



PURPOSE

In light of the ongoing COVID-19 pandemic, and as part of our continued efforts to maintain a safe workplace, Keller Williams (Company) has adopted this Policy requiring Company employees, “team members,” who physically work in our offices be fully vaccinated or otherwise comply with the protections described herein. This Policy is intended to comply with all federal, state and local laws, and is based upon guidance provided by the Occupational Safety and Health Administration (OSHA), the Centers for Disease Control and Prevention (CDC), and other public health and licensing authorities, as applicable. Accordingly, the Company may modify this Policy from time to time.

SCOPE

This Policy applies to all team members who physically work in the Austin, Texas and Dublin, Ohio offices. It does not apply to team members who are working remotely (unless they come into the Company’s offices, in which case, this Policy applies), customers or visitors. All team members should work with their managers to determine when and how often they are permitted to perform their job remotely—i.e., outside of the physical offices in Austin, TX and Dublin, OH.

POLICY

By October 18, 2021, the Company will expect all covered team members to demonstrate proof that they have been fully vaccinated or, if no such proof is provided, team members shall always wear a KN95 mask while in the Company’s offices (unless alone in an individual office/room). If a team member has been approved for an accommodation due to medical, pregnancy or sincerely held religious beliefs, the terms of that accommodation grant will govern that team members’ compliance with this Policy. Team members who do not fulfill the Policy’s requirements may be placed on unpaid leave and their employment could be subject to termination. Before receiving a COVID-19 vaccine (including a second shot or booster shot), team members should consult with their healthcare provider. Although the decision to receive a vaccination may have work implications, the decision whether to be vaccinated, and which vaccine to receive, is still a choice that team members should make in consultation with their healthcare provider after reviewing all available information. If you or your healthcare provider have determined that you cannot comply with this Policy, the process for seeking an accommodation is explained below.

For purposes of this Policy, a team member is considered “fully vaccinated” if it has been at least 14 days since the team member received the last dose, as recommended by the manufacturer, of a vaccine that has been authorized by the FDA for use in the United States, including vaccinations that have been approved pursuant to an Emergency Use Authorization. To establish that they are fully vaccinated, team members shall electronically present a completed COVID-19 Vaccination Record Card for inspection by an authorized Company Human Resources representative. Copies or photos of records shall be uploaded to the confidential data collection site that is circulated to team members. The Company will treat all such information as confidential.

To facilitate team members’ ability to receive the vaccination, the Company will consider timely requests for appropriate schedule changes. In accord with its time-keeping policies, the Company



will also pay non-exempt team members for up to two (2) hours of time spent receiving the vaccination if they must receive the vaccination during their scheduled working hours. For all other questions and issues related to time-off as it relates to receiving the vaccine or recovery from the vaccine, please contact your HR representative.

Requests for Accommodations

If you require an accommodation due to a medical condition, disability, pregnancy (or related medical conditions) or a sincerely held religious belief, please notify the following:

- For team members who office in Austin, TX: Natalie Schnitta at Natalie.Schnitta@kw.com
- For team members who office in Dublin, OH: Heather Genter at HGenter@kellermortgage.com

The Company will engage in an interactive process to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for the Company and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the team member.

If you believe that you have been treated in a manner not in accordance with this policy, please notify the Company immediately by speaking to the VP People, Lisa Nichols, at Lisa.Nichols@kellerhome.com. You may request an accommodation without fear of retaliation.