

## **125 BROAD CONDOMINIUM**

125 Broad Street  
New York, NY 10004

### **BUILD OCCUPANT TRUST**

SCOPE: This policy applies to all employees of the areas under control of the building management at The 125 Broad Condominium located at 125 Broad St., Manhattan N.Y. 10004, and provides instructions for establishing and implementing measures to support employee families. This policy was established in Jan. 2022 and is reviewed annually, and shall continue indefinitely or until amended and/or replaced by a subsequent policy.

GOALS - A successful family support policy ensures all employees are able to work with their employers to adjust their schedule as needed if they need to care for a family member due to the impacts of a contagious disease outbreak, promoting occupant trust and employee retention.

#### **A. Family Support Policy:**

**1. The Policy entitles employees to a minimum of 12 weeks of paid or unpaid family leave during a 12-month period in the case of any of the following qualifying emergency situations:**

- caring for a spouse, partner, child, parent, or other family member with a serious health condition
- loss of childcare or gaps in schooling due to a contagious disease outbreak

**2. The policy entitles employees to the following work support practices in case of a qualifying emergency situation:**

- telework (working remotely full- or part-time)
- paid family leave offering full compensation during the entire period of leave.

**3. This policy is shared with all employees through the following:**

- a digital platform, such as a website, digital application, or display screen in common areas.

RESPONSIBLE PARTY - The property manager shall be responsible for communicating with the all building workers and occupants to ensure compliance with the details contained within this document as well as enforcing the requirements contained in this document.