

TEXAS ADDENDUM

The following policies supplement the policies contained in the BRP Colleague Handbook and are specific to the state of Texas. Where this Addendum and the Colleague Handbook conflict, this Addendum states BRP' policy.

The contents of this Addendum are guidelines only. Neither this Addendum nor any other BRP' guidelines, policies, or practices creates an employment contract. BRP reserves the right to change, correct, modify, or revoke this Addendum or any of its terms at any time with or without notice. Nothing in this Addendum alters the at-will nature of employment. Although other terms, conditions and benefits of employment with BRP may change from time to time, the at-will nature of employment with BRP is one aspect of the employment relationship that cannot be changed by any oral statement or alleged oral statement. It can only be changed pursuant to a written agreement covering employment status.

POLITICAL ACTIVITY LEAVE

BRP will provide unpaid leave to a colleague for the purpose of attending a precinct convention in which the colleague is eligible to participate or to attend a county, district, or state convention to which the colleague is a delegate. Eligible colleagues must provide advance notice of their need for leave. BRP may require the colleague to submit documentation in support of any leave request under this policy. BRP will not discriminate against a colleague who takes a leave from work in order to attend a precinct convention or attend a county, district or state convention as a delegate.

STATE MILITARY LEAVE

Colleagues, who are called by the Governor to active state duty as members of the Texas National Guard or state militia, are entitled to the same rights, privileges, benefits and protections as colleagues called to action to serve in the United States military. Accordingly, colleagues called to active state duty in Texas are entitled to a leave of absence in accordance with the Military Leave policy set forth in the Handbook.

VOTING LEAVE

Colleagues are entitled to reasonable paid time off to vote on Election Day if they do not have at least two consecutive hours to vote outside working hours. A request for time off to vote must be made to a colleague's Managing Director or Team lead at least one (1) day in advance. If BRP permits the colleague time off to vote during a period of mandatory overtime, then BRP will compensate the colleague at his or her overtime rate of pay (up to two hours). If BRP permits the colleague time off to vote during a period of voluntary overtime, the colleague is not entitled to be compensated for this time, either at the colleague's regular rate or at the overtime rate.

COURT ATTENDANCE

Colleagues may take time off from work to (1) comply with a valid subpoena to appear at a civil, criminal, legislative, or administrative proceeding, or (2) attend juvenile court proceedings when required to do so as the parent or guardian of the juvenile. A colleague who gives notice of his or her intention to return to work after being released from a subpoena to appear at a civil, criminal, legislative, or administrative proceeding, or from attending a required juvenile proceeding, will usually be returned to his or her same employment. Reemployment may be denied, however, if BRP' circumstances have changed making reemployment impossible or unreasonable.

Exempt colleagues will be paid for time off from work under this policy if they perform any work during the work week in which they are absent. Otherwise, exempt and non-exempt colleagues may utilize accrued PTO.

Colleagues requesting time off to appear in court or attend a juvenile proceeding should report the reason and the length of time needed to their Managing Director or Team lead as soon as possible. Colleagues are required to return to work if dismissed prior to the end of the workday.

PARTICIPATION IN EMERGENCY EVACUATIONS

No colleague will be terminated or subjected to adverse employment action for leaving work in order to participate in a general public evacuation ordered under an emergency evacuation order.

An “emergency evacuation order” is an official statement issued by the governing body of the state or of a political subdivision of the state recommending the evacuation of all or part of the population of an area stricken or threatened with a disaster.

LIMITED WEAPONS TRANSPORTATION AND POSSESSION IN PARKING LOTS

Texas Labor Code § 52.061 permits colleagues who may lawfully possess a firearm or ammunition to store or transport the firearm or ammunition in a locked, privately owned vehicle in a parking lot, garage or other parking area that BRP provides to colleagues. This permission extends only to colleagues and not to visitors or contractors. It pertains only to locked, privately owned vehicles and does not extend to BRP-owned vehicles.

PAYMENT OF WAGES

For colleagues who are terminated or otherwise involuntarily separated from employment with BRP, final wages will be paid within six (6) calendar days of the effective date of the involuntary separation of employment. For colleagues who retire, resign, or otherwise leave employment with BRP voluntarily, final wages will be paid on the next regularly-scheduled payday following the effective date of the voluntary separation of employment.