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YOUR EMPLOYMENT AT YOUR STORAGE FACILITY

NATURE OF EMPLOYMENT - AT WILL

During the course of your employment with YOUR STORAGE FACILITY, you are free to leave YOUR STORAGE FACILITY at any time, and YOUR STORAGE FACILITY reserves a similar right. Thus, both you and YOUR STORAGE FACILITY have the right to terminate your employment relationship at any time, with or without advance notice, and with or without cause. This is called "employment at will."

In addition, YOUR STORAGE FACILITY has the right to establish compensation, benefits and working conditions for all of its employees. Accordingly, YOUR STORAGE FACILITY retains the sole discretion to modify its employees' compensation and benefits, position, duties and terms and conditions of employment, including the right to impose discipline of whatever type and for whatever reasons YOUR STORAGE FACILITY, at its sole discretion, determines to be appropriate.

No one, other than the Presidents of YOUR STORAGE FACILITY, has the authority to alter this employment relationship, to enter into an agreement for employment for a specified period of time, or to make any express or implied agreement contrary to this policy. Furthermore, any such agreement must be in writing and must be signed by both you and the Presidents of YOUR STORAGE FACILITY.

EQUAL EMPLOYMENT OPPORTUNITY

It is YOUR STORAGE FACILITY's policy to provide equal employment opportunity for all applicants and employees. YOUR STORAGE FACILITY does not unlawfully discriminate on the basis of race, color, national origin, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, marital status, religion, physical or mental disability, legally protected medical condition, age, gender/gender identity, ancestry, family services status, veterans status, or any other characteristic or condition protected by federal, state or local laws. This policy applies whether the individual has or is perceived to have any of the characteristics protected by law or is associated with a person who has or is perceived to have any of the characteristics or conditions protected by law.

Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination or retaliation following a complaint of discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.

YOUR STORAGE FACILITY also prohibits the harassment of any individual on any of the bases listed above. Any employee with questions or concerns about any type of harassment or discrimination in the workplace is encouraged to bring these issues to the attention of their supervisor or the Regional/District Manager. For information about the types of conduct that constitute impermissible harassment and YOUR STORAGE FACILITY's internal procedures for addressing complaints of harassment, please refer to the *Policy Against Harassment and Retaliation* located later in this Handbook. Anyone found to be engaging in any type of unlawful harassment or discrimination will be subject to disciplinary action, up to and including termination of employment. This does not change the employment-at-will status of all employees which permits you or YOUR STORAGE FACILITY to at any time terminate your employment with or without cause, and with or without advance notice, and permits YOUR STORAGE FACILITY to impose discipline in its sole discretion as it determines appropriate.

This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs. It is the responsibility of every manager, supervisor and employee to conscientiously follow this policy.

DISABILITY ACCOMMODATION

YOUR STORAGE FACILITY is committed to complying fully with the Americans with Disabilities Act (ADA) (and the California Fair Employment and Housing Act, where applicable) by ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the