arcollab

ARCHITECTURAL COLLABORATIVE

EMPLOYEE HANDBOOK

Certified B Corporation

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Mission Statement

Architectural Collaborative is a highly respected architecture, interior design, and historical preservation firm that creates superior quality, inspirational design of spaces and places for the communities in which we work. Our studio operations and our work are forward-thinking, responsive to and respectful of community, culture, and environment.

Arcollab is committed to social, financial, and environmental sustainability.

Purpose Statement

Arcollab strives to minimize our impact on the environment, with aspirations of carbon neutrality for our business operations and a healthy and respectful workplace environment for our employees. Furthermore, we aspire that our work reflects best practices for sustainable architecture and that our work contributes to the betterment of the communities in which we work, including advancing community sustainability goals.

Reviewed and approved by Arcollab Principals: March 26, 2026

Non-Discrimination & Anti-Harassment Policy

Architectural Collaborative LLC prohibits discrimination against or harassment of any person on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran. Arcollab is also committed to creating and maintaining our studio as a workplace community in which people can work together in an atmosphere free from all forms of harassment, exploitation, or intimidation, including sexual harassment.

Staff Position Levels, Job Descriptions and Compensation Structure

As an architecture and interiors firm, Architectural Collaborative maintains a flexible staffing structure that may include a range of positions outlined below. Staffing levels and role assignments are determined by current workload demands and the capabilities of available personnel.

Salary ranges per position reflect full-time employment, experience, and performance. Advancement in position and compensation is not based solely on years of experience. Instead, salaries, raises, and profit-sharing bonuses are primarily performance-based. Employees who demonstrate a strong work ethic and consistently perform at a high level—as evaluated by the firm principals—may be considered for increased responsibilities, advancement in position, and corresponding salary adjustments, contingent upon firm revenue.

Architectural Collaborative operates on the principle that collective effort and high-quality work contribute to shared success and benefit for all team members.

Bonuses and Profit Sharing

Bonuses are utilized to distribute profit during high-performing fiscal years and to recognize individual performance achievements. Bonus allocations are typically evaluated and distributed near the end of the second and fourth fiscal quarters.

Performance Reviews

Annual employee reviews are generally conducted at the end of the second fiscal quarter. For newer employees, reviews may occur at six-month intervals.

These reviews serve as an opportunity for both the employee and the principals to:

- Assess performance and professional development
- Ensure the employee is progressing as expected
- Identify areas where additional support may be beneficial

Reviews also provide a structured setting for principals to communicate expectations and performance feedback. Equally, employees are encouraged to discuss their professional goals and desired experiences, allowing the firm to support career growth and provide opportunities whenever feasible. Reviews include self-reflection as well as evaluation.

Role Profiles and Job Descriptions

NOTE: Years of experience are intended to be an approximation for given roles. Some individuals progress faster or slower in their ability to satisfactorily execute the listed responsibilities of the following roles.

LEADERSHIP & OWNERSHIP

Principal / Partner

- **Reports To:** Board of Partners (Equal Co-Owners)
- **Role Summary:** Co-owner responsible for setting the firm's creative vision, securing new business, managing studio profitability, and carrying ultimate legal and professional liability for stamped work.
- **Key Responsibilities:**
    - Lead business development, client acquisition, proposals, and fee negotiations.
    - Direct high-level design strategy and review major project milestones across the studio.
    - Stamp and seal construction documents as Architect of Record.
    - Manage studio-wide financial health, staffing allocations, and risk management alongside co-owners.
    - In absence of Senior Architect / Senior Associate, fulfill all Key Responsibilities of Senior Architect
- **Qualifications:** Active state architectural license; proven track record in client relationship management, studio leadership, and project delivery.

LICENSED ARCHITECTURE TRACK

Senior Architect / Senior Associate

- **Reports To:** Principals / Partners
- **Role Summary:** A seasoned licensed architect who independently leads complex projects from concept through construction administration and mentors junior design staff.
- **Key Responsibilities:**
    - Serve as primary day-to-day client and consultant contact on major projects.
    - Lead technical detailing, code compliance, and quality control (QA/QC) reviews of drawing sets.
    - Oversee Construction Administration (CA), including RFIs, submittals, and site observations.
    - Mentor junior architects and designers on technical execution and professional licensure.
- **Qualifications:** Active architectural license; 10+ years of post-graduate experience; mastery of Revit/BIM, building codes, and construction detailing; strong, established design skills.

Architect II

- **Reports To:** Senior Architect or Principal
- **Role Summary:** A mid-level licensed architect capable of managing small-to-medium projects independently or leading major phases of larger developments.
- **Key Responsibilities:**
    - Develop design solutions from Schematic Design (SD) through Construction Documents (CD).
    - Coordinate directly with structural, MEP, and civil engineering consultants.
    - Conduct zoning and building code analyses and prepare permitting packages.
    - Assist with CA tasks and site visits with minimal oversight.
- **Qualifications:** Active architectural license; 6-10 years of experience; strong technical documentation and consultant coordination skills.

Architect I

- **Reports To:** Senior Architect, Architect II, or Principal
- **Role Summary:** A newly licensed architect transitioning from production support to independent phase ownership and client interaction.
- **Key Responsibilities:**
    - Produce detailed architectural drawings, schedules, and specifications in BIM/CAD.
    - Manage the Revit model and drawing set coordination and assembly under senior supervision.
    - Research building codes, accessibility standards (ADA), and material assemblies.
    - Participate in client meetings and draft meeting minutes and action items.
    - Generate concept and schematic design studies.
    - Contribute to construction administration through the generation of site visit reports, contractor communications, and submittal review for adherence with the construction documents under senior supervision.
- **Qualifications:** Active architectural license; 3-5 years of studio experience; proficiency in Revit, rendering software programs, and Adobe Creative Suite; strong organizational skills.

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UNLICENSED DESIGN TRACK

Senior Architectural Designer

- **Reports To:** Architect II, Senior Architect, or Principal
- **Role Summary:** An experienced unlicensed designer who drives design development, 3D visualization, and complex drawing production without acting as Architect of Record.
- **Key Responsibilities:**
    - Lead early-stage massing, spatial planning, and photorealistic 3D renderings/presentations.
    - Build and maintain complex Revit models and generate complete CD sets under a licensed architect's supervision.
    - Coordinate product research, vendor reps, and material mockups.
    - Coordinate with project consultants.
    - Contribute to construction administration through the generation of site visit reports, contractor communications, and submittal review for adherence with the construction documents under senior supervision.
    - Mentor Junior Architectural Designers in studio modeling standards and workflows.
- **Qualifications:** Accredited architecture degree (B.Arch or M.Arch); 4+ years of experience; advanced rendering and BIM capabilities; strong organizational skills.

Junior Architectural Designer

- **Reports To:** Senior Architectural Designer, Architect II, or Senior Architect
- **Role Summary:** An entry-to-early-career designer supporting all phases of design and documentation while actively accumulating AXP hours toward licensure.
- **Key Responsibilities:**
    - Assist with site documentation, field measurements, and base model creation.
    - Create Revit views and drawing sheets to contribute to presentation and working drawing production.
    - Pick up redlines generated by senior staff.
    - Prepare presentation materials and digital decks.
    - Participate in design team coordination meetings and client presentations as appropriate for the project.
    - Some consultant coordination responsibilities are expected.
    - Support construction administration services in submittal and shop drawing review when appropriate and as requested by senior supervisor.
    - Maintain the studio's digital asset and material libraries.
- **Qualifications:** Accredited architecture degree (B.Arch or M.Arch); 0–3 years of experience; working knowledge of Revit, D5, Rhino/V-Ray, and Adobe Creative Cloud; strong organizational skills.

PROJECT MANAGEMENT

Project Manager

- **Reports To:** Principals / Partners, Senior Architect / Senior Associate depending on project
- **Role Summary:** The operational backbone of project delivery, responsible for keeping schedules, budgets, and consultant teams on track across multiple active studio projects. *(Note: This role may be filled by a licensed or unlicensed professional focused on delivery).*
- **Key Responsibilities:**
    - Develop and monitor project schedules, staffing plans, and fee burn rates.
    - Lead weekly internal and external coordination meetings with clients, contractors, and consultants.
    - Manage scope changes, additional service requests, and permitting timelines.
    - Ensure deliverables meet quality standards and deadline milestones.
- **Qualifications:** Bachelor's degree in Architecture, Construction Management, Interior Design, or related field; 4+ years managing architectural or construction projects; strong financial and scheduling acumen; strong organizational skills.

INTERIOR DESIGN

Senior Interior Designer

- **Reports To:** Principals / Partners, Senior Architect / Senior Associate depending on project
- **Role Summary:** Leads the studio's interior architecture and FF&E practice, integrating interior concepts seamlessly with the firm's architectural projects.
- **Key Responsibilities:**
    - Develop holistic interior design concepts, space plans, custom millwork details, and finish palettes.
    - Lead FF&E selection, budgeting, procurement tracking, and vendor negotiations.
    - Produce interior construction drawing packages (RCPs, finish plans, interior elevations).
    - Present design concepts and physical finish boards directly to clients.
- **Qualifications:** Degree in Interior Design or Architecture with Interior emphasis (NCIDQ preferred); 5+ years of commercial and/or high-end residential experience; command of Revit, D5, and Adobe Creative Suite; strong organizational skills.

Junior Interior Designer

- **Reports To:** Senior Interior Designer
- **Role Summary:** Supports interior design documentation, finish sourcing, and client presentation preparation.
- **Key Responsibilities:**
    - Source fabrics, finishes, lighting, and plumbing fixtures; request samples and maintain the materials library.
    - Draft interior elevations, millwork details, and finish/FF&E schedules.
    - Assist with specification writing and vendor quotes.
    - Assemble client presentation boards and digital lookbooks.
- **Qualifications:** Degree in Interior Design; 0–3 years of experience; proficiency in Revit, D5, and Adobe Creative Suite; strong organizational skills.

BUSINESS & STUDIO OPERATIONS

Business & Sustainability Director

- **Reports To:** Principals / Partners
- **Role Summary:** Manages the firm's business operations, accounting, HR, and marketing logistics so the 3 Principals can focus on design and client development.
- **Key Responsibilities:**
    - Oversee invoicing, accounts payable/receivable, payroll, and monthly financial reporting with the firm's CPA.
    - Track firm-wide utilization rates, project profitability, and overhead budgets.
    - Manage HR functions including onboarding, benefits administration, Employee Handbook maintenance, PTO tracking, and compliance.
    - Coordinate RFP responses, award submissions, website updates, and professional liability insurance renewals.
    - Manage B Corporation tracking and reporting.
- **Qualifications:** Bachelor's degree in Business, Finance, or Operations; 4+ years in a small-firm operations or studio manager role (AEC industry experience strongly preferred), experience with CSR/sustainability policy, tracking, reporting.

Admin Support

- **Reports To:** Business Director (or Principals)
- **Role Summary:** Ensures smooth daily studio operations, front-of-house hospitality, and administrative coordination across the 10-person team.
- **Key Responsibilities:**
    - Manage studio reception, incoming calls, client hospitality, and meeting logistics.
    - Order office supplies, assist with equipment maintenance as needed.
    - Assist with expense report entry, timesheet reminders, and document archiving.
    - Coordinate travel arrangements and team events.
    - Assist with social media and website maintenance.
- **Qualifications:** 1–3+ years of administrative or office coordination experience; high proficiency in Microsoft Office/Google Workspace, Adobe Creative Suite, experience coordinating social media / website maintenance, and strong organizational skills.

Updated: April 16, 2026

Code of Ethics

All Arcollab employees are expected to dedicate themselves to the highest standards of professionalism, integrity, and competence. Arcollab employees are expected to observe the AIA Code of Ethics and Professional Conduct, regardless of membership.

In the event of grievance or to file a complaint, Arcollab employees should refer to the AIA National Ethics Council (NEC) Rules of Procedure.

As per B Lab Standards v2.1, Arcollab shall protect employees and other stakeholders from any form of retaliation should a grievance be filed. Measures to enforce confidentiality and assess potential risks to stakeholders include:

- allowing the grievance raiser or other affected stakeholders to request their identities remain confidential if they anticipate retaliation due to the grievance;
- clearly informing those raising grievances about who will need to be involved or informed at the outset;
- seeking consent before sharing information with additional parties;
- maintaining confidentiality regarding the outcome of the process; and
- enforcing disciplinary action in cases of confidentiality breaches.

Arcollab Commitment to Inclusive Excellence, Equity, and Belonging

The Arcollab Studio is bound by and invested in a culture of respect - respect for ourselves, respect for the environment, respect for our community, and respect for each other. The bond of respect compels us to continually reflect on how we can honor the dignity and value of all people.

As directors of the firm, Arcollab's Principals are committed to cultivating a workplace that is welcoming, equitable, and inclusive for all.

Our Vision for Inclusive Excellence

At Architectural Collaborative, we believe that true innovation in the built environment is only possible when we amplify a diverse range of voices, backgrounds, and perspectives. We are committed to fostering a culture of belonging where every team member, client, and community partner feels valued and empowered to contribute to our shared goals.

Our Journey and Concrete Actions

Our commitment is rooted in the understanding that architecture must reflect the communities it serves. To move beyond intent and toward measurable impact, we focus on:

- **Design Equity:** Integrating inclusive design principles—such as universal accessibility and cultural sensitivity—into every project to ensure the built environment is safe and welcoming for all.
- **Diverse Partnerships and Representation:** Actively seeking out and collaborating with emerging, minority-owned, and women-owned consulting firms to build a more equitable professional ecosystem. Actively expanding our recruitment and partnership networks to include professionals and firms that bring unique, underrepresented viewpoints to the table. Actively seeking opportunities to support preservation of historic cultural resources, particularly those related to African-American heritage.
- **Inclusive Workplace and Maintaining a Culture of Respect:** Implementing fair hiring practices and fostering an environment of continuous learning and constructive dialogue.

Accountability and Future Goals

For Arcollab, given that we are a small firm with relatively low staff turnover, the process of building a more inclusive firm is one of continuous reflection. We, the firm's principals, are committed to transparency in our progress, ensuring that Arcollab remains a place where talent thrives through shared opportunity and mutual respect. We recognize that this is an ongoing journey, and we hold ourselves accountable by setting transparent goals for workforce representation and community engagement, ensuring that Arcollab remains a space where everyone can thrive and grow together.

Moonlighting, Freelancing, and Outside Work Policy

Arcollab's outside employment (moonlighting / freelancing) policy applies to Arcollab employees who take on other jobs while also working with our company.

Although we generally discourage outside employment, we understand there may be a need for some employees to supplement income outside of your job at Arcollab. We want to ensure that moonlighting does not interfere in any way with your responsibilities as an Arcollab employee.

Definitions

We define a side job, or moonlighting, as paid, regular work (temporary or permanent) with specific job responsibilities. For example, working at a coffee shop or bar qualifies as a side job if you are expected to work there regularly, regardless of whether you have pre-determined shifts or a fixed number of hours. Managing a business and working as a consultant or advisor to companies fall under our definition.

Freelancing: although freelance jobs do not have set hours and may not be undertaken on a regular basis, design-related freelancing is considered as moonlighting under this policy.

Scope

This policy applies to our full-time employees and to part-time employees working 32 or more hours per week. This policy does not apply to student interns.

This policy applies to lawful activities. Being involved in illegal business will result in immediate termination.

Policy

Arcollab does not approve of design-related moonlighting or freelancing by Arcollab employees. The one exception for design-related work that we grant are favors for an immediate family member (e.g., your parents, grandparents, siblings, aunt/uncle).

Employees may not use Arcollab office space, utilities or equipment for any work outside of projects contracted to Arcollab. There is not an option to pay a fee to do so.

Arcollab employees must treat their job in our company as their primary occupation. Any other job should come second.

We ask our employees to be transparent about any side jobs to prevent conflicts with their main jobs and avoid misunderstanding. If there is ever any doubt or question regarding this policy, please ask.

Pet sitting, kid sitting, or house sitting is acceptable under this policy provided that it does not interfere with your work responsibilities at Arcollab.

With respect to moonlighting, Arcollab employees may not:

- **Take up a job or project with our competitors.** Doing so may violate our non-compete agreement and we may terminate you. All Arcollab drawing sets, software templates, contracts and contract exhibits, are proprietary and may not be used for outside projects.
- **Take up a job or project if its working hours overlap with those of their main job.** We expect you to use your working hours to work for our company only, unless otherwise authorized.
- **Take up a side job or project that interferes with main job duties.** For example, if you're too tired to do your work properly, we may take disciplinary action.
- **Take up a job or project that could create a conflict of interest.** It is considered a conflict of interest to work for or with our company's clients, vendors or contractors outside your main job's purview. Starting a business that competes with Architectural Collaborative is a conflict of interest if you continue working for us while running your business.

Volunteer Community Service

Per our corporate mission and commitment to upholding B-Corporation principles, Arcollab encourages our employees to undertake volunteer community service. This includes volunteer service on boards, commissions, guest lectures, and with local non-profit organizations. Volunteer service should not interfere with your job responsibilities at Arcollab.

Periodic opportunities exist for volunteer community service, including pro-bono design work, during normal business hours; this is acceptable when approved by an Arcollab principal, and should be logged as paid volunteer hours. If community service oriented pro-bono design work is to be undertaken outside of normal working hours, please consult with an Arcollab principal.

Teaching

Arcollab values knowledge sharing. Should an Arcollab employee receive an offer to teach a class, course, professional learning seminar, or other type of educational activity and receive payment for such instruction, please bring this to the Arcollab principals for schedule review and approval. Teaching should not interfere with your job responsibilities at Arcollab.

Policy Violation

Arcollab employees may face disciplinary action depending on how they violated this policy. Breaching our non-compete and confidentiality agreements results in immediate termination. We may also take legal action if an employee discloses sensitive and confidential information about our clients or business.

If an employee violates this policy, we may:

- Ask you to quit your side job.
- Terminate employment if we conclude that you are unwilling to conform with our policy.

Updated: March 6, 2026

By signing below, I acknowledge that I have read, understand, and agree to follow the Arcollab Moonlighting, Freelancing, and Outside Work policy.

_____

Employee Signature & Date

Personal Time Off, Leave of Absence, Overtime, and Paid Holiday Policy

The principals of Architectural Collaborative LLC (Arcollab) trust and encourage our employees to take the time off that you need. This includes time off for vacation, addressing personal matters, bereavement, religious observation, jury duty, voting, and for illness. It is important for your physical and mental health to periodically take time to re-charge yourself and to spend meaningful time outside of the workplace. When you're not well, you will get well faster if you take time to rest, and bringing your illness to the office isn't considerate of the rest of the employees.

All full-time and part-time Arcollab employees are eligible for Personal Time Off (PTO), with the exception of part-time student interns. Part-time student interns may request an unpaid Leave of Absence (see below).

Personal Time Off will be paid at the employee's salaried rate or hourly rate based on an 8-hour workday. Personal Time Off does not include overtime hours or overtime pay rates for hourly employees.

Arcollab employees must be employed with Arcollab for three months (90 days) prior to requesting PTO. Employees who have worked for less than three months may request a Leave of Absence (see below).

Employees with a contagious illness should notify one of the principals and take PTO. In the case of contagious illness, the principals will make exception to the 90-day employment requirement for PTO requests.

It is the responsibility of all Arcollab employees to schedule PTO in advance of the time taken off with at least one of the principals. PTO must be approved in advance of the time off taken by at least one of the principals.

Preferably, PTO requests will be made in writing, either via e-mail or in a brief written request. In cases of illness and for other immediate requests, a phone call or text message may suffice. In the event the employee is not capable of communicating the PTO request themselves, the request may be communicated to one of the principals by a third party on behalf of the employee.

The Arcollab principals expect employees to be aware and respectful of business operations, including project deadlines, when scheduling PTO. Taking PTO is not an excuse for missing project deadlines and/or not completing work according to expected scheduling. The principals reserve the right to deny requested PTO and/or request than an employee modify the PTO request.

Extended PTO for vacation should be scheduled sufficiently in advance in order to allow for adequate planning. Ideally, this should be done four to six weeks in advance of the time in which PTO will be taken, and a clear plan for reassignment of workload should be established in advance of the PTO taken. The Arcollab principals understand that illness, accidents, and other unexpected occurrences may not permit scheduling far in advance, however the Arcollab employee remains responsible for notifying at least one principal as soon as possible in such cases of immediate need for PTO. Cases of severe illness and personal injury will be taken into consideration by the principals.

As of the date of this version of the Personal Time Off, Leave of Absence, and Paid Holiday Policy, there is no specific maximum number of hours within a given work year (January – December) which an employee may take as PTO. Following three months (90 days) of employment, all full-time employees (2,080 hours/year) and part-time employees working an average of at least 30 hours/week (1,560 hours per year) may request up to eighty (80) hours of paid vacation / personal time off each calendar year. Part-time employees working less than an average of 30 hours/week may request up to four percent (4%) of total annual hours as paid vacation / PTO. Following five consecutive years of employment with Arcollab, paid PTO will increase to one hundred twenty (120) hours per calendar year. In the event that an employee does not take the full available hours of PTO during one calendar year, up to forty (40) hours may be carried over into the following calendar year. No more than 120 hours of paid PTO may be taken in one calendar year without special approval from the Arcollab principals. Employees may request additional unpaid PTO beyond accumulated hours, which must be approved in advance by the Arcollab partners.

We do not want employees coming into the studio when they are genuinely sick. All full-time and part-time employees working an average of at least 30 hours/week will receive up to 40 hours of paid sick leave in addition to vacation/PTO per year. Sick leave will not accumulate or carry over from year to year. Should an employee require more than 40 hours of paid sick leave, annual vacation/PTO hours may be used.

All vacation/PTO must be approved by the Arcollab principals. All vacation/PTO and sick leave time taken must be recorded using ProjectWorks or other means as directed by the Arcollab principals.

Overtime Hours

In the field of professional architecture it is to be expected that there will be times that require overtime work in order to meet established project deadlines. Arcollab's principals and/or designated Project Managers are responsible for communicating project deadlines in advance with sufficient time for all employees working on that project to plan accordingly and manage time to meet established deadlines. Projects which require overnight travel to/from a project location may require overtime hours related to travel.

Per Federal Law governing overtime pay for salaried Executive, Administrative, and Professional employees, effective January 1, 2020, any employee earning an annual salary less than $35,568 will be eligible for overtime hours worked beyond 40 hours per week to be paid at 1.5 times their base hourly equivalent rate.

Salaried or hourly employees earning an annual salary equivalent of $35,568 or greater are not eligible for overtime pay for overtime hours worked. However, the Arcollab principals do take into consideration overtime hours invested toward advancing projects' progress and meeting deadlines on a regular basis as merit when evaluating bonuses and salary increases. Furthermore, at the principals' discretion, an employee may be encouraged to take compensatory paid time off following intensive periods of overtime. This would be paid time off in addition to annual leave as described in the previous section and would not count toward accumulated paid time off hours. If an employee feels they need personal time off following an intensive period of overtime work, they are encouraged to speak with one of the principals.

Leave of Absence

A Leave of Absence is an officially excused period of time off duty from work or duty to perform work. At Arcollab, Leave of Absence constitutes unpaid time off from work or duty to perform work.

At Arcollab, a Leave of Absence may constitute any period of time from 30 minutes up to a total of twelve (12) work weeks.

Leave of Absence requests must be made in writing and should be delivered to one of the principals at least two weeks in advance of the time during which the employee will be on Leave. In the event of leave requests for brief absence (e.g., a portion of one day) and in the event of an accident or extreme illness, the principals will take circumstances into consideration when reviewing Leave of Absence requests.

The Arcollab principals reserve the right to respond to PTO requests with notification that such requests will be considered as Leave of Absence rather than paid PTO.

Federal laws govern an employee's right to retain employment after a leave of absence for certain reasons. The Family and Medical Leave Act (FMLA) is a federal law that requires covered employers to grant an eligible employee up to a total of 12 work weeks of unpaid leave during any 12-month period for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.

An employer covered by FMLA is any person engaged in commerce or in any industry or activity affecting commerce, who employs 50 or more employees for each working day during each of 20 or more calendar workweeks in the current or preceding calendar year.

While Arcollab is not governed by FMLA, the Arcollab principals will take the four points detailed above into consideration when making a decision to grant Leave of Absence should this be requested by an employee.

Paid Holidays

In addition to PTO, Arcollab offers the following paid holidays to all full-time and part-time employees, including student interns:

- New Year's Day, January 1
- Memorial Day, the last Monday in May
- Juneteenth, June 19
- Independence Day, July 4
- Labor Day, the first Monday in September
- Thanksgiving Day, the fourth Thursday in November
- The day after Thanksgiving
- Christmas Eve, December 24 and Christmas Day, December 25

When one of these paid holiday days falls on a weekend, either the Friday prior to the holiday or the Monday following the holiday will be designated by the principals as a paid holiday.

The principals of Architectural Collaborative LLC reserve the right to amend, revise, or replace this policy. Any changes to the current version of the policy will be reviewed and discussed with each employee.

Updated: April 14, 2026

By signing below, I acknowledge that I have read, understand, and agree to follow the Arcollab Personal Time Off, Leave of Absence, and Paid Holiday policy.

_____

Employee Signature & Date

Professional Development Policy

Architectural Collaborative (Arcollab) strongly encourages and expects employees to participate in continuing education to facilitate their professional growth. The profession is constantly evolving and there is an unending amount of knowledge to absorb to make us better designers, architects, business leaders, and stewards of the environment.

In-Office Continuing Education

Arcollab schedules continuing education lunch and learns provided within the office at an average frequency of once a month, sometimes more. Most of these opportunities provide AIA CEUs and sometimes offer additional other credits such as LEED and ASID. Employees are encouraged to submit requests for specific subject matter they would like to see as a lunch and learn or reach out directly to providers to assist in scheduling these opportunities. We also hold regular staff-led continuing education presentations where Arcollab staff are encouraged to share their knowledge and expertise. While often principal-led, all employees are called upon to research and lead such group presentations.

Beyond the in-office continuing education opportunities, Arcollab offers the following:

Professional Licensing Exams and Specialty Accreditations

Arcollab will reimburse the full registration fee to employees who provide a pass notice for architectural registration and interior design (NCIDQ) certification examinations as well as professional LEED accreditation exams such as LEED AP or LEED Green Associate and other similar professional accreditations. Reimbursement for specialty accreditations (e.g., WELL, PassivHaus) will be evaluated upon request.

If an employee decides to terminate their employment with the firm, any exam fees reimbursed within the prior 2 years from the date of termination notice shall be deducted from the employee's final paycheck.

Professional Memberships

Membership-related costs for professional organizations including the AIA, ASID, and USGBC may be covered by the firm upon request. If paying to join a professional organization, Arcollab expects the employee to be engaged in and actively participate in the knowledge communities and events the organization has to offer. Membership costs for additional professional organizations beyond those listed herein will be evaluated upon request.

Additional Professional Development Opportunities

Reimbursement of fees and related travel expenses for continuing education opportunities including symposia, conferences, and webinars will be considered upon request. Scheduling these opportunities will be office workload dependent and dependent upon available funds at the time of the request.

Employees are encouraged to seek out opportunities to broaden their professional knowledge and bring specialized skill sets to the firm. Individual growth helps the firm's capabilities and expertise grow collectively.

Updated: April 14, 2026

Reimbursement for Use of Personal Cell Phone and Personal Vehicle Policy

When Arcollab employees are outside the office or otherwise away from workstation computer access and carrying out work-related tasks, it is expected that employees will keep up with work-related communications. Furthermore, work outside the studio may require the use of your personal vehicle for transportation.

Scope

The policy for personal cell phone use applies to our full-time employees and to part-time employees working 20 or more hours per week on a long-term contract. The personal cell phone policy does not apply to student interns or consultants. Reimbursement for use of personal vehicles applies to all employees, including student interns.

This policy applies to lawful activities. Being involved in illegal business will result in immediate termination.

Personal Cell Phone Use Reimbursement Policy

Arcollab will reimburse personal cell phone use up to $540 per year, reimbursed on a bi-weekly basis. Use will be logged along with monthly personal vehicle use using a template provided.

To be eligible for cell phone reimbursement, employees must agree to maintain their Arcollab email account on their cell phone and to monitor and manage email communications in a timely manner during business hours when outside of the studio for business purposes. It is also expected that personal phones may be used for text messages, calls, and video conferencing in order to receive reimbursement.

Personal Vehicle Use Reimbursement Policy

Arcollab will reimburse mileage for use of personal vehicles for work-related transportation. This includes but is not limited to job site visits for all phases of pre-design, design, and construction administration; off-site work-related meetings; work-related errands; and approved travel to conferences or continuing education opportunities. Employees agree to maintain collision and personal injury liability insurance on their personal vehicles if said vehicle is used for work-related transportation.

Arcollab will reimburse personal vehicle use at the IRS-established Standard Mileage Rate (see: https://www.irs.gov/tax-professionals/standard-mileage-rates). For mileage reimbursement, employees will use a template provided by Arcollab, to be submitted monthly.

Updated: March 16, 2026

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By signing below, I acknowledge that I have read, understand, and agree to follow Arcollab's Use of Personal Cell Phone and Personal Vehicle policy.

_____

Employee Signature & Date

Policy and Best Practices for Occupational Health and Safety

In order to minimize on-the-job injury and health dangers, Arcollab employees should follow the following guidelines and best practices:

- Get up and move around from your desk at least once per hour;
- Alternate standing / sitting at your desk during the day;
- Use an ergonomic mouse (if you don't have one, ask) and use wrist rests for mouse and keyboard;
- When going to job sites with active construction:
    - Consult with General Contractor to understand construction site conditions prior to visiting a job site;
    - Wear a hard hat, closed-toed shoes (preferably steel-toed boots), proper eye covering appropriate for conditions, proper respiratory protection appropriate for conditions, proper hand protection appropriate for conditions, and use personal fall protections established by the general contractor

Workplace stress can lead to negative health impacts. If you need help managing workplace stress, please talk with one of the Arcollab principals. We also encourage Arcollab employees to seek mental health services to assist in managing workplace stress.

Employees should report any workplace health or safety concern to one of the Arcollab principals and/or to the director of business administration.

Employees should report any workplace injury or work-related illness to one of the Arcollab principals and the director of business administration.

Please see the attached materials from OSHA regarding workplace health and safety.

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U.S. Department of Labor

OSHA® Occupational Safety and Health Administration

Job Safety and Health
IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



Contact OSHA. We can help.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

OSHA 3165-08R 2019

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Busting Myths That Keep Workers Silent About Workplace Stress

SAFE WORKPLACE GOOD HEADSPACE

Talk to your supervisor or human resources representative about the stressors you may be facing.

Is something holding you back? Are you worried about being judged? If so, let's set the record straight:

☒ MYTHS	☑ FACTS
☒ Stress or mental health struggles are a sign of weakness.	☑ We have great respect for your willingness to speak openly about your experience. We view it as a sign of your strength.
☒ Raising concerns about workplace stress is frowned upon.	☑ We want to hear from you. We want to brainstorm with you to identify ideas for improving the support we provide our workers.
☒ This is not the time to "make waves" if you are stressed about your personal safety at work. Instead, you should just buckle down and accept that management is doing the best it can.	☑ We want you to speak up. Your health and safety is our number one priority. We need you to be our "eyes and ears" and alert us to problems that need correction. Staying silent could jeopardize worker safety and health.
☒ You need to keep your personal life separate from work. If you cannot find a way to balance your work and personal responsibilities, step aside so we can find someone who can.	☑ We will work with you to incorporate as much flexibility as we can to help you juggle work and your caregiving responsibilities.

Federal law entitles you to a safe workplace. You have the right to speak up about hazards without fear of retaliation. See www.osha.gov/workers for more information.

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Support One Another

How to Talk to Your Coworkers About Mental Health

SAFE WORKPLACE GOOD HEADSPACE

Are you feeling the effects of workplace stress or worried about your coworkers? Are you looking for ways to support one another? Here are some tips:

1. Be respectful.

Check on your coworkers. A simple "How's it going?" could start a meaningful conversation. If someone does not want to talk, be respectful and say that you are available to listen at another time. Other questions you can ask to get the conversation going:

- How are you feeling?
- Are you keeping in touch with your support system (e.g., family and friends)?
- How can I help?

2. Listen compassionately.

If someone wants to talk, give them your undivided attention. Put away devices, make eye contact, and have an open body position (look at them and do not cross your arms or legs). Then listen without judgement.

3. Determine if more assistance is needed.

A coworker might just need to talk about what is bothering them. However, if someone mentions or shows any of the following signs or symptoms, they might need additional support:

- Eating or sleeping too much or too little
- Pulling away from people
- Having low or no energy
- Having unexplained aches and pains, such as constant stomachaches or headaches
- Feeling helpless or hopeless
- Excessive smoking, drinking, or using drugs, including prescription medications
- Worrying a lot of the time
- Feeling guilty but not sure why
- Thinking of self-harm or suicide

It may not be appropriate for you to offer advice, but do share resources or information about how to get help (e.g., refer to your human resources department or an employee assistance program).

4. Check back later.

It can be hard to strike a balance between checking in and giving space. If your concern comes from a sincere place, your coworkers will likely appreciate that you care enough to check in, listen, and provide reassurance when they need it.

Break Time for Nursing Mothers Policy

Arcollab will provide reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk.

Arcollab will provide a place, other than the studio's bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. On an as-needed basis based on employee need, the "materials library" room is Arcollab's designated location for milk expression and breast feeding. Should this space be required for use by any employee, Arcollab will accommodate to ensure comfort, privacy, and appropriate sanitary standards. A designated space within the studio's refrigerator/freezer will be maintained for breast milk storage.

Sustainability Policy

Policy Effective Date: October 1, 2021; Last Updated: April 14, 2026

1.0 Purpose and Scope

Architectural Collaborative LLC (Arcollab) implements this Policy to establish and ensure a long-term commitment to the welfare of the company and our employees, the environment, the communities in which we live and work, and our clients. Our intention is that Company actions comply with our core values and goals.

Arcollab's Sustainability Policy applies to all those with access to the firm's services, participating with the firm, or impacting/being impacted by the firm. This includes all permanent and temporary employees, the team of principals, clients, contractors, and suppliers.

2.0 Introduction

2.1 Mission

Architectural Collaborative is a highly respected architecture, interior design, and historical preservation firm that creates superior quality, inspirational design of spaces and places for the communities in which we work. Our studio operations and our work are forward-thinking, responsive to and respectful of community, culture, and environment.

Arcollab is committed to social, financial, and environmental sustainability. The following Policy outlines how this commitment is put into practice through our operations and business activities.

Generally, Arcollab strives to minimize our impact on the environment, with aspirations of carbon neutrality for our business operations and a healthy and respectful workplace environment for our employees. Furthermore, we aspire that our work reflects best practices for sustainable architecture and that our work contributes to the betterment of the communities in which we work, including advancing community sustainability goals.

3.0 Responsibilities

Arcollab expects all employees and company ownership to agree to and abide by the Policies and Guidelines set forth below. Arcollab ownership encourages our employees to be pro-active and engaged in the implementation of these Policies.

4.0 Policy and Guidelines

4.1 Social Sustainability

4.1.1 General

Arcollab ownership and management seeks to provide a just, equitable, diverse, and inclusive studio environment in which employees are motivated and inspired to contribute to the community in which we live and the communities where we work. Arcollab strives to represent the highest ethical standards for our workplace environment, including our commitment to our employees and clients, to our community, and to the natural environment.

4.1.2 Reliable Design and Services to Clients

We cannot expect all clients to be highly educated about building science or construction materials and finishes, thus it is the architect's responsibility to provide designs that incorporate sustainability to the greatest extent possible within the desired finished product requested by our clients.

Arcollab designs take into account concepts such as biophilia and passive solar orientation, and specifications include materials and finishes that provide healthy indoor air quality and living spaces that enhance well-being.

4.1.3 Health and Safety

Arcollab offers health insurance to all employees beginning the first day of their full month of employment. Arcollab contributes 100% of individual health insurance policy premiums for all employees who elect to participate in Arcollab's health insurance plan.

Arcollab is committed to offering our employees' health insurance coverage which includes low deductible and low out of pocket limits, preventative care/screening/immunization coverages at no charge, and affordable prescription benefits. A summary of current health care benefits is provided to all employees annually.

Arcollab provides employees with healthy lifestyle options (including free tai chi classes and a bike-friendly workplace) for employees and their families. Arcollab maintains private spaces for employees requiring personal space for breast feeding of children as well as other personal medical needs. As part of Arcollab's Personal Time Off Policy, employees may schedule physical and mental health appointments, as required, during the workday provided they seek prior approval from management.

4.1.4 Belonging, Fairness & Wellbeing Initiatives

Non-Discrimination and Affirmative Action Policy

Architectural Collaborative LLC prohibits discrimination against or harassment of any person on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran. Arcollab is also committed to creating and maintaining our studio as a workplace community in which people can work together in an atmosphere free from all forms of harassment, exploitation, or intimidation, including sexual harassment.

As part of Arcollab's commitment to establishing a culture of belonging, fairness, and wellbeing for all of our employees, Arcollab management will analyze job descriptions and requirements to ensure they are inclusive and equitable and based on talent optimization. Arcollab is committed to ensuring pay equity for all employees and will conduct pay equity analysis when carrying out employee evaluations and compensation adjustments.

Arcollab commits to prioritize working with local and minority owned suppliers to the extent possible.

4.1.5 Social Advocacy and Public Policy

Arcollab is committed to supporting — through direct financial contributions, memberships, reduced fee services, in-kind contributions, and through paid and un-paid volunteer services of our employees — initiatives of social / community benefit and public policy advocacy.

Arcollab will continue to contribute to and engage in sustainable community initiatives led by local organizations including but not limited to affordable housing initiatives (e.g., Habitat for Humanity, Athens Land Trust, City of Gainesville Davis Street Cottages); cultural historic preservation initiatives (e.g., Fairview School, Collins P. Lee and Frank Maddox Community Centers, Hawke's Children's Library, West Broad School); educational initiatives (e.g., Foundations in Design program, Clarke County School District programs, guest lectures at the University of Georgia); and historic preservation organizations (e.g., GA Trust for Historic Preservation, AIA, Historic Athens, Madison Historic Preservation Commission).

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Arcollab ownership and employees are encouraged to provide policy guidance for community initiatives (e.g., Athens for Everyone, 100% Renewable Athens), sustainability guidelines for local Historic Preservation Commissions, and advising local, state, and federal elected officials regarding green building and design standards and community planning through participation in organizations such as the US Green Building Council and the AIA and through engagement with the Athens-Clarke County Sustainability Office, Planning Department, and other local government initiatives.

Arcollab employees are encouraged to be involved in volunteer activities supporting local non-profit organizations, educational institutions, and community-centered projects. Arcollab employees are encouraged to participate in all-studio MLK Day of Service activities. Arcollab tracks paid and unpaid employee volunteer hours and aspires that annually employees will contribute up to 20 hours of paid time, including paid pro-bono work, and 100 total hours of volunteer, community service, and pro-bono time.

4.1.6 Serving Local Communities through Purchase Policy

To the extent there are cost-competitive options and consistent supply as needed, Arcollab is committed to purchasing core products (at least 50% of non-labor expenses) from local, independent suppliers with respect to our studio location and/or to where such a product will be used.

4.1.7 Serving Local Communities through Client Base

Arcollab is committed to focusing our business activity (professional architectural services) on the betterment of local communities. This is reflected in part through Arcollab's commitment that at least 75% of annual client base will be local and/or independently-owned businesses as well as local public agencies such as public libraries, community centers, educational centers, and publicly-supported affordable housing development initiatives.

4.2 Environmental Sustainability

4.2.1 General

Architectural Collaborative LLC is committed to environmental responsibility through the incorporation of best practices for green building design, including project certification (e.g., LEED, EarthCraft) when requested by our clients, and in the operations of our firm. Furthermore, Arcollab encourages and, to the extent possible, provides mechanisms to support our employees' adoption of sustainability practices in their personal lives.

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4.2.2 Green Design

It is required, if not preferred, that the majority of Arcollab's ownership partners maintain green building credentials. Furthermore, Arcollab supports employees' efforts to become LEED certified professionals by paying for exam fees (when the examination is passed) and annual registration.

When clients request certified sustainable projects, Arcollab will help them assess the most appropriate certification path to pursue (e.g., LEED, WELL, EarthCraft, etc.) and will provide project management and designs to achieve desired levels of certification.

For all design projects, Arcollab implements best practices to provide our clients with designs that, to the extent possible, are resource-efficient, have high indoor air quality, and are respectful of the environment in which they are located. Product specifications take into account social and environmental concerns.

4.2.3 External Environmental Stewardship/Virtual Office Stewardship

Arcollab provides employees information regarding environmental stewardship for our office as well as their homes. This includes information about energy and water efficiency practices, recycling, environmentally preferred vendors for office supplies, etc.

a. https://www.officedepot.com/cm/marketing/greener-office
b. https://www.staples.com/deals/sustainability-center/BI3000579
c. https://www.attorneyatwork.com/sustainable-home-office-eco-friendly-office-supplies/
d. https://www.accgov.com/5894/Center-for-Hard-to-Recycle-Materials-CHa
e. https://www.georgiapower.com/residential/save-money-and-energy/home-energy-efficiency-and-savings/energy-efficiency-tips.html
f. https://www.accgov.com/8163/Planet

4.2.4 Sustainable Office Management

4.2.4a Purchasing Plan

Arcollab administration ensures the purchasing and utilization of products that reduce the firm's carbon footprint and waste delivered to landfills, to the greatest reasonable extent possible. Actions relevant to this statement include purchasing paper products, such as paper towels and toilet paper, composed of high recycled content and/or obtained from FSC certified manufacturers. When bagging is indispensable, all bag supplies originate from compostable/biodegradable materials.

For all office supplies and equipment, to the greatest extent possible, Arcollab seeks products that use recycled content (e.g., filing cabinets, binders, etc.), and appliances are Energy Star certified. Furthermore, all illumination sources are equipped with LED lighting. To the extent that batteries are required for electronic equipment, rechargeable batteries will be used.

Arcollab is committed to using green cleaning products for office cleaning and maintenance. Arcollab will follow the US EPA guidelines for identifying green cleaning products (https://www.epa.gov/greenerproducts/identifying-greener-cleaning-products).

4.2.4b Waste Reduction

All "hard to recycle" materials that cannot be disposed of in Athens-Clarke County single-stream recycling bins will be taken to CHARM. This includes but is not limited to plastic packaging and bags, batteries, styrofoam, electronic equipment, paint samples, metal samples, carpet samples, and shredded paper. Arcollab employees may bring hard to recycle materials from home to the Arcollab studio for recycling at CHARM.

Used ink and toner cartridges are recycled either through the manufacturer or through Office Depot. Arcollab employees may bring used ink/toner cartridges from home to the Arcollab studio for recycling at Office Depot.

4.2.4c Green Suppliers

Arcollab maintains a database of major suppliers (consultants) with whom we work. To the extent possible, Architectural Collaborative will seek to use consultants (or other major suppliers) that have LEED-credentialed, WELL-credentialed, and/or other green building certified ownership and/or staff.

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As noted in Arcollab's Supplier Code of Conduct, Arcollab will not contract any major suppliers (i.e., engineers and other design team consultants) who are deemed to cause any significant negative environmental impact. If there is any concern about potential negative environmental impacts from a consultant or other supplier, Arcollab will require consultants to provide evidence that any environmental impact is small with no lasting negative impact.

4.2.4d Water Consumption

Arcollab has installed low-flow fixtures for all sinks, toilets, and showers within the studio. To the extent possible, Arcollab seeks to minimize water consumption within the workplace.

Should the Arcollab studio be located in a building where water consumption can be monitored via individual metering, Arcollab will track monthly water consumption and will seek to maintain an annual baseline and or reduced target level of water consumption per person.

4.2.4e Climate Solutions

As noted by Drawdown Labs, "the all-encompassing climate crisis demands an equally expansive system of solutions, calling on everyone, everywhere to find their inroad—especially in the workplace." Arcollab encourages our employees to be engaged in climate action, helping both our studio and our community move beyond net-zero emissions. To this end, our employees are provided with Drawdown Labs' *Climate Solutions at Work* guide (https://drawdown.org/sites/default/files/210920_Drawdown_AtWork_06.pdf). Our intentions are two-fold:

1. Democratize climate action so that all Arcollab employees and our consultants can contribute whether or not "sustainability" is included in their job title. We want every employee to take ownership and opportunities to find their opportunities for engagement.
2. Elevate Arcollab's climate leadership by looking beyond net-zero. As a firm that is active in our community, Arcollab strives to help leverage our social, political, financial, and employee power in pursuit of a stable climate and just future for all.

4.2.5 Business Reporting and Environmental Monitoring

Arcollab tracks monthly office energy consumption and related carbon emissions. As the Arcollab studio staff grows, Arcollab seeks to at least maintain baseline energy consumption levels and when possible seeks to reduce energy consumption per person levels.

Arcollab tracks personal vehicle use for business purposes as well as air travel required for business purposes. Each Arcollab employee's vehicle make, model, and year is tracked along with mileage, as are any business-related flights, and annual carbon emissions related to personal vehicle use and air travel for business purposes is calculated.

At the end of every fiscal year, Arcollab will measure total CO2e emissions from the studio's electric energy consumption, personal vehicle use for business purposes, and air travel for business purposes and will purchase carbon offsets to fully offset these emissions.

Arcollab ownership and management will share annual sustainability goals, metrics, achievements and initiatives with all Arcollab employees. Arcollab ownership and management will seek employee input for sustainability initiatives that the firm may undertake to further sustainability goals. Employee engagement and actions to further sustainability goals will be tracked and reported.

This Policy will be reviewed and revised annually in order to further track and advance sustainability goals.

4.2.6 Environmental Advocacy and Public Policy

4.2.6a Green Building Standards

Arcollab supports the AIA, USGBC, Southface Institute, and other organizations which develop and lobby for enhanced environmental standards in the areas of planning, zoning, and building codes locally, at the state level, and federally.

Arcollab ownership and staff will continue to participate in local government efforts to develop more sustainable building codes, zoning laws, and architectural planning initiatives as opportunities arise.

Arcollab supports initiatives that provide guidelines to historical preservation commissions for the development of best practices guidelines for the adoption of sustainable building practices in historic building rehabilitation, adaptive reuse, and repair.

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4.3 Financial Sustainability

4.3.1 ESG Investing

To the extent that Arcollab invests company earnings in financial or tangible assets, these will follow best practices for ESG investing.

4.3.2 Employee 401K

Arcollab hired the local financial planning firm, Elwood & Goetz, to develop an ESG-focused 401K plan for Arcollab employees. This plan provides multiple ESG investment options which employees can select for their retirement planning. Through this process, Arcollab has educated our employees about ESG investing.

All employees are eligible to participate in the Arcollab 401K retirement plan following 90 days of employment. Arcollab matches up to 4% employee contributions to their 401K plans.

Climate Action Plan

Architectural Collaborative is committed to supporting the global ambition to limit global warming to 1.5° C.

Architectural Collaborative will measure Scope 1, Scope 2, and Scope 3 emissions on an annual basis.

Architectural Collaborative seeks to reduce total emissions from business operations to the greatest extent possible, with the goal of maintaining a current baseline of 18 tonnes of CO2e per year.

Architectural Collaborative commits to purchasing high-quality, third-party certified carbon offsets from industry-respected sources for the balance of all emissions, committing to annual net zero emissions including the use of offsets. As of March 2026, Arcollab uses the platform Patch (https://www.patch.io/) to purchase carbon offsets.

As a signatory to the AIA 2030 Commitment, Architectural Collaborative is committed to carrying out energy modeling to the greatest extent possible for the projects on which we work, and to adding project data to the AIA 2030 Design Data Exchange (DDx) on-line registry (https://2030ddx.aia.org/). Architectural Collaborative commits to asking every client by whom we are hired to develop construction documents to participate in this process, and to explaining to our clients the energy-savings benefits of designing to meet and exceed high performance energy standards.

In the State of Georgia, as of March 2026, State Code requires commercial buildings to meet 2015 International Energy Conservation Code (IECC) and American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) 90.1-2013 with Amendments standards and residential buildings to meet 2015 IECC with Amendments standards. Whenever possible, Architectural Collaborative will strive to design projects which meet 2021 IECC standards.

Last Updated: March 3, 2026
Approved by: Arcollab Partners
Next Review Date: March 1, 2027

Human Rights Commitment Statement

1. Our Core Philosophy

At Arcollab, we believe that the built environment has a profound impact on human dignity and well-being. We recognize that architecture is not merely about aesthetics or engineering, but about creating spaces where all individuals can thrive. We are committed to conducting our business in a manner that respects, protects, and promotes the fundamental rights of every person involved in or impacted by our work.

2. International Standards & Frameworks

Our commitment is guided by the Universal Declaration of Human Rights (UDHR). We recognize the inherent dignity and the equal and inalienable rights of all members of the human family as the foundation of freedom, justice, and peace.

Furthermore, we align our operations with the UN Guiding Principles on Business and Human Rights, ensuring that our practice actively works to avoid infringing on the rights of others and addresses adverse impacts with which we may be involved.

3. Our Commitments in Practice

To uphold these values, we focus on the following areas within our practice, the Athens-Clarke County community, and the communities across the Southeastern United States where we work:

- **Inclusive Design:** We strive to design spaces that are accessible and welcoming to all, regardless of physical ability, age, or socioeconomic background, honoring the right to participate in the cultural life of the community (UDHR Article 27).
- **Labor & Fair Employment:** We ensure fair wages, safe working conditions, and a workplace free from discrimination or harassment for our employees and collaborators. We extend this expectation to our contractors and consultants.
- **Ethical Sourcing:** We endeavor to understand our supply chain, prioritizing materials and partners that demonstrate a commitment to fair labor practices and environmental justice.
- **Community Impact:** As a local studio, we recognize our responsibility to the Athens community. We seek to engage in projects that support social equity and respect the historical and cultural context of our neighbors. Assisting Athens-Clarke County in addressing the challenges of housing affordability, and our firm's dedication to historic preservation and, in particular, the preservation of significant African American historic buildings across the region, as a core component of our practice respond to UDHR Article 25.

4. Continuous Improvement

Human rights due diligence is an ongoing process. We commit to:

1. **Regularly reviewing** our internal policies and project selection criteria.
2. **Providing a channel** for employees and stakeholders to raise concerns without fear of retaliation.
3. **Correcting and mitigating** any negative impacts our business activities may inadvertently cause.

5. Approval and Publication

Approved by the Arcollab Principals as of March 4, 2026

Evaluating and Mitigating Human Rights Risks

This document accompanies Arcollab's Commitment to Human Rights Policy.

As a small architecture studio, Arcollab understands that salient human rights risks for our company are primarily centered on labor rights, workplace safety, discrimination, and the downstream impacts of our designs. As a small firm, we lack the extensive supply chains of larger architecture firms, however we have identified some highly specific vulnerabilities due to our size and industry norms.

Internal Workplace Risks

- **Excessive Working Hours**: Architecture culture frequently normalizes extreme overtime, all-nighters, and "crunch culture" to meet project deadlines. This directly impacts the right to rest, leisure, and reasonable working hours.
- **Wage Theft and Misclassification**: Small studios often misclassify junior designers or interns as independent contractors to save on taxes. Failing to pay legally mandated overtime or offering unpaid internships violates the right to just and favorable remuneration.
- **Discrimination and Harassment**: In a small studio environment such as Arcollab, a single toxic individual or biased principal can create an unsafe environment. As a small firm, Arcollab does not have a dedicated HR department but rather a single part-time individual who supports the three Arcollab principals with the day-to-day HR responsibilities. Because of our size, Arcollab generally does not have formal reporting structures – employees may report to one or more of the three principals and all three principals are involved in employee evaluations. Given this reporting structure and the small size of our studio, there needs to be a clearly established mechanism for anonymous whistleblowing channels to protect victims.
- **Mental Health and Well-being**: High-pressure deadlines can lead to severe burnout, anxiety, and depression, impacting the right to health.

Downstream and Project-Level Risks

- **Forced Labor in Supply Chains**: Architects specify building materials like stone, bricks, solar panels, and timber. Even though we are a small studio, we recognize that specifying materials sourced from regions known for forced labor or conflict minerals connects our firm to human rights abuses.
- **Consultants' Labor Practices:** Our primary "suppliers" are the engineering and specialty design consultants we contract with to join our design teams on projects. The majority of these are also small firms. The firms with whom we collaborate have the same internal workplace risks identified above as well as these other downstream and project-level risks, and are held to the same standards as we hold ourselves in terms of taking actionable mitigation steps to minimize and avoid human rights risks.

- **Construction Site Safety**: While contractors manage the active build, architects conduct site visits. Arcollab employees may be subject to physical hazards on-site when visiting project sites during initial existing building assessments and construction administration.
- **Community Displacement and Gentrification**: Designing projects without assessing local community impact can contribute to forced evictions, loss of affordable housing, or the exclusion of marginalized groups from public spaces.
- **Discriminatory Design**: Creating spaces that lack proper accessibility (violating disability rights) or using hostile architecture (e.g., anti-homeless spikes) actively infringes on the rights to non-discrimination and freedom of movement.

Actionable Mitigation Steps

- **Implement a Code of Conduct**: Arcollab has established clear, written rules regarding working hours, overtime compensation, and zero-tolerance policies for harassment which are included in our Employee Handbook.
- **Pay Living Wages**: Arcollab is committed to paying all employees a fair living wage and complies with all legally-mandated overtime pay requirements. Furthermore, all junior designers and interns are hired as employees and offered full benefits (e.g., health insurance, disability insurance, 401K retirement matching contributions) as they meet eligibility requirements for each. Following AIA standards, Arcollab pays all architectural and interior design interns and research interns engaged in special projects.
- **Support Mental Health Awareness**: Arcollab has partnered with a local NGO, Nuci's Space, to provide QPR suicide recognition and prevention training for all Arcollab employees, employees' family members, and for some of our small-firm consulting engineers. Arcollab recognizes when employees put in significant extra hours to meet project deadlines and support employees taking personal time as needed following extended work periods to help avoid burnout and support well-being.
- **Create Safe Reporting Channels**: Since there is no HR department, designate a trusted external third party or use a clear, multi-partner escalation process for grievances. Arcollab has adopted the AIA Code of Ethics and employs the AIA guidelines for anonymous whistleblowing channels to protect victims. This is included in the Employee Handbook.
- **Screen Materials**: Use responsible sourcing guides (like the Mindful Materials library or FSC/SFI-certified wood) to ensure specified products do not rely on forced labor.
- **Construction Site Safety**: Arcollab has developed clear health and safety protocols for project site visits. This is included in the Employee Handbook.

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- **Assess Consultant Partners**: Arcollab will assess our consultant partners' practices via questionnaires and/or conversations with our primary contacts at these firms to ensure they understand and, to the greatest extent possible, adhere to Arcollab's policy related to human rights and/or have their own internal commitments and practices to address these risks.
- **Community Impacts**: Arcollab principals assess every project for potential negative impacts on the local community as a screening for whether or not Arcollab will be involved in the project. Arcollab's work focuses on building and enhancing community including the preservation of important historic cultural resources. For any project in which there is there will be significant alteration of a project site that may impact surrounding residential neighbors, Arcollab will work with the project owners to carry out public meetings for presentations and public feedback in order to address and mitigate community concerns. Arcollab has partnered with and will continue to seek opportunities to partner with municipalities, regional development associations, and non-profits to design affordable housing.
- **Client Screening:** Arcollab will not take on work with clients who work in fields deemed to be detrimental to human and environmental well-being (e.g., fossil fuel exploration and development, weapons manufacturers or dealers) and/or have a demonstrated history of human rights violations or environmental degradation. The Arcollab partners evaluate each individual project opportunity through this lens prior to offering scope of work and fee proposal for projects.
- **Adopt Inclusive Design**: Arcollab is committed to designing according to universal accessibility standards that go beyond the bare minimum of local building codes. Arcollab's pre-design questionnaires and subsequent meeting discussions with clients include discussions of accessibility requirements and issues so that these may be fully addressed in design.

Policy adopted: March 2026

Last reviewed: August 19, 2026

Supplier Code of Conduct

1. Purpose

The purpose of this Supplier Code of Conduct is to ensure that all suppliers, contractors, and business partners of Architectural Collaborative operate in alignment with the company's **public human rights commitment** under B Lab Standard HR1.1. This document sets minimum expectations for ethical, labor, and environmental standards throughout the supply chain.

2. Scope and Applicability

This Code applies to:

- All suppliers, vendors, contractors, and service providers engaged by Arcollab
- All tiers of the supply chain, including raw material suppliers, manufacturers, and subcontractors

3. Human Rights Commitment

Suppliers must:

3.1 Respect Human Rights consistent with:

- UN Guiding Principles on Business and Human Rights
- International Bill of Rights (or the rights under the Universal Declaration of Human Rights)
- ILO Declaration on Fundamental Principles and Rights at Work

3.2 Avoid Human Rights Abuses, including forced labor, child labor, unsafe working conditions, and discrimination.

3.3 Comply with Applicable Laws and International Standards, ensuring that no national or local practice undermines core human rights commitments.

4. Supplier Responsibilities

4.1 Labor Practices

- Eliminate all forms of forced or compulsory labor
- Eliminate child labor in all forms
- Ensure freedom of association and collective bargaining rights
- Provide safe and healthy working conditions

4.2 Non-Discrimination

- Prohibit discrimination based on race, gender identity, sexual orientation, religion, ethnicity, age, disability, or other protected status

4.3 Wages and Benefits

- Pay wages that meet or exceed legal minimums and provide benefits consistent with local laws and agreements

4.4 Environmental Responsibility

- Avoid practices that cause severe environmental harm (aligned with ESC standards)

5. Monitoring and Enforcement

5.1 Suppliers are expected to:

- Maintain documentation demonstrating compliance
- Participate in assessments or audits when requested
- Implement corrective actions for non-compliance

5.2 Termination: Arcollab reserves the right to terminate relationships with suppliers who fail to meet the requirements of this Code.

6. Communication and Accessibility

This Supplier Code will be:

- Provided to all suppliers at the start of the engagement
- Publicly available on the company website
- Incorporated into supplier contracts as a binding requirement

Approved by the Arcollab principals March 4, 2026

Publicly accessible at: https://arcollab.net within the Employee Handbook

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Responsible Lobbying Policy

1. Purpose

At Arcollab, we are committed to ensuring that our participation in public policy and government affairs aligns with our purpose of contributing to a positive impact on society and the environment. This policy outlines our responsible lobbying practices, governance measures, and expectations for internal and external stakeholders.

2. Lobbying Engagement Statement

Architectural Collaborative does not generally engage in direct lobbying activities, however Arcollab supports the lobbying initiatives of professional organizations which our members and employees are affiliated with, including: the American Institute for Architects (see: https://www.aia.org/government-affairs-public-policy), the US Green Building Council (see: https://www.usgbc.org/about/advocacy), the National Trust for Historic Preservation (see: https://savingplaces.org/legal-advocacy), the American Clean Power Association (see: https://cleanpower.org/policy/), and the Urban Land Institute's initiatives to modify zoning for a more equitable, resilient, and sustainable future (see: https://knowledge.uli.org/reports/research-reports/2023/reshaping-the-city-zoning-for-a-more-equitable-resilient-and-sustainable-future).

To the extent that Arcollab engages in lobbying, we commit to doing so responsibly, transparently, and in alignment with the following principles.

3. Our Approach to Responsible Lobbying

We pledge to conduct all lobbying activities in accordance with the following commitments:

a. Purpose-Aligned Lobbying

We will only lobby in ways that support a positive impact on society or the environment, referencing outcomes outlined by the American Institute of Architects and the US Green Building Council.

b. Evidence-Based Advocacy

Our lobbying is based on reliable and/or scientific data, which includes:

- Reliable data: Evidence-based and replicable insights from independent market research.
- Scientific data: Research published in reputable peer-reviewed journals.

c. Political Contributions

Prior to making any financial contributions to support organizations involved in lobbying activities, Arcollab will ensure consistency with the points noted above. We disclose all contributions annually in our transparency reporting (see link below, point 5).

d. Anti-Corruption and Bribery

We prohibit bribery and corruption in all forms. Our anti-corruption practices are outlined in our Code of Ethics.

e. Intermediary Organizations

When working with industry associations or intermediary organizations:

- We ensure their lobbying efforts are consistent with our policy.
- If misalignment occurs, we will publicly report:
    - Our position vs. theirs
    - Our efforts to influence the intermediary organization positively
    - Our red lines for discontinuing engagement

f. Policy Oversight

This policy is formally reviewed and approved by Arcollab's Owners on an annual basis or more frequently as needed.

4. Governance, Controls, and Risk Management

a. Accountability

Responsibility for enforcing this policy lies with the Director of Sustainability and Arcollab ownership.

b. Policy Implementation

This policy is embedded in our operations through:

- Inclusion in the Employee Handbook
- Internal policy alignment
- Ongoing monitoring of lobbying activities

c. Risk Monitoring

We identify and manage risks of non-compliance through:

- Regular audits

d. Compliance Evaluation

We evaluate adherence to this policy via internal compliance reviews. Any one of Arcollab's owner partners or employees may raise concern should they feel the policy is not being adhered to properly, and this concern will be formally addressed through: a) all-staff meeting and discussion; or b) written review and response from Arcollab's ownership partners.

e. Stakeholder Feedback & Grievance Mechanisms

Stakeholders may raise concerns or report misconduct related to our lobbying practices via our grievance procedure by filing a grievance complaint with the Director of Sustainability and/or by following the company's grievance procedure established in the Arcollab Code of Ethics policy.

5. Transparency and Accessibility

This policy was approved by the Arcollab Owners and is publicly available on our website at: https://arcolllab.net within the Employee Handbook.

We are committed to transparency and invite ongoing dialogue with stakeholders on our lobbying practices.

Last Updated: *March 4, 2026* ***Next Review Date:*** *March 1, 2028*
Approved by: *Arcollab principals*

Responsible Marketing and PR Policy

1. Purpose

Arcollab is committed to honest, ethical, and responsible marketing and public relations practices. This policy ensures that all communications are truthful, substantiated, and do not mislead or harm any stakeholders. This policy is aligned with B Lab criterion PSG4.1 and PSG4.2.

2. Scope

This policy applies to all marketing, advertising, PR, and communications activities conducted by or on behalf of Arcollab, across all channels (print, digital, social media, broadcast, events).

3. Marketing Principles

- **Truthfulness:** All claims made in the promotion of Arcollab must be accurate, verifiable, and substantiated by evidence.
- **Transparency:** Paid partnerships, sponsorships, and endorsements must be clearly disclosed.
- **No Greenwashing:** Environmental and social claims made by Arcollab must be specific, measurable, and supported by data. Any marketing, PR, or other promotional materials shall avoid vague or exaggerated sustainability claims.
- **Respect:** Arcollab's marketing must not exploit vulnerable populations, perpetuate harmful stereotypes, or use manipulative techniques.
- **Privacy:** All Arcollab marketing activities must comply with Arcollab's Data Privacy Policy and applicable regulations (GDPR, CAN-SPAM, etc.).

4. Review & Approval Process

- All public-facing marketing materials must be reviewed by Arcollab's partners before publication.
- Environmental and social claims require sign-off from the Director of Sustainability with supporting evidence.
- Third-party endorsements and testimonials must be genuine and not incentivized in ways that compromise honesty.

5. Complaints & Corrections

If a stakeholder or customer identifies a misleading or inaccurate claim:

- Arcollab will investigate promptly.
- If the claim is found to be misleading, Arcollab will correct it publicly within 10 business days.
- Recurring issues will be escalated to Arcollab's partners.

6. Training

All marketing and communications staff receive training on responsible marketing practices, including anti-greenwashing guidance.

7. Review & Transparency

This policy is reviewed annually by the Arcollab partners and updated to reflect evolving regulatory requirements and best practices. The Policy is publicly available on our website at: https://arcolllab.net within the Employee Handbook.

8. Approval and Publication

Last Updated: *March 4, 2026* ***Next Review Date:*** *March 1, 2028*

Approved by: *Arcollab principals*