



Employee Handbook 2025

Home *HB* Bank



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This handbook does not constitute an employment contract or binding policy and is subject to change at any time. Either Home Bank or an employee can terminate the employment relationship at any time, with or without cause, with or without notice. Employment with Home Bank is at-will, and nothing in this handbook will alter that status.

Home Bank
Lafayette, Louisiana USA
Home24Bank.com

Designed by Home Bank

Home Bank Employee Handbook is available in electronic or printed copy and for use of corporate training programs. Please visit Home24Bank.com/NewHire for additional new employee information or contact Home Bank Human Resources department.

Introduction

Welcome to Home Bank! You are joining (or already a team member of) an organization that has a reputation for outstanding leadership, ethics and expertise, but more importantly, a company that truly values our employees first and foremost. We encourage our employees to use their creativity and talent to formulate new solutions, meet demands and offer first-class service to our customers.

Please take time to review the policies contained in this handbook. If you have any questions, feel free to ask your supervisor or contact Human Resources (HR). We will try our best to keep you informed of all changes that incur but also be aware that Home Bank does reserve the right to modify any and all benefits/provisions in this handbook at any time with or without prior notice.

This book is a guide to your success at Home Bank. Our goal is to make this the greatest professional experience of your life.

Want more information? There is an official Home Bank intranet (<http://OneNet>) that provides you with company updates and all kinds of other important materials.




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Welcome to Home Bank



Welcome to Home Bank

About Home Bank

Home Bank (Home Bank, N.A.) was chartered in 1908 as Home Building and Loan. Today, it is one of the nation's most stable financial institutions, building on the future by doing what's right for our customers today. Personal banking has always been our trademark. That tradition continues as we move forward with innovative banking options and new technology for our customers. With locations across Louisiana, Mississippi, and Texas, we're driving the economy, expanding opportunities and preparing for the future.

Over the past century, Home Bank has always gone above and beyond, striving to be good for business and good for life. We are the financial support of many thriving, independently owned local corporations and developments. We also maintain a personal banking atmosphere that allows customers to feel comfortable entrusting their financial well-being to us. By continuing to offer great products and exceptional service, our goal is to be the only bank our customers will ever need.

You Can Bank on Our Values

Home Bank has always been a values-led company. It was founded that way and our decisions over the years have always been anchored in our core values. We have formalized those values so that, as we grow, every one of our employees understands that both our character and decision making come from this set of established beliefs and actions.



We are invested.
We're on it, we own it.



We serve our community.
Together we are stronger.



We share our ideas & insights.
Because that makes us all better.



We are humble.
We put others first.



We make people smile.
And that makes us smile.



We do the right thing.
Even when no one is watching.



We are a family.
We are Home Bank.

Employment at Will

Employment at Home Bank is on an at-will basis. This means that either you or Home Bank may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this employee handbook or any other document or statement is intended to or creates an employment agreement, express or implied, that is contrary to the at-will nature of employment. No supervisor or other representative of Home Bank except the Chief Executive Officer (in a written document) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to this information, and any such agreement must be signed by both the Chief Executive Officer and the employee.

Our Commitment to Diversity

Home Bank strives to create and maintain a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in our values and the way we do business at Home Bank. At Home Bank, we do the right thing.

Equal Opportunity

Home Bank is committed to providing equal employment opportunity to all qualified persons based on personal capabilities and qualifications without regard to sex (including pregnancy, childbirth, and related medical conditions), race, color, religion, ancestry, gender, gender identity, gender expression, national origin, ethnicity, citizenship, age, sexual orientation, genetic information, disability, military or veteran status, or any other characteristic as established and protected by applicable law; and to taking affirmative action to ensure that minorities, veterans, and women are encouraged to seek employment with the Bank. This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation and benefits, training, promotion, transfer, demotion, layoff, termination, and all other terms and conditions of employment.

Employees and applicants will not be subjected to harassment, intimidation, threats, coercion, retaliation, or discrimination because they have engaged in or may engage in (1) filing a complaint; (2) assisting in filing a complaint; (3) assisting or participating in an investigation, compliance review, hearing or any other activity related to the administration of Executive Order 11246, the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Americans With Disabilities Act, the Age Discrimination in Employment Act, the Vietnam Era Veteran's Readjustment Act of 1974, or any other federal, state or local law requiring equal employment opportunity, and/or (4) exercising any other right protected by the aforementioned laws.

The Human Resources Director coordinates, internal audits and monitors the Bank's Affirmative Action Plan. This Affirmative Action Plan applies equally to all employees of Home Bank. The Affirmative Action Plan for Individuals with Disabilities and for Disabled Veterans and Veterans of the Vietnam Era are available for review by employees by contacting HR. All employees and all levels of management should provide their assistance and support to this policy to ensure complete compliance.

Anti-harassment & Discrimination

Home Bank is committed to providing a work environment free of discrimination, harassment, bullying, disrespectful or other unprofessional conduct by or toward an employee, those in a managerial or leadership role, or third party (customers, vendors, contractors, etc.) for any reason, including, but not limited to:

- Race
- Religion
- Color
- Sex/gender (including pregnancy, childbirth, or related medical conditions); gender identity or expression; and sexual orientation
- National origin
- Ancestry
- Physical or mental disability
- Genetic information/characteristics
- Age
- Military or veteran status
- Any other basis protected by federal, state or local law or ordinance or regulation

Home Bank also prohibits discrimination, harassment, bullying, disrespectful or unprofessional conduct based on the perception that anyone has any of these characteristics, or is associated with a person who has or is perceived as having any of these characteristics.

The conduct prohibited by this policy includes conduct in any form, whether verbal, non-verbal, visual, written, or physical. This includes, but is not limited to, e-mail, voice mail, Internet activity, text messages, pictures, images, objects, writings, words, gestures, or physical contact.

In general, discrimination and harassment can be defined as conduct that disparages or shows hostility or aversion toward a protected status. It can take many forms, including: epithets or slurs; threats; derogatory names, comments, objects or visual depictions; jokes or teasing; and other verbal, nonverbal, written, visual or physical conduct that is based on a protected status. Sexual harassment in particular can include a range of subtle or blatant behaviors and may involve individuals of the same or different gender. It can be generally defined as: unwelcome sexual advances, requests for sexual favors, and/or conduct of a sexual nature including, but not limited to, sexually-related images, jokes, teasing, uninvited touching or other sexually-related conduct when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender, gender identity or expression, or sexual orientation can be considered sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Additional examples of sexual harassment include:

- Physical acts of a sexual nature, such as:
 - o Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - o Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - o Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - o Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.



We are invested.

The key symbolizes ownership and trust. As a Home Bank team member, you are entrusted with representing us well.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity or the status of being transgender, such as:
 - o Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - o Sabotaging an individual's work;
 - o Bullying, yelling, name-calling.

Harassment, whether sexual or based on another protected status, is not limited to the physical workplace itself. It can occur while employees are traveling for business or at bank-sponsored events. Calls, texts, emails, and social media usage by employees can also constitute workplace harassment, even if they occur away from the workplace, on personal devices, or during non-working hours.

Those in supervisory or leadership positions are expected to have a high level of consciousness regarding this policy and must promptly advise Human Resources of any potential incidents of harassment or discrimination. Specifically, with respect to sexual harassment, no supervisor, manager, or officer shall threaten or insinuate, either explicitly or implicitly, that any individual's submission to or rejection of sexual advances will in any way influence any personnel decisions regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, or any other term or condition of employment.

Individuals must remain mindful that when conduct that may violate this policy occurs, it is not the intent of the person(s) engaging in the conduct that matters. Rather, it is the nature of the conduct, how that conduct is perceived, and the impact that conduct has on others that matters.

A victim of discrimination, harassment or other similar conduct does not have to be the intended recipient of the behavior. It can be anyone who finds the behavior offensive and feels affected by such behavior. If you believe you have been subject to conduct prohibited by this policy or become aware of such conduct, you should report the situation immediately to your supervisor, Human Resources, or any member of management with whom you feel comfortable. This applies whether the party involved is an employee, someone in management, a customer, a vendor, or any member of the public with whom you come in contact as part of your employment. Anyone witnessing or receiving a report about possible harassment must report the situation to Human Resources immediately.

Home Bank will investigate all reports promptly and fairly and in accordance with any legal requirements. While the Bank will maintain confidentiality to the extent possible, complete confidentiality cannot be guaranteed, as the duty to investigate and take appropriate action may require the disclosure of information to individuals with a need to know.

If Home Bank determines that discrimination, harassment, or other prohibited conduct has occurred, appropriate action will be taken in accordance with the circumstances involved. This may include disciplinary action, up to and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

Retaliation or adverse action will not be taken against an employee who, in good faith, reports or participates in an investigation under this policy. Retaliation occurs when an employee experiences a negative consequence because they, in good faith, filed a complaint or participated in an investigation. Retaliation is illegal and will result in disciplinary action, up to and including termination, even if no evidence of harassment discrimination, or related conduct is found.

Home Bank takes its commitment very seriously to provide an environment free of harassment, discrimination, and retaliation, and our policy is meant to ensure employees feel comfortable asking questions or raising concerns. You are encouraged to contact your supervisor or Human Resources for any questions or concerns. You may also seek additional information about harassment and discrimination from the federal Equal Employment Opportunity Commission as well as the applicable state agency:

- Florida Commission on Human Relations
- Louisiana Commission on Human Rights
- Mississippi Department of Employment Security
- Nebraska Equal Opportunity Commission
- Texas Workforce Commission

Our commitment to providing a workplace free of harassment and discrimination is unwavering, and it is the responsibility of every single employee at Home Bank to foster a welcoming and respectful environment that is aligned with this commitment.

Reasonable Accommodations

Accommodations for Disability

Home Bank is committed to ensuring equal opportunity in employment for qualified persons with disabilities who can perform the essential functions of their job, with or without reasonable accommodation, provided such accommodations impose no undue hardship on the Bank. Unless you inform us otherwise, Home Bank assumes that you can perform the essential functions of your job without any accommodation. If you are a qualified individual with a disability and you require a reasonable accommodation in order to perform the essential functions of your job, notify your supervisor or Human Resources.

Whether accommodation is required, whether it is feasible, and the type of accommodation that is provided is dependent upon many factors. To facilitate this process, you may be asked about the type of accommodation you believe is necessary, the functional limitations caused by your disability, and/or permission to obtain information from your healthcare provider.

Accommodations for Pregnancy

Similarly, an employee may have a need for a reasonable accommodation due to pregnancy or conditions related to pregnancy. In accordance with applicable law, the Bank will work with employees to provide reasonable accommodations, provided the accommodation does not impose an undue hardship on the Bank. Such accommodations may include: more frequent or longer breaks; time off to attend to a pregnancy complication or recover from childbirth; acquisition or modification of equipment or seating; a temporary transfer to a less strenuous or hazardous position; private non-bathroom space for expressing breast milk; assistance with manual labor; and modification of work schedule. Employees should discuss their need for accommodation with their supervisor or Human Resources so the Bank can work with the employee to explore options.

Religious Accommodations

Reasonable accommodation for an employee's sincerely held religious beliefs, observances, and practices may be provided when a need for such accommodation is identified and is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances, or practices and the employee's job requirements, without causing undue hardship to the Bank. Employees needing this type of accommodation should speak with their supervisor or Human Resources.

We Own Our Intellectual Property

The protection of confidential business information and trade secrets is vital to the interests and success of Home Bank. Confidential information is any and all information disclosed to or known by you because of employment with the company that is not generally known to people outside the company about its business. Confidential information includes, but is not limited to, customer or employee information and financial data. If an employee has a question about whether any document or information is confidential in nature, they should treat such documents or information as confidential unless expressly advised otherwise by HR or a member of management.

An employee who improperly uses or discloses trade secrets, confidential business information, client or employee information will be subject to disciplinary action up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information. Home Bank information (including but not limited to documents, notes, files, records, computer files or similar materials) may not be removed from our premises without permission from Home Bank.

Confidential Information Regarding Customers and Others

You must take all reasonable measures to protect the confidentiality of non-public information about us or our subsidiaries and our customers, shareholders and suppliers obtained or created in connection with your activities and to prevent the unauthorized disclosure of such information unless required by applicable law or regulation or legal or regulatory process.

Confidential Information

The integrity of Home Bank necessitates that each of us maintain the highest degree of confidentiality when handling internal matters. Confidential Information includes, but is not limited to:

- corporate planning data;
- pending projects and proposals;
- proprietary information;
- research and development designs and strategies;
- sales or marketing strategies;
- business operations, financial data, and conditions;
- pricing and cost data;
- computer software systems, specifications, and related data;
- vendor, supplier, or customer lists and transactions; and
- other similar information.

This applies to confidential information in any format, including verbal and written, and extends to all forms of technology, including, but not limited to, e-mail, computers, cell phones, and USB drives.

You must take necessary measures to protect confidential information, including but not limited to, use of passwords and other security measures, securing files and documents when away from the workstation, locking drawers at the end of the workday, etc.

Anyone who improperly uses or discloses confidential information will be subject to disciplinary action, up to and including termination, even if they do not actually benefit from the disclosed information. Home Bank also reserves the right to pursue any legal measures it deems appropriate to address any actual or potential harm to the Bank resulting from violations of this policy, and the employee who improperly discloses or uses the information may be subject to legal action by other parties.

Media and Outside Inquiries

All inquiries concerning the Bank, its customers, or its operations must be passed to the Marketing Department. No one is authorized to make statements or release information on behalf of the Bank unless it is part of the employee's assigned job duties or express permission has been granted by the Marketing Department.

Conflict of Interest

Home Bank expects you to conduct business according to the highest ethical standards. Remember, at Home Bank we do the right thing (always). Business dealings that create, or appear to create, conflicts of interest either for Home Bank or you are unacceptable. Home Bank recognizes your right to engage in private activities that are unrelated to our work. However, you must disclose any possible conflicts so that Home Bank may assess and prevent potential conflicts from arising. A conflict of interest occurs whenever you are in a position to influence a decision that may result in a personal gain for yourself, a family member, or anyone else with whom you have a close personal relationship. This may include making loans, waiving NSF fees or late charges, waiving document requirements such as financial statements, collateral documents or any other similar matter.

Outside Employment

In general, outside work activities are not allowed if it:

- Prevents the employee from fully performing the work for which they were employed by Home Bank, including overtime assignments.
- Involves organizations that are doing or seek to do business with Home Bank, including existing or potential vendors.
- Involves organizations that are in direct competition with Home Bank.
- Violates provisions of law or Home Bank's policies or procedures.

Acceptance of Gifts

You should not accept entertainment, gifts, services, or other valuables from a third party seeking a financial relationship with Home Bank. Nominal items that are a mere token of the relationship and not connected to or a suggestion of any business activity or transaction are acceptable (valued under \$200, cash is never acceptable), including Christmas gifts or awards from charitable organizations. Nominal items must be within your ability to reciprocate on a personal basis, or with legitimate claim to Home Bank for reimbursement under similar circumstances.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth those which frequently present problems. If you have any question whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact HR to obtain advice on the issue to avoid potentially engaging in an undisclosed conflict of interest.

Code of Ethics

Everyone at Home Bank is required to maintain a consistently high standard of business conduct, ethics and social responsibility. It is imperative that we behave in a manner that inspires public trust and confidence. Each of us must strive to avoid situations that might cause a conflict of interest between Home Bank, our customers, and ourselves. Our code of ethics provides guidelines that set general directions for our conduct. We sincerely believe that the personal growth and development of our employees and our organization depend on continued demonstration of high levels of integrity, ethics and social responsibility.

In addition, the financial institution business is regulated to such an extent that many actions considered unethical in another business may be illegal in our work environment. Criminal penalties as well as civil money penalties can be incurred for such violations. In the event you are in doubt about whether some action would violate a law or regulation or this policy, you should ask your supervisor or the Internal Audit Director beforehand. We believe that living up to our standards requires a continuing exchange of ideas and opinions; therefore, management is available to assist you when conflicts arise.

Detailed policy information can be viewed on [ONENET>Knowledge>Policies>Human Resources>Code of Ethics](#).

Pay Transparency Nondiscrimination

Home Bank will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)



We share our ideas & insights.

The lightbulb represents an idea, but more than that - it shows how one person's idea can light the way for others.

Your Career at Home Bank



Your Career at Home Bank

Employee Classification

To determine eligibility for benefits and overtime pay, Home Bank classifies its employees as listed below. Home Bank may review or change employee classifications at any time.

FLSA Status – Exempt vs. Nonexempt

- Exempt: Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.
- Nonexempt: Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Full-Time

If you are regularly scheduled to work 30 or more hours per week and maintain continuous employment status, you are considered to be full-time. Generally, as a full-time employee, you are eligible for our full-time benefits package and are subject to the terms, conditions and limitations of each program.

Part-Time

If you work a regular schedule of 10 hours or more but less than 30 hours per week, then you are considered part-time. As part-time, you may be eligible for some benefits and are subject to the terms, condition and limitations for each program. Some part-time employees may also be classified as “seasonal” and work hours during holiday seasons and college breaks.

Temporary Employees.

If you are hired for a specified project or time frame and may work an irregular schedule, you are considered temporary. Temporary employees are not eligible for benefits provided by Home Bank, except those required by law, regardless of the number of hours worked.

We Are Invested in Your Career at Home Bank

We like to promote from within the organization. What does this mean to you? It means we developed a job-posting program that allows you an easy way to apply for different positions within Home Bank. All you need to do is watch ADP (Myself, Talent, Career Center) for postings. We do have some guidelines around these promotions and job transfers though. You need the knowledge, skills, abilities and minimum qualifications required by that position and we recommend that you work in your current position for approximately one year.

How Do I Access My Personnel File?

Personnel files are maintained by HR and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. If you wish to review your personnel file, please contact the Human Resource Department. Employee files may not be taken outside of the department. Certain documents may not be eligible for review.

Disclosure of personnel information to outside sources are limited. However, we must comply with certain requests, including but not limited to subpoenas from authorized law enforcement agencies, or local, state, or federal courts or agencies conducting litigation, official investigations or audits.

Home Bank takes seriously its duty to protect the confidential information it maintains on employees, such as social security numbers, dates of birth, direct deposit banking information, and all medical information. In addition to its own rigorous policies to protect this information, Home Bank complies with all legal obligations concerning the use and storage of this information.

Important Note

We need your help making sure your information is up to date in our files. If you have a life-changing event, log into ADP and update your record. This could include something as simple as changing phones to having a child.

Payment of Wages & Overtime

Home Bank's pay period for all employees is biweekly and will be paid every other Friday. If payday falls on a federal holiday, you will receive your paycheck one workday prior to the holiday.

You will be paid through direct deposit to either a savings or checking account at Home Bank or at a bank of your choosing. You are required to activate direct deposit through ADP prior to your first paycheck. You can view your detailed pay information including gross pay, statutory deductions, and voluntary deductions through ADP. In the event of an error in funds deposited, or if there are any other discrepancies, HR must be notified immediately. You are responsible for confirming your paycheck funds are in your bank account prior to using them.

Due to the needs of the business, occasionally you may be required to work overtime. Overtime is actual hours worked in excess of 40 per workweek. Nonexempt employees will be paid time and one-half their regular rate of pay for all hours worked in excess of 40. Paid leave such as holiday, PTO, bereavement time, sick, extended leave and jury duty do not apply towards hours worked. All overtime must be approved by your immediate supervisor. Any unapproved overtime hours worked, may result in disciplinary action up to possible termination. Pursuant to wage and hour laws, nonexempt employees must be paid for all hours worked and may not "bank" time off in lieu of receiving overtime pay.

Business needs may require employees to work on a holiday. Should this be the case Home Bank will pay time and one-half for working on a holiday or will allow the employee to take another day off within the calendar year following the scheduled holiday.

Time Records

Whether you are an exempt or nonexempt employee, you are required to record hours in ADP. Nonexempt employees will use the timeclock and the Time Off Request feature in ADP, while Exempt employees will use the Time Off Request feature. These records may be required by governmental regulations and are used to calculate regular and overtime pay when applicable. If you forget a time punch, you must immediately notify your supervisor in order to correct your time. Under no circumstances are you allowed to clock in or out for another employee or clock yourself out and continue working. You are also not allowed to use the ADP phone app to clock in/out unless specifically approved by HR. In addition, clocking in/out for work should always be on a work computer, never on a mobile device.

Paid time off, tardiness, absences and early departures must be recorded on the ADP time system and approved by your supervisor. Managers are required to review and approve employee time in ADP. Any violations of these guidelines may be subject to disciplinary action including termination. While all hours worked will be compensated appropriately, an employee's failure to report hours accurately in ADP, whether too low or too high, may result in disciplinary action.

Nonexempt employees are NOT permitted to work "off the clock," which includes after-hours company email or cell usage on a personal device. No supervisor or manager shall participate in, encourage or even permit a nonexempt employee to work off the clock in violation of this policy. Employees should immediately report any violation of this policy to HR.

Work Hours & Breaks

Work hours are established by each department manager based on Home Bank and customer needs. Generally, you are permitted one hour unpaid meal break each day. However, staffing and coverage concerns may require you to limit your break to 30 minutes. If a nonexempt employee is required to work through a meal break, they will be paid for the time period. You may also be allowed up to two 10-minute rest periods each day, but know that all breaks should be approved and scheduled by your manager to ensure proper coverage in the facility.

During any unpaid break period, nonexempt employees are not permitted to perform any work for or on behalf of Home Bank.

Generally, employees may not combine break periods or shorten or skip their meal break to offset a late arrival or early departure. Occasional exceptions may be made with manager approval.

Lactation Breaks

In accordance with applicable law, Home Bank will provide reasonable break time for an employee to express breast milk for their nursing child for the period of time prescribed in applicable law. Employees should check with their supervisor for specific information, including the location where the break may occur and how to account for the break time.

Payroll Deductions & Corrections

The government requires us to make certain deductions from employee paychecks. These include the Federal Income Tax (FIT), Federal Social Security (FICA), Medicare Tax, and State Income Tax (SIT). Other deductions may be made when required to comply with a court order, such as child support. The amount of these deductions is summarized on your paystub in ADP and your W-2.

We offer benefit programs beyond those required by law. If eligible (please refer to summary plan descriptions for details), you may voluntarily authorize deductions from your paycheck to cover the cost of participation in these programs.



We serve our community.

The homes represent the people in the communities where we serve and live. Together, we make these communities stronger.

While every measure is taken to ensure your paycheck is processed correctly, payroll errors may occur. To help us verify our payroll accuracy, you are expected to review each paycheck carefully, and immediately report suspected errors to HR.

If we discover that you have been overpaid, we reserve the right to make appropriate payroll deductions or make arrangements for repayment of the overage. If you leave before the overage is repaid, the balance due may be deducted from your final paycheck to the extent permitted by law.

Deductions in Salary for Exempt Employees

Exempt employees are paid on a salary basis and are generally paid their full salary for any week in which they perform work. However, their salary may be reduced at the discretion of Home Bank in the following circumstances:

- Employees who are absent for at least a full day because of sickness, disability, or personal reasons may not be paid for that day unless they have accrued benefits under the Bank's paid leave policies. Their pay will not be reduced if they are absent for less than a full day for these reasons, but an employee's leave balance may be reduced by the amount of time the employee is absent from work, even if the time absent is less than a full day.
- Employees who are absent from work for jury duty, attendance as a witness at a trial, or temporary military leave may have their pay reduced by the amount of payment they receive in the form of jury fees, witness fees, or military pay. Their pay will not be reduced by the number of hours or days they are absent from work unless they perform no work in a given week.
- Employees may be suspended without pay if they are found to have violated one of the Bank's policies regarding proper workplace conduct, but only in full-day increments.
- Employees who work less than a full week during their first or last week of employment will be paid a proportionate part of their salary for the time actually worked.
- Actual time taken off for Family and Medical Leave (FMLA).

Complaints or Questions Regarding Wages or Deductions

Any employee who believes that amounts have been wrongfully deducted or withheld from his/her pay in violation of the Fair Labor Standards Act or any other federal, state, or local law should report the deduction to HR.

In addition, employees are required to immediately notify HR in the event they believe they have been improperly classified as exempt from the FLSA requirements, have not properly recorded all time worked, have not been properly paid wages or overtime due to them, or if there is a mistake in their paycheck or any expense reimbursement, regardless of whether the mistake is to the benefit of the employee or Home Bank.

Home Bank prohibits retaliation or reprisal against any employee, who in good-faith, raises questions or concerns regarding their pay.

Our Investment in You



Our Investment in You

As an employee of Home Bank, you may become eligible for a variety of benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability and to help you plan for retirement. This section contains a general description of the benefits to which you may be entitled as an employee of the Bank. Please understand that this general explanation is not intended to, and does not provide you with all the details of these benefits. Therefore, this book does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the official summary plan documents, which were provided to you upon hire and are available from the HR Department or online through ADP. To the extent that any of the information contained in this book is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases. Home Bank reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including eligibility requirements and employee contribution amounts.

Health, Dental & Vision Insurance

Home Bank provides group insurance benefits for you and your qualified dependents. All full-time employees working 30 hours or more per week are eligible for insurance on the first day of the month following the date of employment. Home Bank will issue you a summary plan document upon hire which will describe the benefits to which you may be entitled and the provisions of the Plan.

Flexible Spending Account (Medical & Dependent)

Home Bank offers you the opportunity to pay certain types of expenses including health care and dependent care covered with pretax (before taxes) dollars. This results in saving the excess federal and state income taxes and social security taxes on these funds, thereby increasing spendable income. There are strict entrance dates for electing to participate in this plan. The amount you choose will be transferred from your gross compensation to the FSA, where it will be held to reimburse you for the payment of covered Plan expenses. As a reminder, any money that you choose to defer to your FSA plan will be lost at the end of the year if you do not use it, in accordance with Federal guidelines. Please refer to the Cafeteria Plan document for specific information.

Group Life Insurance

Home Bank provides eligible full-time employees with group term life insurance at no cost to you. This coverage is subject to maximum coverage amounts and health qualification rules of the current life insurance policy in effect. Employees should refer to the Life Insurance Plan Document for further details. Employees are eligible for this coverage on the first of the month following the date of employment.

Retirement Plan

Home Bank recognizes the importance of saving for retirement and offers eligible employees a 401(k) and Employee Stock Ownership Plan (ESOP). Eligibility, vesting and all other matters relating to these plans are explained in the summary plan description, which was provided upon hire and can also be obtained from ADP or HR.

Employee Assistance Program (EAP)

The EAP is a resource designed to provide confidential counseling and referral services that can help employees successfully deal with life’s challenges.

We want to encourage you to use this valuable service whenever you need, and you can trust that the Bank is never informed of who uses the service or for what purpose. Detailed information on the program can be found on ADP or you can contact HR for more information.

Paid Time Off

Time away from work to relax and pursue special interests is important to everyone. We encourage you to fully enjoy your time away from the office. While PTO is intended to be used for rest and relaxation, it may also be used for sick time (when sick time has been exhausted), personal needs, holidays in which the Bank is open, and any other need for time off, including leave rights under any state or federal leave law.

All full-time employees are eligible for paid time off (PTO) in accordance with the schedule below.

Length of Service & Title	Maximum Yearly PTO	Per Pay Period Accrual
Non-Officers, Bank Officers & Senior Bank Officers		
0* – 2 years	12 days (96 hours)	3.69 hours
3 – 5 years	15 days (120 hours)	4.62 hours
6 – 10 years	17 days (136 hours)	5.23 hours
11 – 15 years	19 days (152 hours)	5.85 hours
16 – 20+ years	20 days (160 hours)	6.15 hours
Assistant VP		
0* – 5 years	17 days (136 hours)	5.23 hours
6 – 19 years	20 days (160 hours)	6.15 hours
20+ years	22 days (176 hours)	6.77 hours
VP		
	22 days (176 hours)	6.77 hours
SVP		
	25 days (200 hours)	7.69 hours
EVP		
	26 days (208 hours)	8.00 hours

**Prorated for accruals to begin on the payroll following 60 days of employment.*

Part-time employees: After completing the first sixty (60) days of employment, part-time employees working an average of 20 hours or more per week will receive PTO benefits in accordance with the schedule below.

Length of Service & Title	Maximum Yearly PTO Time
1 – 5 years	2 weeks based on average weekly hours worked
6+ years	3 weeks based on average weekly hours worked

General Information

PTO days are earned at the accrual rates in the above table with annual maximums. PTO days are accrued per pay period. Employees become eligible and begin accruing PTO after the first sixty (60) days of employment. PTO does not accrue during the use of Short Term Disability, Workers' Compensation, or any Approved Leave of Absence (regardless of reason).

When an employee takes time off for any reason not covered under another paid leave benefit, the employee must use any accrued PTO before taking the time off unpaid.

PTO requests must be submitted through ADP and subject to approval by management. Home Bank will try to accommodate PTO requests; however, all PTO requests are subject to availability and staffing needs. In an effort to accommodate the desires of our employees who would like to take PTO earlier in the year, employees may be permitted to borrow against the PTO they expect to accrue over the course of the calendar year. However, if your employment with Home Bank is terminated for any reason prior to the time that you have accumulated the number of PTO days taken during that calendar year, you are responsible for reimbursing Home Bank for the amount of used but unaccrued PTO. A deduction will be processed for employees who have a negative PTO as of 12/31, annually. These deductions will be made on the final payroll, for terminated employees, and on the last payroll of the year for active employees.

Unused PTO at year-end will be forfeited, unless prohibited by state law. Upon termination, all PTO accrued as of the previous January 1, and not yet taken will be payable with the employee's final paycheck.

Holidays

Holidays are selected by Home Bank annually and usually follow the federal holiday schedule. Home Bank may also close locations early or otherwise for various occasions. You can view holiday updates on [ONENET>Bank Calendar](#).

All full-time employees will receive their regular rate of pay for approved holidays (not to exceed 8 hours). A holiday will not be considered as hours worked for the purpose of computing overtime. Part-time employees who work more than 20 hours per week are eligible to receive holiday pay if that holiday falls on their regularly scheduled day (for example, Sally works 5 hours a day on Monday, Wednesday and Fridays. Labor Day is scheduled on a Monday, so that means Sally will receive 5 hours of holiday pay.)

PTO or Time Off Awards on the day before and/or after a bank paid holiday should always be scheduled in advance and is subject to management approval. If an employee calls in sick and/or schedules it as a sick day, a doctor's note may be required in order to utilize any available sick time. If an employee calls in for personal reasons (not sick and not pre-approved), then any available accrued PTO or Time Off Award would be used, and the employee would be subject to disciplinary action. Situations beyond the employee's control such as flight cancellation where proof can be provided may be considered excused absence.

All part-time employees who are scheduled to work on a day the holiday falls will receive holiday pay. The employee will receive holiday pay for the hours scheduled to work.

When a scheduled holiday occurs during an employee's pre-approved PTO, they will receive holiday pay and will not be charged PTO for the holiday.

Home Bank supports employees who have other holidays that are important to them. While the Bank is not able to observe them all, employees are encouraged to work with their supervisor through normal time off request processes in order to request PTO or unpaid time off for a holiday in which the bank is open.

Sick Days

Paid sick days are provided to eligible employees to cover personal illness, necessary doctor's appointments or for the care of dependent child or spouse. Sick leave may also be used for the care of a dependent whose illness exceeds five consecutive working days and would be covered under the Family Medical Leave Act. All illnesses must be called in to your immediate supervisor, or if they are unavailable, you may contact another manager or HR. Additionally, a doctor's note will be required when requested by management.

All regular, full-time, non-officer employees, Bank Officers, Sr. Bank Officers and Assistant Vice Presidents are eligible for six sick days per year, Vice President and above are eligible for 12 sick days per year. Sick days for existing employees will be awarded at the beginning of each year. New hire sick days are prorated, and accrue at a rate of half day per month beginning on the employee's first day of employment. All new hire employees Vice President and above will accrue sick days at a rate of one day per month. Eligibility for sick leave pay begins after the first 60 days of employment.

Part-time employees: After completing the first sixty (60) days of employment, working an average of 20 hours or more per week will receive three days of sick time equivalent to their scheduled hours for the day.

Extended Leave

Unused sick leave days, determined at year end, will be carried over into a separate Extended Leave bank of time up to the max allowed*. If an employee has been granted extended leave for a period exceeding five working days, an employee may choose to use the Extended Leave paid at 100% of pay.

Extended Leave may be used as follows:

- For an employee's personal illness that a doctor has placed them out of work for 3 - 5 consecutive days (example: flu, covid).
 - Doctor's note for flu/covid or Telemedicine note plus copy of covid in-home test, must be provide to HR and the employee must request use of Extended Leave.
- For the care of a dependent whose illness exceeds 5 consecutive working days and would be covered under the Family Medical Leave Act.
 - For purpose of extended leave, a dependent is defined as the employee's spouse, child or parent.

**Max allowed: Non-Officer up to Asst. Vice President may accrue up to a maximum of 30 days in Extended Leave. Vice President to Executive Vice President may accrue up to a maximum of 50 days in Extended Leave.*

Bereavement Pay

Employees may take up to three days of paid bereavement leave upon the death of a member of their immediate family. Immediate family members are defined as an employee's spouse, domestic partner, parents (including in *loco parentis* (in place of a parent), stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

The company may require verification of the need for the leave. Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for one day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

Additional bereavement time off or time off for other family relationships, may be requested through Human Resources and the request will be reviewed on a case-by-case basis. Home Bank understands that circumstances vary in times of grief and will work with employees seeking additional time off, which may include requesting personal leave of absence.

Jury Duty - Your Civic Duty

Home Bank supports you in your civic duty to serve on a jury. A leave of absence for jury duty will be granted to anyone full-time or part-time who has been summoned to serve. You will be paid for jury duty up to maximum of five (5) days at your regular rate of pay, or in accordance with applicable state law, not to exceed the number of hours you would have been scheduled to work that day. You may use any accrued PTO if required to serve more than five days on a jury. Upon receipt of the notice to serve jury duty, you should immediately provide a copy of your summons to your supervisor.

Military Leave

Home Bank supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify HR and their supervisor. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, you will be granted the same seniority, pay, and benefits as if you had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary resignation from Home Bank.

All employees who enter military service may accumulate a total absence of five years and still retain employment rights. Employees should also refer to the Leave under the Family and Medical Leave Act for further rights and responsibilities regarding military leave.

Family & Medical Leave (FMLA)

The federal Family and Medical Leave Act (FMLA) provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period, depending on the reasons for the leave.

To be eligible for family/medical leave, you must have worked for the bank for at least 12 months and for at least 1,250 hours in the 12 months before leave is to begin. Additionally, you must work in a location where there are at least 50 employees within 75 miles of that location.



We are humble.

Acorns grow into massive oak trees. Though we start out small, let's remain rooted in humility together as we grow into our full potential.

Eligible employees may take FMLA leave for the following reasons:

- birth of a child, or to care for a newly-born child (up to 12 weeks);
- placement of a child with the employee for adoption or foster care (up to 12 weeks);
- to care for an immediate family member (employee's spouse, child, or parent) with a serious health condition (up to 12 weeks);
- because of the employee's serious health condition that makes the employee unable to perform the employee's job (up to 12 weeks);
- to care for a covered service member with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details); or
- to handle certain qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on duty under a call or order to active duty in the Uniformed Services (up to 12 weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a covered service member, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

Note that in cases where the Bank employs spouses, the spouses are limited to a combined total of 12 weeks of FMLA due to the birth, adoption, or foster care placement of a child or to care for a parent with a serious health condition. Additional parameters apply for spouses who work for the Bank, so these employees should work with Human Resources to determine exactly how much time each spouse is eligible for under FMLA, depending on the circumstances of the leave.

Definitions

A *serious health condition* is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

A *covered service member* is a customer or veteran of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

The term *serious injury or illness* means an injury or illness incurred by the customer in the line of duty while on active duty in the Armed Forces that may render the customer medically unfit to perform the duties of the customer's office, grade, rank, or rating or one that existed before the beginning of active duty and was aggravated by service in the line of duty while on active duty. With regard to veterans, the injury or illness may manifest itself before or after the individual assumed veteran status.

Qualifying exigencies include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, and post-deployment debriefings.

Identifying the 12-Month Period

The 12-month period in which 12 weeks of leave may be taken is a rolling 12-month period measured backward from the date an employee uses any FMLA leave. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Using Leave

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered service member, their injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for the birth of a child, to care for a newly born child, or for placement of a child for adoption or foster care. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Bank's operations.

Use of Accrued Paid Leave

To the extent you have any accrued PTO and/or sick time, you are required to use it concurrently with your FMLA leave. Benefits received under other income replacement programs, such as disability or workers' compensation also run concurrently with FMLA and do not extend the period of FMLA. However, employees may be able to supplement these paid benefits with available vacation and/or sick, to a maximum of 100% of their regular base pay for the week.

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, the Bank will maintain coverage during your FMLA leave on the same terms as if you had continued to work. You must make arrangements to pay your share of health plan premiums while on leave prior to beginning leave, unless the need for leave is unforeseeable, in which case you must make arrangements as soon as possible. In some instances, the Bank may recover premiums it paid to maintain health coverage or other benefits for you and your family.

Notice and Medical Certification

When seeking FMLA leave, you are required to provide:

- sufficient information and documentation for us to determine if the requested leave qualifies for FMLA protection and the anticipated timing and duration of the leave. You must also inform the bank if the requested leave is for a reason for which FMLA leave was previously taken or certified;
- if the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the bank's normal call-in procedures, absent unusual circumstances;
- medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the bank's request to provide the certification. If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic re-certifications may also be required;

- periodic reports as deemed appropriate by the bank during the leave regarding your status and intent to return to work; and
- medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The bank will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

Employer Responsibilities

To the extent required by law, the bank will inform employees whether they are eligible under FMLA. Should an employee be eligible for FMLA, the bank will provide them with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, the bank will provide a reason for the ineligibility. The bank will also inform employees if leave will be designated as FMLA and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the bank determines that the leave is not FMLA-protected, the bank will notify the employee.

Job Restoration

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Exemption for Key Employees

Certain key employees may not be returned to their former or equivalent position following a leave if doing so would cause substantial economic injury to the bank. Key employees are salaried and among the highest paid 10 percent of all employees. The bank will notify you if you qualify as a key employee and if the bank intends to deny reinstatement and your rights in such instances.

Failure to Return After FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the bank's standard leave of absence and attendance policies. This will result in termination if you have no other bank-provided or legally mandated leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the bank's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including termination.

Employers' Compliance with FMLA and Employee's Enforcement Rights

FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

While the Bank encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of management, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, FMLA does not affect any federal or state law prohibiting discrimination, nor does it supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Limited Nature of This Policy

This policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. The Bank reserves the right to modify this or any other policy as necessary, in its sole discretion, to the extent permitted by law. State or local leave laws may also apply.

Military-Related Federal FMLA Leave

FMLA leave may also be available to eligible employees in connection with certain service-related medical and nonmedical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

Military Caregiver Leave

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. The family member must be a “covered service member,” which means: (1) a current customer or veteran of the Armed Forces, National Guard, or Reserves, (2) who is undergoing medical treatment, recuperation, or therapy; or, in the case of a veteran, who was a current customer of the Armed Forces, National Guard or Reserves within five years prior to the treatment for which an eligible employee requests leave; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, (3) for a serious injury or illness that may render a current customer medically unfit to perform the duties of the customer’s office, grade, rank, or rating. Military Caregiver Leave is not available to care for service members on the permanent disability retired list.

To be eligible for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered service member. *Next of kin* means the nearest blood relative of the service member, other than the service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within this FMLA policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered service member in a *single 12-month period*. The *single 12-month period* begins on the first day leave is taken to care for a covered service member and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this *single 12-month period*, the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each service member. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered service member, and/or for each and every serious injury or illness of the same covered service member. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any “single 12-month period.”

Within the *single 12-month period* described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the *single 12-month period*, an eligible employee may take up to 16 weeks of FMLA leave to care for a covered service member when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or covered service member and completed by an authorized health care provider within 15 days.

Military Caregiver Leave is subject to the other provisions in this FMLA policy (requirements regarding employee eligibility, appropriate notice, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Qualifying Exigency Leave

Eligible employees may take unpaid *Qualifying Exigency Leave* to tend to certain *exigencies* arising out of the duty under a call or order to active duty of a *covered military customer* (i.e., the employee's spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within this FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a *single 12-month period*). Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within this FMLA policy.

Persons who can be ordered to active duty include active and retired customers of the Regular Armed Forces, certain customers of the retired Reserve, and various other Reserve customers including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve. A call to active duty refers to a federal call to active duty, and state calls to active duty are not covered unless under order of the CEO of the United States pursuant to certain laws.



We make people smile.

The smell of popcorn when you walk into a branch, the care of the staff, and the little extra things you do make a positive impression. The popcorn represents all the small ways we can make others smile.

Qualifying Exigency Leave is available under the following circumstances:

- Short-notice deployment: To address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty.
- Military events and related activities: To attend any official military ceremony, program; or event related to active duty; or a call to active duty status; or to attend certain family support; or assistance programs and informational briefings.
- Childcare and school activities: To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
- Financial and legal arrangements: To make or update various financial or legal arrangements; or to act as the covered military customer's representative before a federal, state, or local Bank in connection with service benefits.
- Counseling: To attend counseling (by someone other than a health care provider) for the employee, the covered military customer, or for a child or dependent when necessary as a result of duty under a call or order to active duty.
- Temporary rest and recuperation: To spend time with a covered military customer who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to five of days of leave for each instance of rest and recuperation.
- Post-deployment activities: To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following the termination of the covered military customer's active duty status. This also encompasses leave to address issues that arise from the death of a covered military customer while on active duty status.
- Mutually agreed leave: Other events that arise from the close family member's duty under a call or order to active duty, provided that the Bank and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the covered military customer's active duty orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military customer, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Short Term Disability

Home Bank provides eligible employees with a paid short-term disability benefit. Any time taken under this policy that also qualifies as FMLA or under a state leave law protection, will run concurrent with STD. While STD runs concurrent with FMLA, an employee may have separate instances where STD may qualify. This is not to exceed the maximum allowed STD benefit within the rolling 12-month period. This benefit only applies to disabilities of the employee, not to disabilities of his/her dependents or family members.

Which Employees Are Eligible?

Full-time employees who have completed 12 months of uninterrupted full-time employment are eligible.

Which Short-Term Disabilities are Eligible?

Home Bank will grant paid short-term disability leave to eligible employees for disabilities resulting from personal illness or accidents which preclude the employee from performing the essential functions of his or her position, produce significant physical symptoms and necessitate hospital care or continuing physician care

Any employee who is seeking a paid short-term disability leave of absence must submit a request in writing for such leave to HR at least 30 days prior to the beginning of such leave. In the event the employee has less than 30 days' notice of an expected short-term disability leave of absence, notice should be given as soon as possible. Failure to provide complete and timely medical certification will result in delay of benefits under this policy. If the medical certification by the employee's physician is questionable, Home Bank reserves the right to contact the physician in order to clarify any unclear or doubtful diagnosis or treatment regimen. If the employee's physician chooses to remain unavailable to speak with a representative of Home Bank regarding the medical certification, Home Bank reserves the right to delay the commencement or continuation of paid leave until all questions are answered to Home Bank's satisfaction.

There is a five day waiting period for benefits during which you will be required to use any available extended leave, sick or paid time off days. After the five (5) week period and until the 90th calendar day of disability, the duration of paid benefits is based on officer status and years of service as follows:

Non-officer, Bank Officer, Sr. Bank Officer and Assistant Vice Presidents:

5 years or less of service - 5 weeks at 80% pay

6 or more years of service - 5 weeks + 1 week at 80% of the employee's regular base salary for each completed year of service over 5 years with benefits stopping upon the 90th calendar day of the disability

Vice President and above:

80% of regular base pay until 90th calendar day of the disability. An employee who is still disabled after 90 calendar days may be eligible for long-term disability benefits. Please refer to the section on and summary plan description for Long-term Disability benefits.

After five weeks, if medically necessary, an employee can use accrued PTO, sick or extended leave up until the 90th calendar day in order to stay in a paid status. Employees can also use accrued PTO, sick or extended leave to cover the 20% of unpaid time.

Long-Term Disability

Home Bank offers all full-time employees working at least 40 hours per week a Long-term Disability (LTD) insurance plan at no cost to the employee. This plan provides monthly LTD benefits equal to 60% of basic monthly earnings up to a maximum benefit of \$5,000 per month. Employees are eligible for this coverage on the first of the month following date of hire.

Benefits under the Long-Term Disability Plan are determined at the sole discretion of the insurance carrier. For specific information concerning limitations and benefit details, you should refer to your Long-Term Disability summary plan document.

Leaves of Absence (Non-FMLA)

We recognize that employees may need to request a leave of absence for medical, family, or personal reasons when they are not eligible for a federal or state-specific leave right, or another Home Bank leave policy.

During any leave, an employee will be required to use any earned time off benefits before taking the time as unpaid, unless the employee's leave is covered under another income replacement benefit, such as workers' compensation. In these cases, to the extent the income replacement benefits permit, the employee may use earned but unused time off benefits to supplement these other payments, as long as the employee's total wages for the week do not exceed 100% of the employee's regular base rate of pay.

Leaves fall into one of three categories:

- Medical leave is for any illness or injury of the employee, including pregnancy and childbirth.
- Family leave includes caring for a newborn or newly adopted child or caring for an immediate family member with a serious illness or injury. For purposes of this policy, immediate family members are defined as the employee's spouse or domestic partner, child, or parent.
- Personal leave is for all other requests not included under medical or family leave or other Bank, federal, or state leave law and is granted under limited circumstances at the sole discretion of Home Bank's management, based on various factors, including the general performance record of the employee and the operating needs of the Bank.

If the leave is for a medical or family related reason, the leave will be considered in accordance with any legal requirements in addition to this policy. To the extent permitted by law, the need for more than one type of leave may be combined, and leaves will run concurrently with any other leaves.

Employees must provide their supervisor and Human Resources notice of the need for leave as far in advance as is practicable. Requests must include documented proof of the need for leave, the date leave is to begin and the expected date of return. Leave requests for the employee's or an immediate family member's illness or injury must accompany a physician's documentation and statement supporting the need for leave. Depending on the nature of the leaves, additional documentation may be required.

When leave is due to the employee's own illness or injury, Home Bank reserves the right to have the employee examined by a physician of the Bank's choosing and at the Bank's expense to support the need for leave. Employees may also be required to provide periodic physician documentation during their leave to support the need for continued leave in addition to a physician's certification permitting them to return to work at the completion of the leave period. Employees may also be required to maintain contact with their supervisor during a leave at designated intervals about their status and tentative return to work plans.

While on leave, Home Bank will pay for its portion of the employee's insurance premiums for the length of time of approved leave. The employee is required to make payment arrangements with the Bank for their portion. Continuation of benefits beyond this period is at the employee's expense through COBRA. Time off benefits and any other Bank sponsored benefits do not accrue during unpaid leaves.

We recognize that circumstances may occasionally prevent an employee from returning to work as planned. These situations will be assessed on a case-by-case basis, in accordance with the law, to determine if approval of additional leave time can be granted.

We will attempt to reinstate employees returning from a leave to their same or similar position; however, depending on the nature and length of the leave, there may not be a guarantee that we will be able to return an employee to any position upon completion of their leave. In making these decisions, Home Bank complies with all applicable laws regarding reinstatement.

Employees who fail to return to work the day after an approved leave ends will be deemed to have voluntarily resigned from their employment.

For complete information about leaves of absence, please contact Human Resources.

Additional Leaves

The leave rights outlined in this handbook are applicable to all employees, provided they meet the eligibility requirements for a particular leave (which may include the requirement that the employee be full-time). States, however, may have additional leave protections that certain employees may be entitled to receive. If you have the need for time off that is not covered under a policy listed in this Handbook, please discuss your need with Human Resources so that we can determine if your request is protected under any additional state law. General examples include state-specific family, medical, and/or military leave rights.

Please note that unless specifically prohibited by law, when an employee's need for leave is covered under more than one leave law, leave time under the laws runs concurrently.

Accrual of PTO During Leave

Home Bank awards accrual time based on time worked; therefore, when an employee is out on any approved leave of absence (Short Term Disability, Workers' Compensation or any other approved leave), the accrual of PTO time will cease. PTO accruals will continue upon return from leave.



We are a family.

The hearts represent the connection and bonds we form as a team. We strive to support and care for one another. You make us exceptional - you are Home Bank.

During Your Employment



During Your Employment

Attendance

Everyone is expected to arrive on time and ready to work. If you are unable to arrive at work on time, or will be absent for an entire day, you must contact your supervisor as soon as possible, but no later than your scheduled start time.

Excessive absenteeism or tardiness may result in disciplinary action up to and including termination. If an employee fails to report to work or call in to inform the supervisor of the absence for three consecutive days or more, the employee will be considered to have voluntarily resigned from Home Bank.

For security and professional reasons, we do not allow our employees to bring their children to work. Exceptions may be made during emergency situations.

General Standards of Conduct

Every employee is expected to observe certain standards of conduct. This is critical for the safety, well-being and productivity of our employees, customers, and the bank as a whole.

When an employee has not met the bank's standards, the action taken, which may include verbal counseling, a written warning, suspension with or without pay, and/or termination of employment, will be determined based on the individual circumstances. The bank does not guarantee that one form of action will precede another.

Certain conduct is of such a serious nature that immediate termination may be warranted. Examples include, but are not limited to:

- Violation of the bank's policies or procedures
- Unauthorized or illegal possession, use or sale of alcohol or illegal or controlled substances on work premises, during work hours, or while engaged in bank activities
- Unauthorized possession, use or sale of weapons, firearms or explosives on work premises or while engaged in bank activities
- Breach of confidentiality of bank matters
- Theft or dishonesty, including falsification of any document or information
- Discrimination or harassment, including sexual harassment
- Violence or threat of violence toward employees, customers, or other members of the public
- Perceived or actual conflict of interest, including performing outside work during working time or using bank property, equipment or facilities in connection with outside work
- Unauthorized use, possession, or removal of bank equipment or property, including documents or information
- Negligence or any careless act that threatens property or endangers the life or safety of a person
- Violation of safety rules, including failure to report an accident or injury in the workplace
- Violation of any rule or standard under any applicable government body or regulation
- Insubordination, refusing to carry out a work assignment, or other lack of cooperation
- Poor attendance
- Poor performance

These examples are not all inclusive of unacceptable conduct that could lead to discipline or termination. Such decisions will be based on an assessment of all relevant factors in a particular situation. Nothing in this policy modifies our employment-at-will policy. Either you or Home Bank may terminate the employment relationship at any time, for any reason, with or without cause or notice.

Drug & Alcohol Policy

Home Bank is a drug-free workplace. The manufacture, distribution, dispensation, sale, possession, or use of an illegal drug, alcohol, controlled substance or related paraphernalia while on Home Bank premises, while driving on bank business, or while engaged in bank activities offsite is prohibited. Substances covered under this policy include alcohol, illegal drugs, inhalants, certain prescription drugs, and synthetic drugs.

The legal use of prescribed or over-the-counter drugs is permitted on-the-job only if it does not impair an employee's ability to perform their job effectively and in a safe manner that does not endanger the employee or other individuals in the workplace. Employees must inform their supervisor and Human Resources if they are taking medication that could impact their ability to safely perform their duties.

Drug Testing

Home Bank reserves the right to conduct alcohol and drug testing at any time and may include the following tests, in accordance with applicable state law.

- Pre-employment: All candidates offered employment must pass a drug test before beginning work.
- Reasonable suspicion: Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. HR must be consulted before sending an employee for reasonable suspicion testing.
- Post-accident: Employees are subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
- Follow-up: Employees who have tested positive, or otherwise violated this policy, are subject to discipline including immediate termination. Depending on the circumstances and the employee's work history/record, Home Bank may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include mandatory rehabilitation services as well as follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete their required rehabilitation program or tests positive after completing the rehabilitation program, they will be subject to immediate termination of employment.

Inspections

Home Bank reserves the right to inspect all portions of its premises, including personal property brought on to the premises, for drugs, alcohol or other contraband. Employees who refuse to cooperate in such inspections or, after an inspection has been determined to have violated this or any other bank policy, are subject to appropriate discipline up to and including termination.

Crimes Involving Drugs

Home Bank prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Discipline

Any violation of this policy, including testing positive for drugs/alcohol, refusal to take a required screen, or tampering with or falsifying a screen, will result in disciplinary action, up to and including termination.

Although our policy against substance abuse in the workplace is strict, we recognize that substance abuse can be a condition that can be successfully treated. If you believe that substance abuse is a problem for you, you are encouraged to get confidential professional help. An employee with a substance abuse problem is required to maintain the same standards of conduct and performance as all other employees but will not be disciplined solely for admitting the need to seek help. Home Bank may provide an unpaid leave for an employee to enroll in an appropriate rehabilitation program, consistent with the Bank's leaves of absence policies.

To the extent permitted by applicable state law, all aspects of this policy apply fully to the use of marijuana and CBD products, even when used for medicinal purposes. Employees seeking accommodation for lawful and prescribed use should contact Human Resources to determine what, if any, accommodations are available. In making these determinations, safety in the workplace and adherence to applicable laws will always be Home Bank's priority.

Dress For Success

At Home Bank, we pride ourselves on our professional image and that includes our dress code. We expect all our employees to be dressed in appropriate business attire.

Everyone is expected to be well-groomed, exhibit acceptable personal hygiene, wear clean clothing, free of holes, tears, or other signs of wear. Clothing should not be revealing and should be conservative. Managers are expected to make sure employees dress appropriately and professionally.

If you report to work inappropriately groomed or attired you may be asked to leave and change into acceptable clothing. In such instances, time away from work will be without pay. Any questions or problems concerning the uniforms should be directed to your manager or HR.

If you require an exception to accepted attire due to, for example, a medical condition or religious observance, please contact HR.

For further guidance please refer to the Dress Code guidelines found under the Human Resources homepage of OneNet.

Employment of Relatives

For proper security and to eliminate conflicts of interest, members of an employee's immediate family will need to be reviewed and approved by Human Resources prior to being employed by Home Bank including temporary or seasonal employment. Immediate family includes the employee's spouse/domestic partner, parent, child, sibling, grandparent, grandchild, in-laws, aunts, uncles, or nieces.

Current employees who marry each other or become involved in a domestic partnership may be permitted to continue employment with the company provided they do not work in a direct supervisory relationship with each other, create adverse impact on work performance, create morale issues or otherwise pose potential conflicts of interest. If issues arise, Home Bank reserves the right to take any steps it deems appropriate, including reassignment or termination of one or both employees in order to protect the Bank's interests and the integrity of working relationships. Employees who establish such a relationship must promptly report it to Human Resources.

In all situations, employees are expected to exercise good judgment with respect to evaluating the potential for conflicts relationships can bring to the workplace and to ensure relationship issues do not interfere in any way with their work or the work of others.

Public Relations

Articles, Letters, and Other Public Forums

When writing personal letters, articles, or testimonials to be published or when using applications such as Facebook, Twitter, etc., you are cautioned to use discretion. You should avoid situations that may be misinterpreted as a public endorsement by Home Bank. You are expected to maintain a professional image at all times when dealing with the public or communicating in public forums. Your communications may be personal in nature, however, if in a public forum, they are a reflection of Home Bank.

Media and Press Releases

No Home Bank employee is authorized to act as a spokesperson on behalf of Home Bank. All requests for advertisements, interviews, sponsorships or promotional items should be directed to the Marketing Department. All advertising copy, press releases, sales collateral and customer communication (such as sales flyers, printed materials or handouts) must be created or approved by the Marketing Department. You are required to contact the Marketing Department for authorization before using the Home Bank logo on any item.

OneNet

All employees are expected to check news updates and policies posted on OneNet or ADP for new and/or updated information and to follow the guidance set forth in all posted notices.

Acceptable Use of Technology Resources

We have an established set of policies to help protect our bank resources, as well as nonpublic bank and customer information. Specific details are included in the Home Bank Acceptable Use Policy that can be located on OneNet>Knowledge>Policies>Information Security or by contacting the Information Security Department. This policy is also provided to all new employees on our new hire web portal. It is extremely important you familiarize yourself with all the information contained in this policy because failure to comply with these policies may lead to disciplinary action, up to and including termination.

Social Media Policy

When you are participating in social networking, you are representing both yourself personally and Home Bank. The same principles and guidelines that apply to Home Bank's employee activities in general, apply to employee activities online. This includes forms of online publishing and discussion, including blogs, wikis, file-sharing, user-generated video and audio, virtual worlds and social networks, etc.

Home Bank fully respects the legal rights of our employees in all areas in which we operate. As an employee of Home Bank, be aware that you are responsible for the content you post and that information remains in cyberspace forever. Use privacy settings when appropriate. Remember, the Internet is immediate and nothing posted is ever truly private nor does it expire.

Be respectful of others. Think of what you say online in the same way as statements you might make to the media, or e-mails you might send to people you do not know. Always be fair and courteous to fellow employees, customers, suppliers or people who work on behalf of Home Bank.

Home Bank prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Users who violate this policy may be subject to discipline, up to and including termination of employment. If you have any questions about the policy or a specific posting out on the web, please contact HR.

Internal Investigations & Searches

Home Bank may conduct internal investigations pertaining to security, auditing or work-related matters. Work areas (i.e. desk, file cabinets, computer, Home Bank email accounts etc.) may be subject to a search without prior notice, as may any personal possessions or articles brought onto the property (packages, purses, backpacks, briefcases, etc.). That means you should not have expectations of privacy and are required to cooperate fully with and assist in these investigations.

Home Bank also makes use of surveillance cameras throughout the property, excluding restrooms and similar areas. The bank monitors these cameras for a number of reasons to promote the safety and security of the property and all individuals on the property, and employees should expect that any of their activities may be captured on these cameras and viewed by management without notice to the employee. When appropriate, camera activity may be turned over to law enforcement.

Reference Checks

All inquiries regarding a current or former Home Bank employee must be referred to HR.

Smoking Policy

Smoking is not allowed in company buildings or work areas at any time. *Smoking* includes the use of any tobacco products, electronic smoking devices, and e-cigarettes.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly and keep the property clean.

Expense Reimbursement

Home Bank shall reimburse employees for ordinary and necessary business expenses directly related to company activities. Reimbursement will be limited to the actual cost of allowable employee business expense incurred and requires the timely completion, approval, and submission of an expense report accompanied by adequate supporting documentation. You are encouraged to submit reimbursable expenses on a monthly basis. Expenses not submitted within 60 days may not be reimbursed.

Travel

All expenditures regarding travel require advance approval from management. Travel expenses must be listed in detail and receipts should accompany an expense report. Authorized travel by employees will be reimbursed at the current IRS rate per mile when the use of a personal car is involved.

Overdraft(s) on Your Home Bank Account(s)

We encourage you to bank with us. Banking with us means you get to really know our products and services. We do expect everyone to manage their personal accounts accordingly and avoid overdrafts and late loan payments. Any overdraft charges for Directors or Executive Officers will not be waived and are ineligible for our Overdraft Privilege Service. Other employees may be eligible for one overdraft fee waiver per year and are eligible for our Overdraft Privilege Service. After five (5) days overdrawn in excess of the Overdraft Privilege service in a calendar year, the unsatisfactory account will be reported to HR and the employee may be subject to disciplinary action including but not limited to lost checking account privileges and possible termination of employment.

Safety Always



Safety Always

Our Commitment to Safety

Protecting the safety of our employees and customers is one of our most important duties. Everyone has the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying Facilities when health or safety issues are present. Everyone is encouraged to partner with Facilities to ensure maximum safety for all.

Everyone is scheduled to receive safety and robbery training and is required to attend any training session provided by Home Bank that is related to workplace safety and security.

In the event of an emergency, notify the appropriate emergency personnel by dialing 9 for an outside line, then dial 911 to activate the medical emergency services. All accidents must be reported to Facilities and HR. You can report accidents through OneNet>Knowledge>Forms>Facilities>Accident/Incident Report Form. Failure to report any accidents may lead to disciplinary action up to termination. Additionally, notify management of any emergency situation, including accidents, medical situations, threats of violence, etc., as well as any accident or injury of a visitor on the property.

Workplace Violence

We are committed to providing a safe workplace. We do not tolerate violent behavior whether committed by or against an employee. Violent or threatening behavior may take many forms, including physical acts, oral or written statements, email messages, phone calls, or gestures and expressions. Examples include, but are not limited to, intimidation, bullying, threats, physical attacks, property damage, or other direct or indirect conduct that threatens personal safety or property or could be interpreted as an intent to cause harm to person(s) or property. Even casual remarks, joking, horseplay, and unintentional conduct may violate this policy and will be taken seriously.

If you receive or overhear any threatening communications from an employee, customer or any other individual, or you have reason to believe a threat may exist, immediately report it to an available member of management or HR. Contact 911 for threats of immediate harm. Do not attempt to intervene with a potentially violent individual.

Home Bank as the property owner reserves the right to prohibit employees from carrying any weapons on the premises. The CEO and/or Security Officer may grant the authorization to carry a weapon in cases where job descriptions or circumstances warrant. Additionally, in accordance with our Internal Investigations and Searches procedures, Home Bank reserves the right to conduct searches for weapons on bank property at any time. Any violations may result in disciplinary action, up to and including termination.

Workers' Compensation

We provide workers' compensation insurance for all employees in accordance with applicable law. Since workers' compensation wage benefits generally do not cover full salary, accrued paid time off may be used to make up the difference between your benefits and your regular base rate of pay. Once all paid time off is used up, you will receive only workers' compensation benefits. Workers' compensation benefits will run concurrently with FMLA leave, if applicable.

Reporting Work Related Injury/Illness

In the event of a work-related injury or illness, you must notify your supervisor and/or HR immediately. This notification is required even if the injury/illness seems minor and/or no time is lost from work. This is necessary to ensure that any subsequent claim is handled correctly and to comply with legal reporting and record maintenance requirements. An accident and injury form is available on OneNet>Knowledge>Forms>Facilities>Accident/Incident Report. Failure to report injuries or illnesses could result in disciplinary action, and may also result in a claim being denied by our insurance carrier.

Emergency Closing

We normally operate Monday through Saturday on a variety of schedules. In the event of emergencies that affect normal business operations, the Emergency Response Management Team (ERMT) will make a determination whether the office will be open or closed, and will notify employees by phone, text, email, website, or other possible means.

Business Continuity

Home Bank recognizes the need to protect employees during an emergency and to have detailed recovery plans to provide for the continuity of operations of the Bank in an emergency or disaster situation. Details on the plan can be found on OneNet>Knowledge>Policies>Operations. Home Bank will maintain communications with all employees, keep in mind it is the employee's responsibility to be in communication with their manager/department during any emergency situation.

Tidying Up Our Spaces

Good housekeeping by all of us is important to maintain a safe and healthy work environment. It means better and more pleasant working conditions, helps reduce accidents, adds to the efficiency of our operations, and contributes to the quality of our work and the services we provide. Everyone is expected to keep areas neat and clean at all times.



We do the right thing.

*Your internal compass guides you to do the right thing.
When you know your path, you can lead others too. It's a
small, but powerful tool to keep us on track in all situations.*

Ending of Employment



Ending of Employment

Resigning from Home Bank

We hope that employment with us will be a mutually rewarding experience; however, we also understand that there are varying circumstances that may cause you to voluntarily resign from Home Bank. Should you make that decision we ask you to provide us with a Notice of Resignation in writing. We would like to encourage you to provide us with at least two weeks' notice to help us facilitate a smooth transition for you and your coworkers. We do reserve the right to provide an employee with pay in lieu of notice or proceed to immediate termination in situations where job or business needs warrant. You should be aware that you may not be able to rescind a resignation, whether given verbally or in writing once the resignation has been confirmed by Home Bank.

Termination

Since employment with the bank is voluntary and *at will*, either you or Home Bank may terminate the employment relationship at any time, with or without cause or notice. However, as professional courtesy, employees who choose to leave their employment are asked to submit a written letter of resignation to their supervisor and Human Resources at least two weeks in advance.

Exit Discussion

Employees will be sent an exit interview survey. Should the employee need to have an in-person exit interview with HR, please contact HR to make arrangements. Employees are required to return all Home Bank property upon termination of employment, including but not limited to: office keys, badges, Home Bank manuals, uniforms, cell phone, laptop, company records or documents, including electronic files or e-mails, and any other Home Bank owned or issued property. Home Bank reserves the right to take action through appropriate legal recourse to recoup any replacement costs and/or seek the return of the property.

Benefits

Medical, Dental and Vision benefits will end at the last day of the month the employee terminates. Other benefits including Life, STD, and LTD end on your last day of employment. You may choose the continuation or waiver of comprehensive medical coverage and dental coverage under Consolidated Omnibus Budget Reconciliation Act (COBRA). Specific information will be provided on the last date of employment or otherwise in accordance with applicable law.

Final Paycheck

Final paychecks will be provided to employees in accordance with applicable federal and state law.

Retirement Plan

If you participate in the 401k or ESOP plans, information regarding the plan(s) will be provided to you on termination date.

Employment Termination FAQ Packet

When an employee leaves our employment, we want to make the transition as smooth as possible. Prior to the last day of employment, the employee will receive the Employment Transition FAQ packet which provides details on when coverages will end, COBRA rates for the current year and when to expect COBRA information in the mail, and a listing of contact information for each plan provider.

If your address changes during the calendar year in which termination occurs, you should notify Human Resources before the end of the year so that your tax information will be sent to the correct address.

FINAL TAKEAWAYS

Thank you for taking time to read this book. If you have any questions about anything mentioned in this book, email humanresources@home24bank.com.

