TMG Corporate

7000 Peachtree Dunwoody Rd. NE

Building 14

Atlanta, GA 30328

To: Internal / Properties and Corporate

From: Jamin Harkness

Cc: John Paul Diego

Date: January 26, 2021

RE:  **PPE REQUIREMENT AND DISCIPLINARY ACTION**

The purpose of this memo is to document our requirements of all team members to use appropriate PPE while on company property and in our apartment homes.

TMG has provided since March 2020 and will continue to provide for our valued Team Members:

* Face Masks
* Face Shields
* Gloves
* Soap and Hand Sanitizer
* Plexi Desk Shields (customer facing positions)
* Signage (properties)
* Procedures for offices being closed (1-2 people in office for package delivery only)
* Work-From-Home opportunities – all office positions
* Foggers with ProKure chemical for daily fogging of offices, models and fitness centers

Every other week we have a required PPE Report each Supervisor is filling out to confirm inventory and notify us of any supply chain issues. This notifies us of any issues with enough time to remedy any inventory concerns

Every week on our Maintenance Team Call the Maintenance Supervisors weekly report inventory of PPE. We also discuss PPE requirements weekly on the Corporate Leadership Call.

Please note that effective immediately, if a team member is not using the appropriate PPE (specifically face masks when entering our offices; and masks and gloves when entering apartments) the following disciplinary actions will occur:

1. First violation – team member will receive 1 written warning.
2. Second violation -- team member will receive another warning and 2 days of unpaid leave.
3. Third violation -- team member will be terminated.

The health of our TMG Team Members is paramount and critical to our operations through this pandemic.

Please sign understanding of the contents of this memo.

As always, feel free to reach out to John Paul or me if you have any questions.