treat clients' goals, time, and money as if they were our own; and ensure every communication reflects professionalism, accuracy, and trust.

Simplify

We make real estate feel easy, even when complex. We communicate in clear, straightforward language; design smooth, intuitive, stress-free processes; fix not just problems but the systems that caused them; and work smarter, always learning and improving to bring more value to every interaction.

Yes

We approach every challenge with a "yes, we can" mindset. We look for solutions, not excuses; stay flexible, creative, and focused on moving forward; understand the challenge fully, then find the best path to a win. When clients trust us with big decisions, they deserve a team that shows up with confidence, options, and answers. At Cunningham Group, communication is more than a value—it's a system. A promise. A culture. That's the E.A.S.Y. way.

SECTION 2

Vision Statement

This section of the handbook is pending completion. The company vision statement will be added here.

(Placeholder to be provided by Shawn Cunningham during the next handbook revision.)

INTRODUCTION

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Company Handbook (for Employees) — Revised October 10, 2024.

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DISCLAIMER

Handbook Disclaimer & Policy Changes

Handbook Disclaimer

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Company. Employment with the Company is "AT-WILL" — employees or the Company may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed in any manner that you will be employed for any set period of time. This handbook may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents; if there are conflicts, the plan documents control. The Company reserves the right to amend, interpret, modify or terminate any employee benefits programs without prior notice to the extent allowed by law. The Company also has the right, with or without notice, to change any policies, guidelines, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement unless in writing and signed by the president and the employee.

Changes in Policy

Change is inevitable. The Company expressly reserves the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of its policies, procedures, and benefits at any time. Changes are effective on the dates determined by the Company, after which all superseded policies are null and void. No individual supervisor or manager has authority to alter the foregoing. Any employee unclear on a policy should consult a supervisor or the CEO.

General Employment Policies

1.1 At-Will Employment

Employment is "at-will" — employees may resign at any time, with or without cause, and the Company may terminate the relationship at any time, with or without cause or advance notice. The policies in this handbook are in effect at time of publication and may be amended, modified, or terminated at any time, except the at-will policy, which may be modified only by a signed written agreement between the President and the employee. Nothing in this handbook creates a promise of future benefits or a binding contract.

1.2 Immigration Law Compliance

The Company employs only U.S. citizens and aliens authorized to work in the U.S. Per the Immigration Reform and Control Act of 1986, each new employee must complete Form I-9 and present documentation establishing identity and employment eligibility. Rehired former employees must also complete the form if they haven't within the past three years or the prior I-9 is no longer retained/valid. The Company may participate in E-Verify, providing the SSA and if necessary DHS with Form I-9 information to confirm work authorization.

1.3 Equal Employment Opportunity

The Company is an Equal Opportunity Employer. Employment opportunities are based on qualifications and capabilities, provided without regard to race, religion, sex (including sexual orientation and transgender status), pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law. This governs all aspects of employment. The Company provides reasonable accommodations as required by law where it does not pose undue hardship, and accommodates sincerely held religious beliefs similarly. Requests/questions go to the CEO. The Company urges reporting all discrimination/harassment and prohibits retaliation; violations may result in discipline up to immediate termination.

1.4 Equal Employment Opportunity (Nevada Employees)

EOE based on qualifications, without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender expression or identity, age. Governs all aspects of employment. Reporting urged; retaliation prohibited; violations may result in discipline up to immediate termination.

1.5 Employee Grievances

The Company maintains a harmonious workplace and encourages employees to express concerns about work-related issues. Raise concerns with supervisors first; if unresolved, submit a signed written grievance to the CEO. The Company may hold a meeting with the employee, immediate supervisor, and others who can assist; discussions are limited to those involved. Discrimination complaints follow the Sexual & Other Unlawful Harassment Policy. Employees may file without fear of retaliation or reprisal.

1.6 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their Company position. Unless an alternative schedule is approved, employees are subject to the Company's scheduling demands regardless of outside work, including availability for overtime. Company property, office space, equipment, materials, trade secrets, and confidential information may not be used for outside employment.

1.7 Anti-Retaliation and Whistleblower Policy

The Company will not tolerate retaliation against an employee who: makes (or threatens to make) a good-faith complaint regarding suspected Company/employee violations of law including discriminatory or unfair employment practices; regarding accounting, internal accounting controls, or auditing matters; reports a violation endangering health or safety of an employee, patient, client, customer, environment, or public; objects to or refuses to participate in activity the employee reasonably believes violates the law; provides information to assist an investigation; or files/testifies/participates in a proceeding regarding alleged violations. Retaliation = any adverse employment action (refusal to hire, failure to promote, demotion, suspension, harassment, denial of training, termination, or discrimination in terms/conditions). Violators face discipline up to termination; knowingly false reports also face discipline up to termination. Report violations to your supervisor or Shawn Cunningham directly; review state/local requirements. The Company will promptly and thoroughly investigate.

1.8 Car Insurance

All employees must have car insurance in their name and update it every January 1. Auto policies shall name the Company and RE/MAX Advantage as additional insured. Employees shall provide, upon request, a copy of an endorsement providing this coverage.

PART 2

Employment Status & Recordkeeping

2.1 Employment Classifications

For salary administration, overtime eligibility, and benefits, employees are classified exempt or non-exempt. Non-exempt employees are entitled to overtime per federal and state provisions; exempt employees are generally paid a fixed amount per workweek. Changes to exempt status are communicated by the CEO. Categories: Full-Time (40+ hrs/week; generally eligible for benefits), Part-Time (under 40 hrs/week; may be eligible for some benefits), Temporary (limited time/specific project; generally not entitled to Company benefits but eligible for statutory benefits as required by law; status doesn't change by length unless notified by Management).

2.2 Personnel Data Changes

Employees must promptly notify their supervisor or CEO of changes in personnel data (may affect benefits eligibility, premiums, and receipt of company info). In DEEL, changes to payroll payment breakdowns must be submitted at least two weeks prior to pay date; next pay may be sent via FedEx check if a change is pending. Keep your address accurate in DEEL.

2.3 Access to Personnel Files (Nevada Employees)

Employees may review their file during business hours accompanied by the CEO, and obtain a copy by reasonable request. Upon written request, former employees may review/obtain a copy within 60 days of termination. Must be/have been employed more than 60 days to obtain a copy; may be charged the actual cost of copying.

2.4 Expense Reimbursement

The Company reimburses necessary, reasonable job expenses, approved in advance by the CEO. Examples: mileage, air/ground transportation, lodging, meals for company business, and other reimbursable expenses as required by law. Employees should limit expenses to economical options. Submit expense reports with receipts/documentation to the CEO for approval.

2.5 Termination of Employment

Notice of Voluntary Separation: provide at least two weeks' written notice. Return of Company Property: return all files, records, keys, and materials before the last day. Final Pay provided per applicable laws. Benefits Upon Termination: accrued/vested benefits paid per law; certain benefits (e.g., healthcare) may continue at the employee's expense if elected — the Company will notify of terms. Questions to the CEO.

2.6 Update Banking Information in DEEL

Salary deposits into an updated account occur the current month if the country cut-off hasn't passed; otherwise next cycle. A local bank account in your name is required for tax/compliance; the name must match your name on Deel. Using someone else's account delays/declines deposit. To change: Step 1 — open the Bank Account page (Finance icon, then Bank Account tab); Step 2 — click Edit, update details, confirm account number and recipient before saving. Changes after the payroll cut-off take effect the

following cycle.

PART 3

Working Conditions & Hours

3.1 Company Hours

The Company is open in some form 7 days a week; there is no standard work week. Employees and independent contractors (virtual assistants) will work no more than 40 hours per week or 8 hours per day without prior approval. Supervisors advise employees of scheduled shifts; business needs may necessitate variation in start/end times and total hours.

3.2 Workplace Safety

The Company is committed to a clean, safe, healthful work environment, requiring continuous cooperation of all employees. All must comply with OSHA and state/local regulations, obey safety rules, and exercise caution and common sense.

3.3 Complaint and Reporting Procedure

Report unsafe conditions immediately to your supervisor without fear of reprisal. Report any injury, however minor, to your supervisor. If inappropriate to report to your supervisor, report directly to Shawn Cunningham, shawn@cgvegas.com, 702-895-7777. Violating safety standards or failing to report/remedy may result in discipline up to termination. Retaliation against anyone reporting unsafe conditions or accidents/injuries/illnesses is prohibited and subject to discipline up to termination.

3.4 Security

Protects Company assets and a safe working environment. Facility Access: regular employees are issued a key and are responsible for safekeeping; report lost/stolen keys to your supervisor ASAP; return all keys upon separation or on request. Closing Procedures: the last/designated employee ensures all doors are securely locked, the alarm is armed, thermostats are set to evening/weekend settings, and all appliances and lights are off except security lighting.

PART 4

Breaks

4.1 Meal & Break Periods

Non-exempt employees receive meal and break periods per applicable federal, state, and local rules. Breaks under 20 minutes are paid; breaks longer than 20 minutes are generally unpaid. Non-exempt employees must be fully relieved of duties and may not work during unpaid breaks/meals over 20 minutes; if a provided meal/rest period isn't taken, notify the supervisor immediately. The Company schedules meal/break periods to accommodate operating requirements.

4.2 Meal & Break Periods (Nevada Employees)

Employees are entitled to one 30-minute meal period for every 8 consecutive hours of work (unpaid for non-exempt; record start/end in the timekeeping system). Non-exempt employees must be fully relieved of duties during unpaid meal periods; if not taken, notify the supervisor immediately. Non-exempt employees are also entitled to a 10-minute break for every 4 hours of work, or major fraction thereof; breaks of 20 minutes or less are paid. Supervisors schedule to accommodate operating requirements.

PART 5

Employee Benefits

5.1 Military Leave

Unpaid time off for uniformed-service obligations per USERRA and applicable state law. Provide advance notice unless impracticable. Health insurance continuation available per plan terms and law.

Reemployment eligibility up to five years from start of leave; reinstatement guidelines from the CEO.

Returning employees come back at the pay/status they would have attained, treated as continuously employed for service-based benefits.

5.2 Jury Duty

Provide a copy of the summons to your supervisor ASAP. Report to work on days/parts of days not required to serve. Either party may request an excuse if absence creates serious operational difficulties.

Jury duty paid if required by state law (base pay rate times hours otherwise worked). Exempt employees missing work receive full salary unless they miss the entire workweek; the Company may offset jury fees against salary for that week.

5.3 Jury Duty Leave (Nevada Employees)

Provide the summons 3 days before appearing. Not scheduled to work within 8 hours before the scheduled appearance; if service lasts 4+ hours (including travel), not scheduled between 5 p.m. that day and 3 a.m. the next. Leave is unpaid; employees may use accrued PTO.

5.4 Workers' Compensation

Employees injured on the job are eligible for Workers' Compensation benefits at no cost, covering work-related injury/illness requiring medical treatment. Paid in full by the Company; no premium charged, no individual enrollment. Report all job-related accidents/illnesses to your supervisor immediately; supervisors contact the CEO for claim forms.

5.5 Voting Leave (Nevada Employees)

Vote before/after work where possible. If insufficient time outside work, paid time off: 1 hour if polling place is 2 miles or less; 2 hours if more than 2 and less than 10 miles; 3 hours if more than 10 miles. The Company may specify hours (generally beginning/end of shift). Notify the Company before election day where possible; provide certification (e.g., voter's receipt).

5.6 Paid Holidays

All U.S.-based employees are automatically off and paid normal hours on: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve.

5.7 Global Team Member Holidays

Contractors globally paid by hours worked may take these off, or work for 2x holiday pay: New Year's Eve, New Year's Day, Easter, Christmas Eve, Christmas Day.

5.8 Paid Time Off (PTO)

All-purpose time off for vacation, illness, injury, or personal business; paid like regular salary and subject to the same withholding. Use earned time before December 31; unused time may roll over but must be used within 180 days or be forfeited. PTO is paid at base hourly rate (no overtime/incentives/commissions/bonuses/shift differential); one day = 8 hours. Upon termination, PTO has no value and is not paid out. Calling out sick: notify your direct supervisor as early as possible and on each additional day. U.S. work-related accidents/illness are covered by Workers' Comp (PTO doesn't apply to those). How to earn PTO: 24 hours (3 calendar days) granted after 90 days of service; accumulate 40 hours over the year (about 1.53 hrs/pay period); after 1 year, an additional 40 hours/year accrues (80 total / 10 days); after 3 years, an additional 80 hours/year (120 total / 15 days).

Employee Conduct

6.1 Standards of Conduct

Employees must follow the Company's rules and standards. Unacceptable behavior (non-exhaustive) that may result in discipline up to termination includes: theft or inappropriate removal/possession of property; falsification of timekeeping records; possession/distribution/sale/transfer/manufacture/use of alcohol or illegal drugs in the workplace; fighting or threatening violence; maliciously false statements about co-workers; threatening/intimidating/coercing or interfering with others' job performance; negligence damaging company/customer property; violation of safety/health rules; smoking in the workplace; sexual or other unlawful/unwelcome harassment; excessive absenteeism; unauthorized use of telephones/computers/equipment on working time; unauthorized disclosure of business secrets or confidential/proprietary information. Wages and conditions of employment are not confidential. This policy doesn't restrict employees' rights under the NLRA.

6.2 Disciplinary Action

Intended to fairly correct behavior/performance issues early. May involve verbal warning, written warning, suspension (with or without pay), or termination, depending on severity and frequency. The Company may administer discipline at its discretion. Certain behaviors justify termination without prior steps, including: workplace violence; harassment; theft of any kind; insubordinate behavior; vandalism/destruction of company property; presence on company property during non-business hours; use of company equipment/vehicles without authorization; indiscretion regarding personal work history/skills/training; divulging business practices or confidential information; misrepresentation of the Company to customers, prospects, public, or employees.

6.3 Confidentiality

"Confidential Information" includes (not limited to) computer processes/programs/codes, customer lists/preferences/personal info, company financial data, marketing strategies, proprietary production processes, R&D strategies, pricing, business/marketing plans, vendor information, software, databases, and product/service creation/acquisition/disposition info; plus intellectual property (trade secrets, ideas, discoveries, writings, trademarks, inventions developed through employment). Wages/conditions are not confidential. Employees may not disclose confidential/non-public info to unauthorized individuals; refer requests to your supervisor. Unauthorized disclosure may result in discipline up to termination; obligations continue after leaving. Does not restrict NLRA rights. Questions to the CEO.

6.4 Workplace Violence

Strictly prohibited — any intimidation, threat, harassment, physical violence, verbal abuse, aggression, or coercion against a coworker, vendor, customer, or visitor. Prohibited actions include: physically injuring another; threatening to injure; behavior causing emotional distress; obscene/abusive/threatening language or gestures; bringing an unauthorized firearm/weapon onto company property; threatening/using a weapon on premises or company business; intentionally damaging property. Report all threats/acts immediately to your supervisor or security. Reports are investigated promptly and kept confidential to the maximum extent

possible. No retaliation. Prompt remedial action up to immediate termination.

6.5 Drug & Alcohol Use

Workplace free of substance abuse. No one performing work for the Company may consume, possess, sell, purchase, or be impaired by alcohol or illegal drugs on Company property/vehicles or while on Company business. OTC and legally prescribed drugs are permitted if used as prescribed and don't hinder safe job performance; inform your supervisor if medication may impair performance/safety or if an accommodation is needed. The Company won't tolerate reporting for duty impaired; report evidence of abuse to a supervisor or CEO immediately (required when it creates an imminent threat). Employees may be asked to submit to medical exam/clinical testing within legal limits. Violations may result in discipline up to termination; this doesn't alter at-will employment.

6.6 Sexual & Other Unlawful Harassment

The Company prohibits discrimination and all forms of harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military/veteran status, or any group protected by state/local law. Sexual harassment = unwelcome sexual advances, requests for sexual favors, and other verbal/physical conduct of a sexual nature when (1) submission is made a term/condition of employment, (2) submission/rejection is a basis for employment decisions, or (3) it interferes with work performance or creates an intimidating/hostile/offensive environment. Examples include unwanted advances; sexual/derogatory jokes or innuendo; unwelcome physical interaction; insulting/obscene comments or gestures; offensive emails/voicemails/texts; suggestive/explicit posters/photos/graffiti/cartoons; reprisals after a negative response; leering/sexual gestures/displaying suggestive objects; verbal advances/propositions; touching/assaulting/impeding movement; abusive/malicious conduct. Harassment on any protected characteristic is prohibited. Complaint procedure: report promptly to your supervisor, or directly to Shawn Cunningham if inappropriate to discuss with your supervisor. Allegations are investigated promptly, thoroughly, impartially. Violators face discipline up to termination. Retaliation prohibited and subject to discipline up to termination.

6.7 Use of Company Property

Company property (physical, electronic, intellectual, or otherwise) is for business necessity only. Equipment assigned to an employee remains Company property, subject to reassignment/use without notice (including computer equipment and stored data, voicemail, records, employee files). Property may not be taken off premises without written authority from management. Company tools are furnished for duties and are the employee's responsibility; tools damaged/stolen through negligence may be charged to the employee where legally permitted. Keep office areas neat; theft/misappropriation/unauthorized removal/use is prohibited. Violations may result in discipline up to termination.

6.8 Smoking

Smoke-free environment for employees, customers, visitors. Smoking, including e-cigarettes and vaporizers, is prohibited throughout the workplace.

6.9 Computer, Email & Internet Usage

Use good business judgment with the Company's electronic communications systems (ECS). The Company prohibits using ECS for bullying, harassing, discriminating, or other unlawful misconduct. Respect all copyright and intellectual property laws (fair use, trademarks, the Company's own copyrights/trademarks/brands); ensure you have appropriate distribution rights when sending material over the Internet.

6.10 Company Supplies

Only authorized persons may purchase supplies in the Company's name. No employee whose regular duties don't include purchasing shall incur any expense on behalf of the Company or bind it by any promise/representation without express written approval.

PART 7

Timekeeping & Payroll

7.1 Attendance & Punctuality

The Company expects regular attendance and punctuality — being ready to work at your scheduled start time, completing your shift, and returning from meals/breaks on time. All time off must be requested in writing, in advance. If unexpectedly unable to report, directly notify your supervisor as early as possible, preferably before start time; voicemail/text/email is not acceptable except in extreme emergencies (with a follow-up call later that day). If illness/emergency occurs during work hours, notify your supervisor ASAP. For absences over one day, contact your supervisor each day; the Company may require a physician's statement for long-term illness (three consecutive days) or multiple illnesses/injuries. Failure to notify after three consecutive days of absence is presumed voluntary resignation (extenuating circumstances reviewed). Undue/recurrent absence or tardiness may result in discipline up to termination. Does not restrict NLRA rights; some absences may be legally protected — questions to the CEO.

7.2 Timekeeping

The Company complies with laws requiring records of hours worked; every employee must accurately record time. Non-exempt employees must record arrival/departure and the start/end of each meal period plus any departure for non-work reasons; report errors immediately. Working off the clock is strictly prohibited — all work time must be logged, including time on electronic devices for work. Vacation, sick, holidays, jury duty, funeral leave, and military training must be recorded. Employees must submit and approve their time records each pay period. Altering/falsifying/tampering with time records, or recording another employee's time, may result in discipline up to termination.

7.3 Paydays

Employees are paid semi-monthly on the 1st and the 16th. If a payday falls on a holiday, employees are paid the preceding day unless state law requires otherwise; direct deposits may take up to 3 business days. Paychecks are given only to the employee without written authorization; they may be mailed to the listed address or direct-deposited with advance written authorization (with an itemized wage statement). On termination, accrued pay is provided per applicable laws.

7.4 Payroll Deductions

Deductions are made only as permitted by law, including mandatory income tax withholding and Social Security/Medicare, and voluntary deductions (e.g., health insurance premiums). If you believe an improper deduction was made, raise it with the CEO immediately.

7.5 Overtime (Nevada Employees)

Supervisors notify employees when overtime is required; employees may not work overtime without prior authorization. Non-exempt employees are paid overtime per state/federal requirements at 1.5x the regular rate for hours over 8 in a workday or 40 in a workweek, unless by mutual agreement the employee works a scheduled 10 hours/day for 4 calendar days within a workweek. The workday for daily-overtime purposes is a period of 24 consecutive hours starting when the employee begins work. Exceptions may exist where

allowed by law — ask your supervisor or the CEO.