

**DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT,
AND STALKING POLICY
AMENDMENT TO EMPLOYEE MANUAL**

Management Systems, Inc., as well as its employees, agents, and assigns, with respect to all of the residential rental properties managed by it, has adopted a Domestic Violence, Dating Violence, Sexual Assault, and Stalking Policy. Among other provisions, the Policy provides:

Management Systems, Inc. will not take any action to evict any person on the basis that such person has been the victim of domestic violence including dating violence, sexual assault or stalking, initiated by another person, whether or not such person is residing in the tenant's household.

Management Systems, Inc. will not discriminate in any way against a person in the terms, conditions, or privileges of his or her tenancy on the basis that such person has been the victim of domestic violence, including dating violence, sexual assault or stalking, initiated by another person, whether or not such person is residing in the tenant's household.

Subject to the property owner's review, adoption and approval, Management Systems, Inc. will provide early lease termination and relocation to eligible tenants.

Management Systems, Inc. will respond to complaints concerning violations of the Policy.

Management Systems, Inc. may use reports of domestic violence, dating violence, sexual assault, and stalking to inform others to the extent reasonably necessary to protect the tenant or others and to comply with this policy, applicable law, or court order, but will not intentionally notify the alleged perpetrator.

A complete copy of the Policy will be given to all tenants and is also available upon request. Tenants with questions about the Policy should be referred to resident managers and the Compliance Department of Management Systems, Inc.

In the case of domestic violence, dating violence, sexual assault, or stalking perpetrated by an employee on the premises, upon review of charge, situation, and process by management the employee shall be subject to immediate termination.

Management Systems, Inc. has created an amendment to the Employee Manual, terms of tenancy and termination of tenancy to reflect the Policy. You are required to sign this form acknowledging receipt of the Domestic Violence, Dating Violence, Sexual Assault, and Stalking Policy and this form shall be placed in your Personnel File.

- * I understand that, should the content of this policy be changed in any way, Management Systems, Inc. may require an additional signature from me to indicate that I am aware of and understand any new policies.

- * I understand that my signature below indicates that I have read and understand the above statements and have received a copy of this Management Systems, Inc. Employee Manual Amendment.

Employee Signature: _____ Date: _____

Witness: _____ Date: _____