



7.7 Emergency Closure Policy

This policy applies to the Indianapolis offices (6320 Intech Blvd, The Center and 6640 Intech Blvd, Intech 10) of The Heritage Group and Heritage Research Group during situations of national disasters, inclement weather, water/electrical/technology disruptions, civil/state/county emergencies, or other situations deemed an emergency by the Company. For other Company locations, please refer to local policy on facility closure.

Policy

At the Heritage Group, safety is our highest priority. As such, in cases of inclement weather and/or emergency situations, the Company may announce a full closure at any of its facilities where employees will be advised to not come to the work site. Employees should consult with their manager for arrangements to work from home, where applicable.

Emergency situations can arise from local officials declaring a weather/travel emergency, or a Company leader declaring a local office emergency (e.g., weather, office conditions like no power, no heat, plant outage or closure).

In the absence of a Company or local official-initiated emergency event, employees are encouraged to make their own determination of whether it's safe to travel to their work site. In this case, employees should notify their manager as soon as possible once conditions have been determined to be unsafe for travel. Employees may choose to use paid time off or be unpaid for this absence.

If a decision to close a facility is made, notification and communications will be made as soon as practical to all affected employees via company email. When operations are officially closed due to conditions described in this policy, the Company will pay affected employees for the time missed.

For questions concerning this policy, please consult your manager.