

### INTENT

This policy intends to outline Melcor's expectations for all employees throughout the duration of the COVID-19 pandemic.

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<b>Document Owner:</b>	Human Resources
<b>Applies To:</b>	All
<b>Responsibility:</b>	Individuals/Divisional Managers
<b>Effective Date</b>	March 13, 2020

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### POLICIES:

- All internal social gatherings are cancelled until further notice
- External events, such as showhome events or tenant events, are cancelled until further notice
- All business travel is cancelled
- We strongly recommend employees cancel any personal travel plans outside of Canada
- There is to be a 2-week self-isolation period for employees returning from travel, or those who have been in contact with someone, such as a spouse, returning from travel outside of Canada
- The resulting 2-week self-isolation period from non-essential travel will be covered by working from home if applicable or using personal vacation and/or sick days
- STAY HOME if you feel ill
- All in-person meetings should now be digital meetings
- Similarly, we are no longer allowing external people into our offices
- It is mandatory to regularly clean and disinfect your workspace
- IT is working to give employees the ability to work from home if their job allows

We strongly encourage employees to limit contact with others (social distancing), avoid large groups and crowds, and to take appropriate steps to prepare for self-isolation/quarantine. Melcor aims to make meaningful efforts to slow the spread of the virus, in order to not expose ourselves and others to unnecessary risk.

All of the stated policies will be in effect until further notice. For questions, concerns or clarification, please contact your manager or Human Resources.