



EMPLOYEE HANDBOOK

March 2025

Welcome to Clever Bee Academy

We are very excited to have you as part of the Clever Bee Academy Team and the role you will play in achieving our mission.

Mission: At Clever Bee Academy, everything we do centers around the CHILD and our belief that every child deserves access to world class education and care. Our mission is to make tomorrow BRIGHTER than today! Everyone who enters our facilities will leave better.

Our world class, early child education and care programs are provided in a safe environment and delivered with compassion and patience. The strategic location of our Academies is intentional to meet the needs of children who might not otherwise have access to these programs.

Clever Bee Academy Ohio's Core Values:

C	Caring	We are kind and use manners in all interactions, always, with everyone. We are respectful and open-minded to opinions different from our own.
H	Harmony	We are service focused, putting others needs first. We go above and beyond to support our children, families, co-workers, and community.
I	Impact	We are truthful in all communications. We always do the right thing, even when no one is looking. We take pride in our work and we don't tolerate anything less.
L	Laughter	We laugh and seek joy on a regular basis. While working hard, we have fun in everything we do and don't take ourselves too seriously.
D	Development	We are committed to the educational development of our children and of ourselves. Continuous learning and process improvement are always a priority.

We recognize that our employees are the key to delivering on our mission. We have set high standards for our business and our employees. You are encouraged to apply your talents, share your ideas and concerns, and grow with our company.

This handbook serves as a guideline for employees to be part of the Clever Bee Academy Experience. Please read through it and become familiar with the expectations we have for all our employees.

I wish you much success in your career with Clever Bee Academy.

Sincerely,



Ezra Beren, President

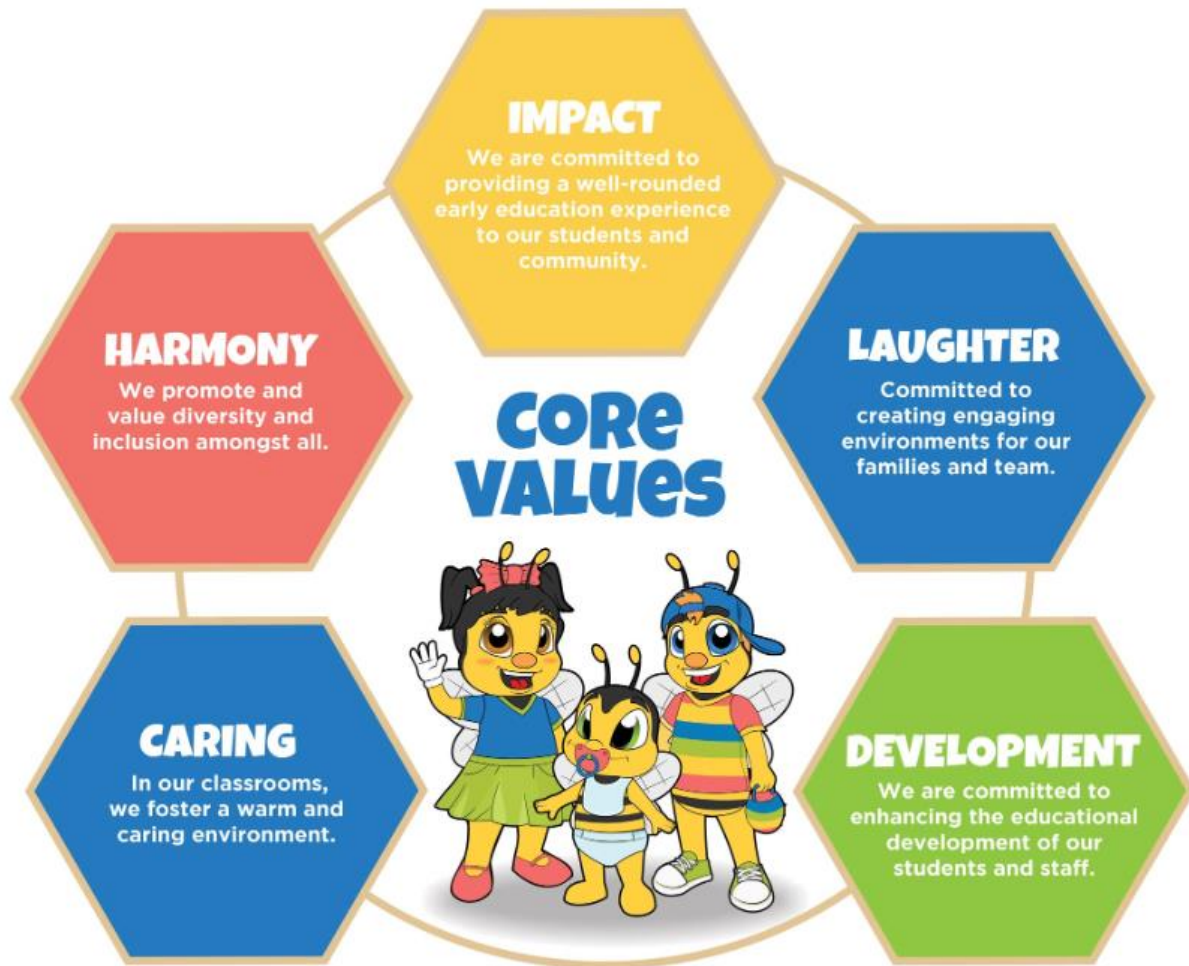


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Introduction

The policies, statements and information contained in the Employee Handbook are provided to inform and guide employees. It is not to be shared with others.

The benefits, policies and procedures represent our practices as they exist today.

Policies set forth in this handbook are not intended to create a contract, nor be construed to constitute contractual obligation of any kind or an employment contract between Clever Bee Academy and any of its employees. The handbook's provisions have been developed at management's discretion and, except for its policy of employment-at-will, may be amended or canceled at any time at Clever Bee Academy's sole discretion with or without notice. These policies and practices are guidelines; the company reserves the right not to follow these guidelines in specific circumstances.

Employees should contact their supervisor/manager or the Human Resources Department at (419) 304-2451, if further interpretation of any part of the handbook is needed. Specific information regarding the benefit plan can be obtained from Human Resources or found in the applicable summary plan description (SPD), plan document or insurance policy. In the event of a conflict or perceived conflict between the specific plan provisions or a collective bargaining agreement and any interpretation of information contained in the handbook, the plan document provisions, contract or policy shall apply.

These provisions supersede all existing policies and practices.

History

While early on, we did not immediately recognize the need for subsidized childcare services, over time we realized the tremendous shortage of quality childcare available to the residents of inner-city, urban communities and began to specialize in offering such services. In December 2001 the first academy opened in Cleveland, OH. We now operate 13 academies in Ohio.

The childcare and early childhood education industry is a large market and is divided into two sectors, private and public. Studies have shown that there are twice as many available licensed childcare spaces in affluent markets than there are in the inner-city market on a per child basis. We are proud to provide opportunities for high quality early childhood learning in the Akron, Cleveland, Columbus and Toledo regions of Ohio.

Clever Bee Academy Employment Policies

Anti-discrimination Policy

Clever Bee Academy does not tolerate discrimination. Discrimination includes, but is not limited to, taking any adverse employment action due to any factors protected by law. This policy applies to all employment actions taken by any person at the company including, but not limited to, actions affecting compensation; benefits; transfers; terminations; layoffs; recalls; company-sponsored training; education; tuition assistance and social and recreational programs; and all other employment actions or decisions at the company.

If you believe you have been discriminated against or have witnessed such conduct, you must report this violation to your supervisor, manager, Human Resources Department, or any senior leadership team member.

Americans with Disabilities Act (refer to job descriptions)

It is the policy of Clever Bee Academy to comply with the Americans with Disabilities and The ADA Amendments Act of 2008. We will make sure that all individuals with disabilities:

- Have an equal opportunity to apply for jobs and to work in jobs for which they are qualified;
- Have an equal opportunity to be promoted once they are working;
- Have equal access to benefits and privileges of employment that are offered to other employees; and
- Are not harassed because of their disability

We will not ask questions about disabilities or require medical examinations until after we have made someone a conditional offer. After making a job offer, we will only ask disability-related questions and conduct medical examinations for everyone in the same job category.

Once a person with a disability has started working, actual job performance, and not the employee's disability, will be used as an indicator of the employee's ability to do the job.

Any medical information about applicants or employees will be kept confidential. Information can be confidential even if it contains no medical diagnosis or treatment course and even if it is not generated by a health care professional.

We will provide reasonable accommodations if a person with a disability needs one in order to apply for a job, perform a job, or enjoy benefits equal to those we offer to other employees. We will not provide an accommodation that poses an undue hardship to Clever Bee Academy.

Employees who believe they need such accommodation must inform their supervisor/manager or the Human Resources Department, in writing, of the need for an accommodation (or the difficulty that any physical or mental impairment may be causing in performing the employee's job). Upon doing so, Clever Bee Academy will ask the employee for input regarding the type(s) of accommodation that may allow the employee to perform the essential functions of the job. The employee and company will then work together to determine whether a reasonable accommodation is available.

Once an accommodation is requested in writing, we will discuss the employee's needs and identify the appropriate reasonable accommodation. We may ask for documentation as to why the requested accommodation is needed.

We will ask questions related to the disability and may require a medical examination of an employee whose medical condition appears to be causing performance or safety problems.

Genetic Information Discrimination

It is the policy of the company to prohibit discrimination on the basis of genetic information. The company and its representative may not request, require or purchase genetic information about an individual, subject to the following limited exceptions described.

The company prohibits using genetic information, including information obtained inadvertently, to discriminate against any employee or applicant in regard to hiring, termination, promotion, compensation, job training or any other term, condition or privilege of employment. This prohibition extends to making employment decisions based on stereotypes or assumptions about the abilities, traits or performance of individuals on the basis of genetic information.

For purposes of this policy, the term “genetic information” means information about:

- An individual’s genetic tests;
- The genetic tests of that individual’s family members; and
- The manifestation of disease or disorder in family members of the individual (family medical history)

Even the inadvertent acquisition of genetic information (e.g., if an employee casually mentions that a family member has cancer) cannot be disclosed, nor can it be considered when making employment-related decisions.

Procedures

In accordance with this policy, managers, supervisors and other company representatives are expected to understand what type of information requests are permitted, what type of requests are prohibited, and recognize that any genetic information obtained must be kept confidential.

Family and medical leave

Employees who request leave to care for a family member with a serious health condition may be required to provide a medical certification to support that request. A request for certification is not an unlawful request for genetic information, even though the certification may include information about the medical history of a family member. However, a warning notice will be given to the medical provider along with the certification request (under “GINA Warning”). If any genetic information is provided despite the warning, that information must be kept confidential, and may not be considered in decisions affecting any terms or conditions of employment.

Inadvertent acquisition of genetic information

Supervisors or other company representatives may inadvertently acquire genetic information by, for example, overhearing an employee discussion of family medical issues. Similarly, an employee who provides documentation to support a request for reasonable accommodation under the Americans with Disabilities Act (ADA) might offer genetic information which was not requested. Any genetic information acquired, even unintentionally, must be maintained as confidential to the same extent as medical information under the ADA.

NOTE: Requests for documentation to support an ADA accommodation request cannot include requests for genetic information. Any request for such documentation will include the “GINA Warning” language provided.

Supervisors or other company representatives might inadvertently acquire genetic information about an applicant or employee through newspapers, magazines, the Internet or other media. The use of such information is restricted as described above.

NOTE: Employers cannot research medical databases or court records to obtain genetic information, even if those records are publicly available.

Wellness programs

The company may request certain medical information from employees who voluntarily participate in a wellness program, subject to the following restrictions:

1. The individual provides prior knowing, voluntary and written authorization that:
 - Is written so the individual is reasonably likely to understand the form;
 - Describes the type of genetic information that will be obtained and the general purposes for which it will be used; and
 - Describes the restrictions on disclosure of genetic information.
2. Individually identifiable genetic information is provided only to the individual (or family member if the family member is receiving genetic services) and the licensed health care professional or board-certified genetic counselor involved in providing such services.
3. Individually identifiable genetic information provided is only available for purposes of such services and is not disclosed to the employer except in aggregate terms that do not disclose the identity of specific individuals.

Monitoring biological effects of toxic substances

Employers may acquire genetic information for use in monitoring the biological effects of toxic substances in the workplace. This type of monitoring is only permitted under the following conditions:

1. The monitoring is either required by federal or state law, or is conducted only where an individual gives prior knowing, voluntary and written authorization to the monitoring that:
 - Is written so the individual is reasonably likely to understand the form;
 - Describes the genetic information that will be obtained; and
 - Describes the restrictions on disclosure of genetic information.
 - The employer ensures that the individual is informed of individual monitoring results.
2. The monitoring is conducted in compliance with any federal genetic monitoring regulations, including regulations under OSHA, MSHA or the Atomic Energy Act; or state genetic monitoring regulations, in the case of a state that is implementing genetic monitoring regulations under the authority of the Occupational Safety and Health Act of 1970.
3. The monitoring results reported to the employer are only in aggregate terms that do not disclose the identity of specific individuals.

GINA Warning

The company has adopted the model warning notification for employers, as prepared by the Equal Employment Opportunity Commission. This warning will be given to the medical provider when the company requests medical information about an employee:

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member

of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Posting notices

The company posts the notice of genetic discrimination prescribed by the Equal Employment Opportunity Commission and/or state law. Depending on the location posting are placed in the kitchen areas or staff break rooms.

Employment-at-will

Employment with Clever Bee Academy Ohio is based strictly on mutual consent between you and Clever Bee Academy Ohio. Employment with the company is voluntarily entered into and you are free to resign at-will at any time, with or without cause. Similarly, Clever Bee Academy Ohio may terminate the at-will employment relationship at any time, with or without cause, so long as there is no violation of applicable federal or state law.

Workplace Violence

Clever Bee Academy Ohio is committed to preventing workplace violence and maintaining a safe work environment. In order to help safeguard our employees and those we serve; the company has adopted the following guidelines.

- All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay or other conduct that may be dangerous to others. Firearms, knives, weapons and other dangerous or hazardous devices or substances are prohibited from company premises and possession of these devices is grounds for immediate termination.
- Conduct that threatens, intimidates or coerces another employee, parent, child or a member of the public at any time including off-duty periods, will not be tolerated. This includes all potentially harassing acts including harassment that is based on an individual's gender, race, age, sexual orientation or any other characteristic protected by federal, state or local laws.
- All threats of, or actual violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other management team member. This includes threats by employees, customers, vendors, solicitors or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.
- All suspicious individuals or activities should be reported as soon as possible. Do not place yourself in danger. If you see or hear a commotion or disturbance, do not attempt to mediate.
- The company will promptly and thoroughly investigate all reports of threats, violence and suspicious individuals or activities.
- Under no circumstances will fighting be tolerated. Employees under attack should try to avoid all confrontation and seek additional support from their supervisor, human resources department and/or the policy. Employees should always act in a professional manner.

Anti-harassment Policy

Clever Bee Academy believes that all employees are entitled to a workplace free of improper tensions created by ethnic, religious, racial or other inappropriate remarks which can take the form of abuse, ostracism, unwelcome jokes, graffiti, slurs or other similar-type conduct. This policy covers conduct in the workplace, at social functions sponsored by the company, at company business functions, and in all business-related communications or communications made using company property. The company will not tolerate employee behavior that is offensive or harmful to the health, safety or morale of other employees. The company neither condones nor tolerates any conduct that unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment of employees is unlawful and will not be tolerated. Any retaliation against an individual who has complained about harassment or who has participated in an investigation is similarly unlawful and will not be tolerated. All accusations (i.e. sexual harassment, child molestation, etc.) will be investigated in a timely manner.

Any employee who believes he/she has been discriminated against may file a complaint of discrimination internally with the Human Resources Department or any senior leadership team member.

Workplace Harassment

Statements, behavior or the display or use of words, objects or pictures that others could interpret as being insulting, derogatory or slurs toward persons based upon their race, sex, religion, color, national origin, age, disability, genetic or family medical history, ethnicity, sexual orientation, citizenship status, military membership, veteran status or any other factor protected by law, are prohibited at Clever Bee Academy. Also prohibited are statements or actions that are threatening, intimidating, vulgar or hostile, even if not based on protected class status. Such conduct may make a reasonable person uncomfortable in the work environment or could interfere with an employee's ability to perform his/her job, regardless of whether the actions are from a fellow employee, supervisor, family we serve or visitor.

Comments or actions of this type, even if intended as a joking matter among friends, are always inappropriate in the workplace and will not be tolerated. The conduct forbidden by this policy specifically includes, but is not limited to (a) epithets, slurs, negative stereotyping, kidding, teasing, joking or intimidating acts that are based on a person's protected status, and (b) written or graphic material circulated within the workplace that shows hostility toward a person or group because of a person's protected status or characteristic(s).

No supervisor or manager should participate in such behavior and must take immediate action to stop those who are known to be or suspected of being involved in such conduct. The supervisor must also contact and report the information up the chain of command so appropriate action may be taken.

If you believe you have been harassed or have witnessed such conduct, you must report this violation to your supervisor, manager, Human Resources Department or any senior leadership team member.

All complaints will be promptly handled. All employees should be aware that the privacy of the charging party and the person accused of harassment will be respected and all discussions, inquiries and investigations will be handled with the utmost care and as confidentially as possible.

Any employee who is found to have violated the policy will be subject to appropriate disciplinary action, up to and including termination of employment. If an investigation reveals that an employee has filed a false complaint or provided false information, the employee is subject to appropriate disciplinary action.

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The company will retain documentation of all allegations and of the investigation and will take appropriate corrective action, including disciplinary measures when justified, to remedy all violations of the policy and stop any harassing conduct.

Sexual Harassment

It is the goal of Clever Bee Academy to promote a workplace that is also free of sexual harassment. Sexual harassment is defined by the Equal Employment Opportunity Commission as unwelcome sexual advances or requests for sexual favors and other verbal and/or physical conduct of a sexual nature where:

- Submission to such conduct is a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for making employment decisions;
- Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment

While it is not possible to list all additional circumstances that may constitute sexual harassment, the following portray some examples which, if unwelcome, may constitute sexual harassment, depending upon the circumstances (such as the severity of the conduct and its pervasiveness):

- Unwelcome sexual advances whether involving physical touching or not;
- Sexual epithets, jokes, written or verbal references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Discussion of one's sexual activities

Because Clever Bee Academy considers sexual harassment to be a major offense, we will respond promptly to complaints of sexual harassment. Where it is determined that such inappropriate conduct has occurred, the company will act promptly to eliminate the conduct and impose such corrective action as is necessary including disciplinary action where appropriate.

If you believe you have been sexually harassed or have witnessed such conduct, you must report this violation to your supervisor, manager, Human Resources Department or any senior leadership team member.

Any reports or complaints of alleged sexual harassment will be investigated promptly in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the highest extent possible. The company's investigation will include private interviews with the person filing the complaint, witnesses to the alleged conduct and the person alleged to have committed the harassment. Upon completion of the investigation, the company will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the investigation's results. Clever Bee Academy encourages employees to come forward with information and no one will retaliate against those who make good faith efforts to report such conduct or against those who participate in good faith in the company's investigation.

If it is determined that inappropriate conduct has been committed by one of our employees, the company will take such action as is appropriate under the circumstances. Such action may range from counseling to employment termination and may include such other forms of disciplinary action as the company deems appropriate under the circumstances.

Anti-retaliation Policy

The term “retaliation” includes, but is not limited to, any adverse employment action, intimidation or threats taken because an employee has engaged in protected conduct. Protected conduct under this policy includes but is not limited to reporting or complaining in good faith about any discrimination or harassment or participating in good faith in an investigation about alleged discrimination or harassment.

It is a policy violation for anyone to retaliate, threaten or seek any type of reprisal against an individual who reports discrimination or harassment or who participates or cooperates in an investigation regarding discrimination/harassment.

If you believe you have experienced or witnessed any retaliation, you must report this violation to your supervisor, manager, Human Resources Department or any senior leadership team member.

Immigration Law Compliance

Clever Bee Academy is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, you will be requested, as a condition of employment, to complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are re-hired must also complete the form. Employees with questions or who are seeking more information on immigration law issues are encouraged to contact the Human Resources Department.

Submission of Required Clearances

Employees who have shown proof of paying for clearances but fail to provide Clever Bee Academy with those clearances when the employee receives it are subject to suspension from work.

Bulletin Boards, Solicitation and Distribution

Bulletin Boards

To foster communication at your facility, you will see bulletin boards or staff areas which contain posters regarding your rights as an employee. Official government information on equal employment opportunity, wage and hour, health and safety, and other issues will be posted. Bulletin boards are also used to communicate information regarding company policy and business-related announcements, including, but not limited to job postings, safety rules, health items, benefit programs and notices announcing special events. Please make sure that you take time to look at the posted notices for your information.

Employees may not post, tape, tack or affix in any way any form of literature, printed or written materials, photographs or notices of any kind on company bulletin boards, on the walls, in time clock areas or anywhere else on company property

Solicitation and Distribution

To prevent disruptions in our early education and childcare services and to protect employees from harassment and work interference, the company prohibits solicitation of one employee by another for any non-company related purpose while either employee is on actual work time. Distribution of non-company related advertising material, handbills, printed or hand-written literature, goods, contest promotions or donation requests in work areas is prohibited at all times. Distribution of the above-mentioned materials in non-work areas is prohibited when either the employee distributing the materials, or the employee intended to receive the material is on actual work time. Actual work time does not include meal periods when employees are not “on the clock.”

Solicitation or distribution of literature or other written materials by non-employees on company property is prohibited at all times unless approved by the company.

Employment Practices

Employment at Clever Bee as Educators/Teachers

Enrollment and work need a change from day to day and from season to season. In order to maintain State Licensing ratios and to be cost efficient staff may be assigned to different classrooms, groups or centers, in addition hours of work or job classification may change based on company need. These re-assignments will be done fairly and equitably. No employee will be guaranteed full or part-time employment or set scheduled hours of employment. Staff will be scheduled as needed between 6:00 a.m. and 5:30 p.m.

New Employee Orientation

Clever Bee Academy is glad to have you as part of our team! As a new employee it is important that you become comfortable with your work environment as soon as possible. To help you with this transition, the company will provide you with an orientation. In addition, you will also be scheduled for a work-unit orientation designed to introduce you to your co-workers and acquaint you with your job as well as the company's other departments. Please make sure that you ask questions during your orientation so that you fully understand your responsibilities and the company's expectations.

Your orientation will also include a review of Clever Bee Academy's salary scale based on level of

education/training and years of early childhood education experience. This salary scale can be made available to you at any time during your employment by contacting Human Resources.

90-Day Introductory Period

Clever Bee Academy implements a 90-day introductory period for all newly hired employees. This period serves as an opportunity for both you and your direct supervisor to assess suitability for employment based on knowledge, skills, performance, adherence to company policies, and overall compatibility with the organization.

During this period, employees are closely monitored to ensure they meet job expectations, comply with the Employee Handbook, including the Guidelines to Professional Conduct and Attendance Policy, and effectively perform their assigned tasks and responsibilities.

Attendance is critical during the introductory period. Absences are not excused unless a valid medical document is provided. Employees are expected to maintain consistent attendance and performance in alignment with company policies.

Supervisors will conduct informal observations and evaluations throughout the 90-day period. Failure to meet performance standards, non-compliance with company policies, or excessive absences may result in termination of employment at any time during this period.

Employment Categories

Clever Bee Academy has clarified the definitions of employment classifications for you so that it is easier to understand your employment status and benefit eligibility. Each employee is designated as either *exempt* or *non-exempt* from federal and state wage and hour laws.

- **Non-exempt** employees are entitled to overtime pay when due under specific provisions of the Fair Labor Standards Act (FLSA). Non-exempt employees are eligible for overtime pay whether paid on a salary or an hourly basis. Non-exempt employees are compensated for the number of hours actually worked at their regular base hourly rate. Employees are paid straight time for all hours worked up to 40 hours per week. Hours worked in excess of 40 hours per week are compensated at one and one-half times the regular base hourly rate. Employees working overtime must have prior approval to do so. For purposes of overtime computation, hours credited for holidays, jury duty, bereavement, vacations and sick days, whether paid or unpaid, are not included in the base 40-hour period.
- **Exempt** employees are excluded from specific provisions of federal and state wage and hour laws. An exempt employee is not paid for overtime hours worked nor docked pay unless they meet certain conditions. There are three categories under which an employee may be considered exempt administrative, executive and professional. These categories generally define an exempt employee as one who customarily and regularly exercises discretion and independent judgment in the performance of his/her duties. Exempt employees must be paid at least \$455 per week; regardless of percent of time worked.

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all company managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the company does not allow deductions that violate the FLSA.

What to Do If an Improper Deduction Occurs

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your supervisor, or the Human Resources Department. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Each employee also belongs to one of the following employment categories:

- **Regular full-time** – scheduled to work the company’s full-time schedule of 30 or more hours per week as applicable to the location (not temporary or seasonal). A regular full-time employee is entitled for eligibility for all benefits, PTO and holiday pay, subject to the terms, conditions and limitations of each benefit program.
- **Regular part-time** – regularly scheduled to work less than the full-time schedule (not temporary or seasonal). Regular part-time employees are eligible for limited company benefits.
- **Temporary/seasonal** – used for an employment period usually not to exceed 90 days (i.e. summer camp employees). Temporary/seasonal employees are not eligible for company benefits or PTO.

Employee Referral Award Program

Clever Bee Academy is proud to sponsor an employee referral award program. Talk to your family, friends and acquaintances who would make good Clever Bee Academy employees. You will receive the award after the newly hired referred employee has successfully completed 90 days (at which time both the candidate and referring employee still work at Clever Bee Academy to be eligible). The referral award bonus will be determined based on the level of the position. **All Referral bonuses will be paid over 6 pay periods.** More information can be obtained on the employee bulletin boards throughout the company or by contacting the Human Resources Department.

Hire/Anniversary/Benefit Accrual Date

The day you begin working for Clever Bee Academy is your **hire date, anniversary date** and possibly your **benefit accrual date**. This date is used to calculate your eligibility for most benefits, including paid time-off and employment verification on all authorized forms and government reports.

In most cases, your benefit accrual date is the same as your original hire date; however, there are situations when it is not the same; for example, if you were rehired or if you changed your status from part-time to full-time. This is the date which you started accruing or earning benefit time and is also your normal deadline to roll over PTO.

Work Schedule

The normal work schedule for all employees is five days per week. Employees will be advised of their start and end time for their schedules. Staffing needs and operational demands may necessitate variations in starting and ending times as well as variation in the total hours that may be scheduled each day and week. Your supervisor will advise you of the length of your lunch breaks.

Internal Transfers

Clever Bee Academy provides employees the opportunity to apply for an open position in a different center. It is also objective of the company to assign each employee to a position that effectively utilizes the employee’s skills consistent with the overall company requirements.

Employee may apply for a transfer opportunity provided they meet the following eligibility requirements:

- Employee must be employed at least a year at Clever Bee Academy
- Employee must not have any attendance issues or coaching on file
- Employee must be interviewed for the position open/available at the center
- Employee must not place the current center which she is working in a position where there is no coverage for the children

Transfer Process

- Employee should inform their director and/or Human Resources of their intent to transfer to another center
- Human Resources will review the transfer request of the employee
- If the employee has been shortlisted, Human Resources will contact the employee to schedule an interview with the Center Director
- Employee who is eligible for transfer must complete the transfer requirements before starting at the new center

Transfer Requirements

Before an employee can start working at the new center, he/she must accomplish the following:

- Employee must request a background check in OCCRRRA under the new center's code and have an eligible background check/1176.
- Employee's medical form
- Employee's education credentials (High School Diploma or equivalent and any other education credentials)
- Change Form/Notice of Transfer (to be completed by the Directors) with date of transfer and the Center where employee will transfer.

Performance Appraisals

The purpose of the performance appraisal is to assist you in establishing goals to improve your job performance both through maximizing your job strengths and stressing areas that need to be improved. Annual reviews shall be based on merit, achievement, job description fulfillment and performance in your position. This will allow your supervisor to:

- Commend you for those areas well performed
- Alert you to areas needing improvement
- Improve your job satisfaction and morale
- Aid in making the best use of your abilities
- Facilitate open communications
- Keep you informed of your progress

You will be asked to complete a self-evaluation prior to your review meeting. After the meeting is completed, you will be asked to sign your review as an acknowledgment that you have seen and discussed it, not as an acceptance or rejection of its contents.

Problem Resolution Policy

The company is committed to providing the best possible working conditions. Part of the commitment is encouraging an open and frank atmosphere in which a problem, complaint, suggestion or question

receives a timely response from a management team member. Employees are encouraged to share concerns, seek information, provide input and resolve problems/issues through their supervisor or the Human Resources Department. These individuals will listen to concerns, encourage input and seek resolution to the problems/issues.

No employee will be penalized, formally or informally, for voicing a concern with the company in a reasonable, business-like manner or for using the problem-resolution procedure.

At times, a problem may develop between an employee and a co-worker or an employee and a supervisor. The company encourages employees to bring differences into the open for discussion and resolution. If a situation occurs when you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to make use of the following steps, knowing you can discontinue the procedure at any point:

- Bring the problem to the attention of your supervisor.
- Explain the nature of the problem.
 - Suggest a remedy in writing.
 - Supervisor will attempt to resolve issue based on the situation's facts.
- If you are not satisfied, you may consult your supervisor's supervisor without fear of jeopardy or censure.
 - Your supervisor's supervisor will review the situation's circumstance.
 - They will inform you of their decision.
 - If you are satisfied with the answer, the problem will be considered resolved.
- If you are not satisfied, you may arrange a meeting with a Human Resources Department representative at a mutually agreeable time.
 - Provide them with copies of all previous correspondence.
 - The human resources representative will review the problem with your supervisor's supervisor and inform you of a decision.

Not every problem can be resolved to everyone's total satisfaction but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

Professionalism, Appearance and Dress Code

As part of the Clever Bee Academy Team, it is essential that all employees dress and act in a professional manner. Courtesy to co-workers and customers is essential to maintain our high level of service and professionalism.

Personal appearance is an indication of our attitude toward our work and directly affects the image parents, customers, vendors and other visitors have of the company. By establishing and committing to specific appearance standards, we promote service excellence.

Center Dress Code (Updated: June 2023)

Employees who work in an academy will be required to adhere to the following dress code:

Center Staff (Teachers)

- Navy blue polo style, button-down or collared shirt or blazer.
- Employees who have Clever Bee Academy logo shirts (polo style, button-down, collared shirt, or t-shirts) are encouraged to wear them. If you have a Clever Bee Academy logo shirt mentioned above that is in a different color, you may wear it. However, it must be in good condition (not faded, torn, etc.).
- Khaki or Dark colored pants/trousers (not torn)
- Dark colored Jeans allowed but not torn
- Dark colored or Khaki Long Bermuda Shorts allowed in the Summer Months but not torn
- Sweatpants are not allowed
- Leggings are not allowed
- NO open-toed shoes such as flip-flops, sandals, etc. ONLY close-toed shoes are allowed.
- Closed-toed sandals with back heel straps to secure feet are allowed. **For example: Crocs**
- **No bare feet – shoes must be always worn**
- All employees are required to wear their ID badge.

Center Administration Team (Center Directors and Assistant Center Directors)

- Business casual dress
 - Slacks or dress pants (not torn)
 - Sweatpants are not allowed
 - Dark colored dressier Jeans allowed but not torn
 - Blouses/dress shirts
 - Blazers, jackets, vests
 - Skirts (miniskirts are not allowed)
 - Dresses
 - Business suits
 - Closed-toed shoes
 - No bare feet – shoes must be always worn

Support Teams (Marketing, Education, Licensing, CACFP, Accounting, HR, Management)

- Business casual dress
 - Slacks or dress pants (not torn)
 - Sweatpants are not allowed
 - Dark colored dressier Jeans allowed but not torn
 - Blouses/dress shirts
 - Blazers, jackets, vests
 - Skirts (miniskirts are not allowed)
 - Dresses
 - Business suits

- Shoes- Open-toed shoes are allowed in the Center EXCEPT in the classrooms. If entering the classrooms, Support team members MUST wear closed-toed shoes.
- **No bare feet – shoes MUST be always worn**

Employees can purchase company apparel. Contact Marketing and HR Departments for more details.

Religious Clothing

Accommodations to the dress code policy may be made. Please contact the Human Resources Department for requests.

Personal Grooming

Personal grooming and hygiene must meet the highest standards. The following fall under this category: hairstyles, fingernails, appropriate clothing, shoes and jewelry.

The following guidelines should be met:

- Well-groomed hairstyles are required; long hair below the collar should be pulled back when in direct contact with children or when it presents a safety hazard or health risk. Extreme hairstyles and color are not permitted.
- Male employees should be clean-shaven or have beards and mustaches that are neat, well-groomed and symmetrical.
- To prevent injury, fingernails should be kept clean, well-groomed and not exceed ¼" beyond the fingertip. Long nails impair the ability to perform jobs.
- Shoes should be slip-resistant, closed toe, clean, in good repair and appropriate for activities to be conducted with the children. This only applies when working at an academy.
- Jewelry should be conventional and should neither impair one's ability to perform the assigned task nor present a hazard to employees or children. Exposed body/facial jewelry should be of a neutral/skin tone shade to draw less attention to it. Earrings are to be simple and no larger than one inch.
- Clothing should be clean, pressed, in good repair and of the appropriate size and length.
- Employees must be well-groomed, and bathed, and must use some type of deodorant/antiperspirant.

Questions about appearance should be directed to your supervisor. Supervisors are responsible for communicating and ensuring adherence to the above guidelines.

Employees who appear for work with inappropriate dress or grooming may be sent home, docked for the time missed and directed to return to work in proper attire.

Clever Bee Academy's objective in establishing a relaxed, casual, and informal work dress code is to enable employees to work comfortably. Certain standards have been established so employees are not confused about the meaning of relaxed, casual and informal dress.

Casual Dress Code Guidelines

All casual clothing is not suitable for the office, so these guidelines will help determine what is appropriate to wear to work. Clothing that has the company logo is encouraged but not required.

Clothing that works well for the beach, yard work, dance clubs, exercise sessions and sports contests is not appropriate for a professional, casual appearance at work. Clothing revealing too much cleavage, your back, chest, stomach or underwear is not appropriate for our business.

Tank tops, halter tops, very short skirts and shorts, low-cut blouses and t-shirts with vulgar pictures/words are not permitted. Skirts and shorts should be at least knee length. Clothing should be pressed and never wrinkled. Torn, dirty or frayed clothing is unacceptable.

Clothing that has words, terms or pictures that may be offensive to others is unacceptable. Sports team, university and fashion brand names on clothing are generally acceptable.

Makeup, Perfume and Cologne

Some employees are allergic to chemicals in perfumes and makeup; please wear these substances with restraint.

Conclusion

No dress code can cover all contingencies. Employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable casual attire for work, please ask your supervisor or the Human Resources Department. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply.

Access to Personnel Files

The company maintains a personnel file for each employee. The file may or may not include information such as the employee's job description, resume, training records, performance appraisal documentation, salary increases and other employment records.

The company complies with all existing regulations with regard to the content, maintenance and access of personnel records. Files are the company's property and access to the information contained is restricted. Generally, only supervisors and management personnel of Clever Bee Academy who have a legitimate reason to review information in a file are permitted to do so.

If you would like to review your personnel file, you may do so by submitting a written request to Clever Bee Academy's Human Resources Department. With advance notice, you may review your personnel file in an office designated by the company and in the presence of an individual appointed by the company. The scope of the review is governed by state law. Employees are not permitted to remove the contents from the building at any time or make copies of it.

Conflict of Interest

Employees are expected to conduct business according to the highest ethical standards of conduct. Any business dealings that appear to create a conflict between the company's interests and your job are unacceptable. You may engage in activities outside of work, which are of a private nature and unrelated to our business. However, you must let the company know if there may be any conflicts which might occur or where you might have personal gain from the conflict.

As a Clever Bee Academy employee, you are not allowed to solicit or accept gifts, lavish entertainment or other benefits from potential and actual suppliers or competitors. Any questions regarding this policy should be addressed to the Human Resources Department.

Outside Employment and Transportation of Children

Employees may hold outside jobs as long as the employees continue to meet the performance standards of their Clever Bee Academy position. All employees will be judged by the same performance standards and will be subject to Clever Bee Academy's scheduling demands, regardless of any existing outside work requirements. If Clever Bee Academy determines that an employee's outside work interferes with performance or the ability to meet the job requirements as they are modified from time to time, the employee may be asked to terminate the outside employment if he/she wishes to remain employed with Clever Bee Academy. Outside employment that constitutes a conflict of interest is prohibited.

Employees are prohibited from providing any independent services (including but not limited to babysitting, child care, education, training or transportation) on behalf or as an agent of Clever Bee Academy without prior written approval of the Human Resources Department.

You are prohibited from performing any private, independent child care service while on company property; when on company property and company time, you must provide care only for Clever Bee Academy students. Clever Bee Academy cannot and will not be liable for actions of any employee of the company who may choose to perform private child care services for children when not on company time and/or company property.

Employee Identification Badge

(May not be applicable at all locations)

Employees are required to wear the badge at all times to gain admittance to the academies. It is also a visible identification so that all parents and visitors to the academies are assured of the children's security. In the event that you misplace your ID badge, advise your supervisor and they will make the appropriate arrangements for you to get a duplicate. The first ID badge will be issued free of charge; additional replacements issued will be \$13.00 each, which will be payroll deducted. Failure to wear the badge as required will result in being sent home to obtain the badge and being docked for time missed, as appropriate to applicable law. Additionally, you will be subject to disciplinary action for not wearing the badge.

Upon separation from the company, you are required to return the identification badge to your supervisor. Failure to do so will result in a \$13.00 deduction being withheld from your final paycheck.

Ensuring Quality Standards

The below points are relevant for academy employees and maintaining our STARS credentialing:

- Academy teaching staff members will annually participate in a minimum of three professional growth and development activities (may include evenings and/or weekends).
- New hire orientation will occur within 90 days of the start of employment.
- Curriculum, Instruction, Assessment
 - Teaching staff members are required to submit weekly lesson plans, based on child observations, Clever Bee Academy's monthly curriculum documents and relevant state standards.
 - Current State Early Learning Standards are used as a resource for staff in lesson planning and documentation of children's learning and will be on site at the academy and accessible for all staff members.
 - Early Learning Standards for each state are incorporated into our Steps to Success curriculum.
 - Teaching staff members are provided paid weekly curriculum and lesson planning/preparation time away from the children.
 - Teaching staff members are required to complete an observation of each child within 45 days of enrollment.
 - Teaching staff members are required to complete on-going assessments of each child and to collect samples of children's work in a portfolio to be shared with parents.
 - Results from observations and assessments are used for lesson planning, individual child planning and referral to community resources.
 - Teaching staff members are required to keep parents informed of their child's progress by completing Daily Reports and by scheduling formal conferences with them at least three times per year.
 - Teaching staff members are required to participate in Clever Bee Academy's Response to Intervention process for children who need additional support with academic, developmental and/or behavioral issues.
- Enrollment packets are available at every academy for parents – employees should familiarize themselves with the contents of the packet.
- Organizational charts and job descriptions are available from Human Resources.
- Academy directors will meet with each staff member to share information regarding STARS, continuous quality improvement and professional development.
- Staff members are offered a minimum of 15 minutes with no program responsibilities for each four-hour period worked.

Confidential Information

All employees who have access to either student or employee personal information are never to disclose or discuss it with a third party, including family members or other employees.

Parents of our students expect and demand that confidential information about their children be held in strictest confidence. Communication of, or access to, student or employee records and information for those outside of the company should be limited to situations where the family of the student or employee provides a written release, unless otherwise required by court order, subpoena or other legal process. This condition also applies to students or academy photos.

Employees may, by virtue of their employment with Clever Bee Academy, have access to sensitive, confidential, restricted or proprietary information about the business, including but not limited to, financial records, student records, referral or mailing lists, and similar documents. Such confidential information shall be used by employees solely in the performance of their job duties for the company and shall not be used in any other manner whatsoever. Because of the seriousness of confidentiality, any employee who improperly uses or discloses confidential information will be subject to disciplinary action, up to and including employment termination.

It is solely forbidden to actively recruit any existing Clever Bee staff member or Enrolled Family for any outside third party or organization. Per your offer letter, every employee is bound by a non-solicitation agreement for a period of two years upon separation from Clever Bee Academy. Every employee agrees not to attempt to influence any employee, person or third party from terminating or modifying their agreement or relationship with Clever Bee Academy or to employ or assist to employ such individual. Clever Bee in its sole discretion may choose to pursue legal action if any sensitive, confidential, restricted or proprietary information as well as violating any of the language outlined in this paragraph related to the business.

In addition, employees and officers must not attempt to answer questions from the news media about or on behalf of Clever Bee Academy or any of its students or employees. All questions from the media are to be forwarded to the President.

If you have concerns about your job, your terms and conditions of employment, or any other matters concerning the company, please bring those concerns to your supervisor, manager, Human Resources Department or any senior leadership team member.

Separation from Employment

Regardless of length of service, employment is not guaranteed for any specific time period. Just as an employee is free to leave for any reason, the company reserves the right to end its relationship with any employee at any time, with or without notice, for any reason not prohibited by law.

Upon employment separation, whether voluntary or involuntary, employees are required to return all documents, equipment and other material owned by the company, including this handbook, to their supervisor or manager.

Voluntary Separation

When possible, the company appreciates a two week notice prior to resignation. Resignations should be

submitted in writing to your supervisor or manager. An exit interview will then be scheduled with the employee by a Human Resources Department representative.

An employee who voluntarily leaves the company and completes a one-month notice will receive pay for any accrued and unused PTO to which he/she may be entitled. Accrued PTO pay will not be granted to an employee who voluntarily resigns without a one month notice or who fails to complete the one-month notice.

Any employee who resigns from the company and has a negative balance of PTO will be responsible for reimbursing the company for the time through a payroll deduction from his/her last paycheck.

If an hourly employee fails to provide and complete a two (2) weeks' notice, all hours worked during the pay period will be paid out at the prevailing minimum wage rate. Please note that you must work the entire 2 weeks, calling off or using PTO should not be counted in your 2 weeks' notice.

Involuntary Separation

Involuntary separations are those initiated by the company and include:

- Layoff or termination resulting from a workforce reduction
- Release for inability to perform duties or meet prescribed job standards
- Separation due to failure to return from approved leave of absence
- Discharge for misconduct or cause

Accrued PTO pay will not be granted to an employee who is involuntarily separated for misconduct or cause or does not return to work from an approved leave of absence.

Any employee who is involuntarily separated from the company and has a negative balance of PTO will be responsible for reimbursing the company for the time through a payroll deduction from his/her last paycheck.

Rehire Policy

Eligibility for Rehire:

Employees who have left the company, whether through voluntary resignation or termination, may be considered for rehire under the following conditions:

1. Voluntary Resignation:

- Employees who voluntarily resign from the company are eligible for rehire, provided that they left the company on good terms, had a positive work performance record, and did not engage in behavior that would disqualify them from rehire.

2. Termination:

- Employees who were terminated for reasons other than gross misconduct may be considered for rehire, subject to review and discretion of management.

Ineligibility for Rehire:

Certain conditions may render an employee ineligible for rehire. These include, but are not limited to:

1. **Gross Misconduct:**

Any employee terminated for gross misconduct, as outlined in the company's **Guidelines for Professional Conduct** in the employee handbook, will be deemed ineligible for rehire. Gross misconduct includes, but is not limited to:

- Theft or fraud
- Violent or aggressive behavior
- Harassment, discrimination, or bullying
- Substance abuse during work hours
- Violating company policies, codes of conduct, or legal requirements
- Any other behavior that significantly undermines the trust or safety of the company or its employees.

2. **Voluntary Resignation with Poor Performance or Disruptive Behavior:**

Employees who voluntarily resign with a record of poor performance or behavior that disrupted the work environment may also be marked as "Not Eligible for Rehire."

3. **Failure to Return Company Property:**

Employees who fail to return company property upon their departure may be deemed ineligible for rehire.

4. **Excessive Absenteeism or Tardiness:**

Employees who exhibited a pattern of excessive absenteeism or tardiness before resignation or termination may be considered ineligible for rehire.

5. **Violation of Confidentiality or Conflict of Interest:**

Employees who were found to have violated company confidentiality agreements, disclosed sensitive information without authorization, or had a conflict of interest that impacted their performance or the company's interests will be ineligible for rehire.

Review Process:

All requests for rehire will be reviewed by management on a case-by-case basis. The decision to rehire an individual is at the sole discretion of management, taking into account the following factors:

- The circumstances of the employee's departure (voluntary resignation or termination).
- The employee's past performance, behavior, and adherence to company policies.
- The employee's contribution to the organization during their prior employment.
- The potential for the employee to succeed in the position for which they are being considered for rehire.

Final Decision:

Management and HR reserve the right to approve or deny any rehire request. Employees who were previously terminated for gross misconduct or who fall under the ineligibility criteria outlined above will generally not be considered for rehire, unless extraordinary circumstances are identified and thoroughly reviewed.

Note:

Any employee who is rehired will be considered a new hire for purposes of benefits, seniority, and other employment-related matters. The company will not honor any prior agreements, benefits, or tenure unless specifically stated in the rehire agreement.

Employment

Employment Reference Checks

To ensure individuals who join Clever Bee Academy are well qualified and have a strong potential to be productive and successful, it is the company's policy to check employment references for all applicants.

Motor Vehicle Report

All employees who operate a company vehicle must have a clean driving record. As a result, the company will run a random annual motor vehicle report (MVR) on all employees who operate a company vehicle. Information contained within the MVR that establishes a negative driving record will result in immediate suspension of company vehicle driving privileges. Employees must immediately notify Clever Bee Academy if their license is suspended or if they are involved in any traffic or driving incidents more serious than a minor traffic violation. Furthermore, any employee found operating a company vehicle without a valid driver's license will be subject to immediate termination of employment.

Release of Employment Information

Requests for verification of current and former employment with Clever Bee Academy will only be handled through Human Resources. All requests must be made in writing. Wage inquiries and/or requests for information will only be processed if submitted in writing along with a signed release by the individual who is the subject of the inquiry unless otherwise required by law.

Nepotism

It is the policy of the company to ensure fair and equitable employment based on qualifications and merit. The company does not discriminate in favor of or in opposition to the employment of relatives. The company permits employment of employees' qualified relatives of the employee's household or immediate family if such employment does not, in the opinion of the company, create potential conflicts of interest. Immediate family is defined for these purposes as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, niece, nephew, corresponding in-law, "step" relation or any member of the employee's household. The company will use sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood, marriage or reside in the same household are permitted to work in the same location or department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits or

other terms and conditions of employment could be influenced by another relative.

- Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.
- Employees who marry while employed, or become part of the same household, are treated in accordance with these guidelines. That is, if in the company's opinion, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest possible time.

Pay Practices

Pay Periods

Pay periods are from Sunday through Saturday and are payable bi-weekly. Paychecks are available via direct deposit on the scheduled pay date. When a payday falls on a holiday, employees will be paid on the preceding workday.

Payroll Deductions

The company is required to deduct certain federal and state taxes from each paycheck. Earning and payroll deductions are itemized each pay on the check stub. Deduction examples include, but are not limited to:

Required by law:

- Federal income tax
- State income tax
- Local income tax (in some states)
- Social Security tax
- Unemployment tax (in some states)
- Garnishments/wage attachments

Required by employer:

- Medical insurance (if applicable)
- Dental insurance (if applicable)
- Vision insurance (if applicable)
- Clever Bee Academy child care service costs (if applicable)

Authorized by employee:

- Pre-tax deductions for voluntary insurance
- Company logo apparel deductions

All reasonable steps are taken to ensure that employees receive the correct amount of pay and are paid promptly on the scheduled payday. In the unlikely event that there is an error in the pay amount, employees should promptly bring the discrepancy to the attention of Human Resources. Corrections will be made as quickly as possible; in most cases in the next scheduled paycheck.

Timekeeping Procedures

Accurately recording time worked is a critical responsibility of each employee. Federal and state laws require Clever Bee Academy to keep an accurate record of time worked in order to correctly calculate pay and benefits. "Time worked" is defined as all the time actually spent on the job performing assigned duties.

Time is tracked for each hourly (non-exempt) employee. Employees are only paid for the hours recorded. If an employee forgets to a in/out, the time must be adjusted and approved by their supervisor. All time must be recorded. Hourly employees may not work "off the clock," or prior to or after the scheduled workday without prior permission from their immediate supervisor.

Supervisors are responsible for keeping all employees informed of their scheduled start and stop times. Variations from normal working hours must be recorded and approved by their supervisor.

Although the company attempts to schedule work in a way to avoid overtime for hourly employees, there are times when overtime is required. Overtime is only permitted when prior approval has been given by the supervisor. Overtime includes any hours worked over 40 hours per week.

Make-up time is not available unless approved by the supervisor ahead of time. All make-up time must be taken within the same work week that time off was taken. Leaving the building while punched in on the time clock is strictly prohibited unless directly authorized by the supervisor.

It is every employee's responsibility to certify the accuracy of all time recorded. The supervisor will review the timecard prior to submitting it for pay processing. Altering, falsifying, tampering with time records, recording time on another employee's timecard, or any violation of these procedures may result in disciplinary action up to and including termination of employment.

Time sheets are requested for salary (exempt) employees to accurately track the use of benefit time.

Garnishments

Upon being served a garnishment or tax levy, compensation will be withheld from an employee's paycheck and the withheld amount remitted to the authorized court or creditor as required by law. Withholding will continue until a written release is provided from the creditor or court.

Company-related Expenses

Clever Bee Academy understands that at times employees will incur an out-of-pocket expense for job-related items, as pre-approved by their supervisor or appropriate approval authority. If you purchase items or have expenses for the company, please submit the receipt to your supervisor. Pcard users should submit their expense report as defined in Concur procedures.

Personnel Information Changes

Any time your personal data changes, please update directly in ADP portal. Name changes, personal mailing addresses, telephone numbers, marital status, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, military status and other such status reports should be accurate and current at all times.

Since changes may affect your benefits, taxes, insurance status, etc. it is imperative that you make all changes as soon as possible so that your personal information is always current and correct.

Workplace Policies and Procedures

Ethical Standards

At Clever Bee Academy employees share responsibility in observing a code of ethics requiring truthfulness, honesty and integrity in all activities. Employees are expected to adhere to any and all company confidentiality policies. If you are in doubt as to whether a situation or activity meets the company's ethical standards or compromises the company's reputation, please ask a management team member.

Use of Company Telephone, Office Equipment, Electronic Systems and Internet Usage

This is a summary of a number of detailed IT security policies. All employees are expected to read and understand these policies in their entirety. Complete IT policies are can be found with Human Resources.

Company telephones, computers and office equipment are for business use only. If you need to use a telephone for an immediate need, the supervisor will approve your request. Employees should practice discretion in using the company's telephone. Personal use of photocopiers, computers, computer files and software for use for commercial, religious, political or other non-business purposes is prohibited. Abuse of equipment will subject the employee to disciplinary action up to and including termination of employment.

- **Bring Your Own Device:** As technology continues to evolve and move to ever-increasing personal platforms, the emergence of Bring Your Own Device (BYOD) is becoming more popular in corporate environments. BYOD while providing increased flexibility for the workforce also creates significant risks to the company's Information Security policies. The purpose of this policy is to inform all employees who may choose to use their personal device to connect to company information technology resources of the policies that must be followed. This policy applies to any device that is not owned by the company that connects to company-owned information technology resources.
- **Base Principle:** If access to the company's information resources is established by any non-company provided equipment, such equipment shall be deemed to be part of the company's IT system and subject to all IT policies, current and future. Additionally, the user of such equipment is also subject to all IT policies, current and future, relative to the use of this device.
- **Mobile Security Policy:** All connected mobile devices will be controlled via applied security policies. These policies will require the device to auto lock after idle. The device will require a passcode to unlock. Data on the device will be encrypted. The device will support the ability for a remote wipe and an automatic wipe after multiple, incorrect password attempts.
- **Legal Hold:** In the event of a "legal hold" due to litigation, the user understands and agrees that their personal mobile device may be confiscated and held as evidence to satisfy the "legal hold" requirements.
- **Termination:** In the event of an employee termination, the user understands and agrees that their personal mobile device will be wiped to ensure that any Clever Bee Academy information is removed from the device. The wipe procedure may impact non-Clever Bee Academy information. Clever Bee Academy is not responsible for backing-up, preserving or restoring any user personal information that may be lost.
- **Notification:** In the event the device is lost or stolen the user understands and agrees to immediately inform Information Technology so that adequate measures can be taken to protect any company information that might exist on the device.

- **Support:** The company will not provide internal technical support for non- company owned equipment.
- **Applicability of Other Policies:** This document is part of the company's cohesive set of security policies. Other policies may apply to the topics covered in this document and as such it is the user's responsibility to review and adhere to all IT policies.
- **Acceptable Use:** The most common reason to provide an employee network access is for performance of their job function. Access carries responsibilities and obligations as to what is acceptable use of the corporate network. Inappropriate corporate systems use exposes the company to risk. This policy explains how corporate information technology resources are to be used and specifies prohibited actions. No policy can cover every situation; the user is asked to use common sense when using company resources. Questions on what constitutes acceptable use should be directed to the user's supervisor/ manager. This policy's scope includes any and all use of corporate IT resources, including but not limited to, computer systems, email, the network and corporate Internet connection.

Email Use:

- The following is never permitted: spamming, harassment, communicating threats, solicitations, chain letters or pyramid schemes. The list is not exhaustive; it provides a reference frame for activities that are prohibited.
- The user is prohibited from forging email header information or attempting to impersonate another person.
- Email is an insecure communication method; information considered confidential or proprietary to the company may not be sent via email, regardless of the recipient, without proper encryption.
- It is company policy not to open email attachments from unknown senders, or when such attachments are unexpected.
- Email systems were not designed to transfer large files; emails should not contain attachments of excessive file size.

Confidentiality

Confidential data must not be shared or disclosed in any manner to non-company employees, posted on the Internet or any publicly accessible systems, or transferred in any insecure manner. This is only an overview of how to handle confidential information; other policies may refer to the proper use of this information in more detail.

Network Access

The user should take reasonable efforts to avoid accessing network data, files and information that are not directly related to his/her job function. Existence of access capabilities does not imply permission to use this access.

Unacceptable Use

The following actions are unacceptable corporate network use. The list is not exhaustive; it provides a reference frame for activities deemed unacceptable. The user may not use the corporate network and/or systems to:

- Engage in activity that is illegal under local, state, federal or international law.
- Engage in activities that may cause embarrassment, loss of reputation, or other harm to the company.

- Disseminate defamatory, discriminatory, vilifying, sexist, racist, abusive, rude, annoying, insulting, threatening, obscene or otherwise inappropriate messages or media.
- Engage in activities that cause an invasion of privacy.
- Engage in activities that cause disruption to the workplace environment or create a hostile workplace.
- Make fraudulent offers for products or services.
- Perform any of the following: port scanning, security scanning, network sniffing, keystroke logging or other IT information gathering techniques when not part of employee's job function.
- Install or distribute unlicensed or "pirated" software.
- Reveal personal or network passwords to others, including family, friends or other household members when working from home or remote locations.

Blogging and Social Networking

The company's employees are subject to the terms of this policy, whether performed from the corporate network or from personal systems. Blogging and social networking are allowed from the corporate computer network provided that it is done in a professional and responsible manner, confidential data is not disclosed; it does not impact the user's job performance; and no information detrimental to the company is published. The user assumes all risks associated with blogging and/or social networking. The user must not identify himself/ herself as an employee of the company in a blog or on a social networking site unless explicitly exempted in order to provide personal development. The user must not post any content that could be mistaken as comments made on behalf of the company. Sites that are permitted to identify an individual as an employee are: LinkedIn.

Instant Messaging

Allowed for corporate communications only. The user should recognize that it may be an insecure medium and should take any necessary steps to follow guidelines on confidential data disclosure. All instant messages are subject to review.

Addendum to Social Media Policy, Dated February, 24, 2020:

This policy does not restrict employees from exercising their NLRA of Section 7 rights (Employee's Rights to Express their feedback regarding Employment Terms and Conditions) in any way. However, this policy applies to the workplace and employees' conduct on social media against any Clever Bee Academy's employees, parents, children and the community; included but not limited to: anti-harassment, anti-discrimination, anti-bullying, disparaging speech, defamatory comments, unauthorized exposure of individuals, are among others.

ALL Employees MUST abide by the following policies:

- Under no circumstances does Clever Bee Academy tolerate employee's digital behavior such as posting unauthorized videos and photos of its parents, children, and co-employees using **personal social media accounts** regardless off or during work hours
- Under no circumstances does Clever Bee Academy tolerate employee's digital behavior such as posting unauthorized videos and photos of its parents, children, and co-employees using company social media accounts regardless if Parental Consent was signed for Clever Bee Marketing collateral purposes without prior approval from Management and/or HR

- Under no circumstances does Clever Bee Academy tolerate employee's digital behavior of posting any defamatory, disparaging, and derogatory comments against their employer, co-workers, parents, children, and the community

Let's foster an early childhood education environment at Clever Bee Academy where every person in our center feels safe.

Employees who do not abide by the above policies are **subject to immediate termination**.

Overuse

Actions detrimental to the computer network or other corporate resources, or that negatively affect job performance, are not permitted.

Web Browsing

The Internet is a network of interconnected computers over which the company has very little control. Users should recognize this when using the Internet, and understand that it is a public domain and he/she can come into contact with information, even inadvertently, that he/she may find offensive, sexually explicit or inappropriate. Users must use the Internet at their own risk. The company is specifically not responsible for any information that the users view, read or download from the Internet.

Copyright Infringement

The company's computer systems and networks must not be used to download, upload or otherwise handle illegal and/or unauthorized copyrighted content. The following activities constitute violations of the policy, if done without permission of the copyright owner: copying and sharing images, music, movies or other copyrighted material using Peer-to-Peer (P2P) file sharing or unlicensed CDs and DVDs; posting or plagiarizing copyrighted material; and downloading copyrighted files which the user has not already legally procured. This list is not meant to be exhaustive; copyright law applies to a wide variety of works and more than is listed above.

Peer-to-Peer File Sharing

P2P networking is not allowed on the corporate network under any circumstance.

Streaming Media

Can use a great deal of network resources and thus must be used carefully. Reasonable use of it is permitted if it does not negatively impact the computer network or the user's job performance. Ongoing data streaming (i.e.: streaming audio feeds) is not permitted.

Monitoring and Privacy

Users should not expect privacy when using the corporate network or company resources. Such use may include but is not limited to: transmission and storage of files, data and messages. The company reserves the right to monitor any and all use of the computer network. To ensure compliance with company policies this may include the interception and review of emails, instant messages or other messages sent or received, and inspection of data stored on personal file directories, hard disks and removable media.

Bandwidth Usage

Excessive use of company bandwidth or other computer resources is not permitted. Large file downloads or other bandwidth-intensive tasks that may degrade network capacity or performance must be performed during times of low company-wide usage.

Personal Usage

Company computer systems is permitted as long as such usage follows pertinent guidelines elsewhere in

this document and does not have a detrimental effect on the company or on the user's job performance.

Circumvention of Security

Using company-owned or company-provided computer systems to circumvent any security systems, authentication systems, user-based systems or escalating privileges is prohibited. Knowingly taking any actions to bypass or circumvent security is prohibited.

Use for Illegal Activities

No company-owned or company-provided computer systems may be knowingly used for activities that are considered illegal under local, state, federal or international law. Such actions may include, but are not limited to: unauthorized port scanning; unauthorized network hacking; unauthorized packet sniffing; unauthorized packet spoofing; unauthorized denial of service; unauthorized wireless hacking; any act that may be considered an attempt to gain unauthorized access to or escalate privileges on a computer or other electronic system; acts of terrorism; identity theft; spying; downloading, storing or distributing violent, perverse, obscene, lewd or offensive material as deemed by applicable statutes; or downloading, storing or distributing copyrighted material. The company will take all necessary steps to report and prosecute any policy violations.

Non-company-owned Equipment

Non-company-provided equipment is prohibited on the company's network.

Personal Storage Media

The company does not restrict personal storage media use, which includes but is not limited to: USB or flash drives, external hard drives, personal music/media players and CD/DVD writers, on the corporate network provided guidelines for data confidentiality are followed. The user must take reasonable precautions to ensure viruses, Trojans, worms, malware, spyware and other undesirable security risks are not introduced onto the company network.

Software Installation

Non-company-supplied software is not to be installed without written IT permission. Numerous security threats can masquerade as innocuous software—malware, spyware and Trojans can all be installed inadvertently through games or other programs. Software can cause conflicts or have a negative impact on system performance. If a particular program is required for a job function, the user should contact the IT Department to request permission.

Reporting of Security Incident

If a security incident or breach of any security policy is discovered or suspected, the user must immediately notify his/her supervisor/manager. Examples of incidents that require notification include: suspected compromise of login credentials (username, password, etc.); suspected virus/malware/Trojan infection; loss or theft of any device that contains company information; loss or thefts of ID badge or keycard; any attempt by any person to obtain a user's password over the telephone or by email; any other suspicious event that may impact the company's information security. Users must treat a suspected security incident as confidential information and report the incident only to his/her supervisor. Users must not withhold information relating to a security incident or interfere with an investigation.

Music/Media Players

The use of personal music/media players while caring/interacting with children is prohibited. All music played in the classroom must have the prior approval of academy leadership.

Personal Property

The company cannot assume responsibility for loss or damage to any personal property employees may bring to work. No personal property unsuitable to, or unnecessary for work should be brought onto

company property.

Additionally, should there be any suspicion of a potential theft or potential violation of the company's drug-free workplace policy or any other policy, the company may, at its discretion, inspect lockers, packages, purses, vehicles or other personal belongings brought onto or leaving company premises. Employees are expected to cooperate in all investigations of suspected rule violations or of company safety. Employees who observe such behavior have a duty to report it to their supervisor immediately.

Company Assigned Facility Keys

The company assigns keys to facilities to certain employees who are responsible for opening and/or closing locations. At no time is an employee who is assigned a key permitted to make a copy of it or enter a building after normal business hours without prior written approval from their supervisor. Violations of this policy will result in immediate termination.

Company Provided T-Shirts

To support our Dress Code Policy and promote a unified professional appearance, Cleve Bee will provide each employee with three (3) company-branded T-shirts upon hire.

Usage Guidelines:

- T-shirts are part of the required work attire and should be worn following the Clever Bee Dress Code Policy.
- Employees are expected to maintain the cleanliness and condition of the shirts throughout their use

Return & Reimbursement Policy:

- If an employee leaves Clever Bee before completing one (1) year of employment, all company-issued T-shirts must be returned
- If the T-shirts are not returned, a charge of \$8.00 per short-sleeved T-shirt will be deducted from the employee's final paycheck.
- Following payroll deduction of unreturned uniforms are as follows: \$8 = Short-sleeved T-shirt | \$10 = Long-sleeved T-shirt | \$40 = Button down Polo Shirt

Tobacco Use Policy

The use of any tobacco product is not permitted in any area of our academies or offices or within 100 feet of any entrance or exit. Employees may use tobacco products only during their designated break periods and only in designated areas outside of the facility. Employees should not wear company logo apparel while using tobacco products.

Cell Phone Policy

Cell phone usage is prohibited while in the classroom. As a result, the company has provided a safe place for all staff members to lock up their cell phones while on the clock. Only during break periods are employees permitted to use their cell phone. In the event of an emergency, phone calls should be made to the academy.

Management will do its best to make appropriate arrangements to ensure coverage so that employees may take an off the clock break to use the phone outside of the classroom.

Absenteeism Policy

Absenteeism and tardiness directly influence the ability to provide quality educational and childcare experiences for the children in our care. Good attendance is expected of all employees. The company recognizes that unforeseen circumstances arise that can affect attendance. This policy was developed to be objective and reasonable.

It is important to observe the below guidelines in managing your work attendance:

- Personal and vacation days must be requested five days in advance and approved by your supervisor.
- Employees must call at least two hours prior to their normally scheduled starting time on the day of absence or in the event of an emergency as soon as it is reasonable.
- All full-time employees with PTO hours must use the paid time before requesting unpaid days off.
- An employee who expects to be late for their scheduled arrival time at work, must notify the department manager/supervisor of the delay prior to the scheduled starting time.
- Employees must report off to their manager/supervisor every day they are absent, unless they receive prior approval to the contrary.
- Employees are to notify their department manager/supervisor of the duration of the absence if it can be anticipated.
- Absences requiring an employee to be off more than three days require a physician's excuse prior to being permitted to return to work.
- If an employee neglects to report for a scheduled shift for three consecutive days without contact, those actions will be considered voluntary resignation from employment.

Policy Violations

- Absences occurring in patterns
 - around holidays, weekends, vacations, heavy work periods
 - Frequent call offs on the first or last day of the workweek, creating a "Monday, Friday" absence pattern
 - Failure to work the day before and day after a holiday, which is required to receive holiday pay except if PTO was already scheduled and approved
 - Calling off late, giving less than the required two hours from scheduled start time
- Calling off, when a PTO day has been denied.
- Extending scheduled time off with call offs before or after the scheduled time.
- No call/No show absences.
- Failure to report to work on time including returning from meals or breaks.
- Failure to complete a scheduled shift by leaving early without permission from a supervisor.
- Failure to maintain reasonable and/or agreed upon contact with the supervisor during an illness.
- Failure to talk directly to the supervisor or authorized company representative when calling off.

Violations that meet the leave abuse and policy violations or exceed the maximum number of sick days will be handled as follows:

- 1st Occurrence – Written Warning
- 2nd Occurrence – Final Warning
- 3rd Occurrence – Termination of Employment

Tardiness for the start of a shift is considered 2 minutes or more after a scheduled start time. It is expected that staff arrive to work 5-7 minutes prior to their scheduled work time, so they are settled and ready to begin work at their scheduled start time.

Time not worked because of workers compensation injuries, disability, approved leave of absence or Family Medical Leave approved absences is not counted in the computation.

All warnings, suspensions and termination need be documented in the employee's staff file at the location and the corporate personnel file. Documents for the corporate personnel file must be submitted via email to HR@Cleverbeeacademy.com.

Inclement Weather (Added: Jan 2022)

In the event of inclement weather, natural disasters, or power outages, management reserves the right to review and adjust time records.

Dating in the Workplace

Clever Bee Academy strongly believes that a work environment where employees maintain clear boundaries between personal and business interactions is necessary for effective business operations. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles and those with authority over other employees' terms and conditions of employment are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship.

Procedures

1. During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
2. During nonworking time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on company premises, whether during working hours or not.
4. Employees who allow personal relationships with co-workers to adversely affect the work

environment will be subject to Clever Bee Academy's disciplinary policy, including counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.

5. Employee off-duty conduct is generally regarded as private, if such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.
6. Any supervisor, manager, executive or other company official in a sensitive or influential position with Clever Bee Academy must disclose the existence of a romantic or sexual relationship with another co-worker. Disclosure may be made to the individual's immediate supervisor or the HR Department which will review the circumstances to determine whether any conflict of interest exists.
7. When a conflict-of-interest or potential risk is identified due to a company official's relationship with a co-worker, Clever Bee Academy will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or act on behalf of the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer of one or both parties to other positions or departments. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.
8. Failure to cooperate with Clever Bee Academy to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers or among managers, supervisors or others in positions of authority in a mutually agreeable fashion may be deemed insubordination and result in disciplinary action up to and including termination.
9. The provisions of this policy apply regardless of the gender or sexual orientation of the parties involved.
10. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments based on the overall spirit and intent of this policy.
11. Any concerns about the administration of this policy should be addressed to HR.

Safety, Reporting On-the-job Injuries and Universal Precaution Guidelines

The company has established a workplace safety program to assist in providing a safe and healthy work environment for employees, customers and visitors.

Information regarding workplace safety and health issues can be found with Human Resources, bulletin boards or through issued memos, meetings and other written communication.

Some of the best safety improvement ideas come from employees. Employees with ideas, concerns or suggestions for workplace safety improvement are encouraged to talk with their supervisor/manager. All employees are expected to obey safety rules and exercise caution in all work activities.

Reporting On-the-job Injuries

In the case of accidents resulting in injury, regardless of how insignificant the injury may appear, employees are to immediately notify their supervisor/manager. Reports are necessary to assure proper

medical attention is given and to comply with laws and initiate insurance and workers' compensation benefit procedures.

Universal Precaution Guidelines

These guidelines are for the safety of employees and children in our care. Universal precautions are intended to prevent parenteral, mucous membrane and nonintact skin exposures of childcare workers to blood borne pathogens as defined in the OSHA blood borne pathogens standard. According to OSHA, blood borne pathogens are defined as "pathogenic microorganisms that are present in human blood and can cause disease in humans." These include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). In addition, immunization with HBV vaccine is recommended as an important addition to universal precautions for childcare workers who have exposure to the bodily fluids for which universal precautions apply.

Hand Washing

Frequent hand washing is an important safety precaution which should be practiced after direct contact with children. Universal precautions are intended to supplement rather than replace recommendations for routine infection control, such as hand washing and using gloves to prevent microbial contamination of hands. Because specifying the types of barriers needed for every possible situation is impractical, some judgment must be exercised.

Those employed in our academies will be involved in training which specifically targets universal precautions and the procedures to follow. Supervisors can answer questions regarding universal procedures.

Drug-Free Workplace

The company will not tolerate any substance abuse by its employees. Employees who, either work on the job or appear on company premises, under the influence of alcohol, illegal substances or non-prescription drugs that negatively affect job- performance, will be terminated from their employment with the company.

Employees who are taking either prescribed or over-the-counter medication that may impair attention to duties or performance should inform their supervisor upon arrival at work. It is essential that an employee be alert and in full possession of his/ her faculties when working.

No employee may possess, sell or distribute alcohol, drugs or controlled substances while on the company's property or on company time. If such substances are found the employee will be suspended immediately, pending investigation.

Drug Testing

Clever Bee Academy recognizes that drug and alcohol abuse pose a serious threat to the safety and general well-being of all our employees.

It also plays a big part in the overall efficiency and productivity that all our jobs depend upon.

The purpose of the post-accident drug and alcohol testing program is to ensure a safe working environment for all our employees.

Clever Bee Academy is committed to providing a safe working environment and, likewise, expects its

employees to report to their jobs physically and mentally fit for work. To achieve this goal, Clever Bee Academy maintains a zero-tolerance policy toward drug and alcohol abuse. The policy's objective is to eliminate substance abuse, not the substance abuser. To this end, Clever Bee Academy is prepared to help and support all employees requesting assistance.

Policy

The use, possession, sale, or transfer of an illegal drug or medication not prescribed by the employee's physician by any employee on Clever Bee Academy Academy's premises, in the performance of Clever Bee Academy business, or at Clever Bee Academy Academy-sponsored events, is strictly prohibited.

The use of any legally obtained drug by any employee while performing Clever Bee Academy business or while on Clever Bee Academy premises is prohibited to the extent that such use may adversely affect the safety of the employee; or others; or the employee's ability to perform the job. Employees who have been informed or have discovered that the use of a legal drug may adversely affect job performance or behavior are to report such drug use and possible side effects to management. The unauthorized use, possession, sale, or transfer of alcohol on Clever Bee Academy premises is prohibited. The use of alcohol or being under the influence of alcohol by employees while operating Clever Bee Academy Academy-owned vehicles or driving on Clever Bee Academy time is prohibited in conducting Clever Bee Academy business, attending Clever Bee Academy Academy-sponsored business or social functions, or otherwise representing Clever Bee Academy off Clever Bee Academy premises.

Alcohol use is permitted only to the extent that Clever Bee Academy, at its sole discretion, deems that such alcohol use is not unlawful and does not adversely affect the safety of the employee or others, the employee's job performance, or Clever Bee Academy's regard or reputation in the community. If the employee reports to work under the influence of drugs or alcohol or use drugs or alcohol during work time, the employee will be immediately sent home and suspended without pay until an investigation has been conducted.

The presence of any illegal drug, a drug not prescribed by a physician for the employee, or alcohol in an employee's system while on Clever Bee Academy's premises or while otherwise performing Clever Bee Academy business is prohibited, and, in the case of illegal drugs, is evidence of current use.

Testing

1. Random Testing

- All employees will be required to submit to random drug testing in accordance with applicable law. Testing is conducted on a neutral selection basis, by a third party administrator, with all Employees subject to testing having an equal chance of being selected. Each year, the number of random drug tests conducted will equal at least 25% of all Employees in Clever Bee Academy.
- Employees may not be pulled for random testing more than three (3) times in any calendar year. This provision does not apply to employees being selected for Reasonable Suspicion or Post Accident Testing.
- Employees who voluntarily self-report when called for random testing may not result in dismissal (this applies to marijuana reporting only). Employees will be suspended immediately and required to participate in a mandatory Employee Assistance Program (EAP) rehabilitation plan for assessment and treatment to continue employment. Employees who fail to comply

with any aspect of the EAP will be subject to immediate termination. Employees referred to the EAP must present a confirmed negative urine test to return to active duty. Employees will be required to drug/alcohol test minimally one (1) time per month for a minimum twelve (12) month period, as well as continue participation in Clever Bee Academy monthly random testing program. Employees testing positive after returning to work will result in immediate dismissal.

2. Reasonable suspicion testing

- Clever Bee Academy will conduct reasonable suspicion testing when a supervisor suspects an employee may be in violation of this Policy.
- Management will document the suspicion in writing prior to the release of the test findings. A reasonable suspicion test may occur based on:
- Observed behavior, such as direct observation of drug/alcohol use or possession and/or physical symptoms of drug and/or alcohol use;
- A pattern of abnormal conduct or erratic behavior;
- Arrest or conviction for a drug-related offense or identification of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking. The employee must notify Clever Bee Academy within five working days of any drug-related conviction;
- Information provided either by reliable and credible sources or independently corroborated regarding an employee's substance use; and/or
- Newly discovered evidence the employee tampered with a previous drug or alcohol test.

3. Post-accident or near miss testing

- Clever Bee Academy requires any employee to take a drug and/or alcohol screen immediately, but no more than 24 hours, after an injury, accident or near miss.
- The post-accident drug and/or alcohol test consists of a urine specimen collection (for drugs) or breath/saliva or blood (for alcohol) and must occur immediately, or as soon as physically practical, following the workplace accident or near miss. Clever Bee Academy will consider any employee who seeks to delay providing a specimen as refusing to be tested.
- Employees responsible for a work-related accident in which he or she was injured or a near miss must grant Clever Bee Academy the right to request attending medical personnel to obtain appropriate specimens. These include breath, saliva and/or blood to conduct alcohol testing and urine to conduct drug testing.
- Employees grant Clever Bee Academy access to any and all other medical information that may be relevant in conducting a complete and thorough investigation of the work-related accident. This includes a full medical report from the examining physician(s) or other health-care providers.

Refusal to Cooperate with Clever Bee Academy's Post-Accident Drug/Alcohol Test Policy

An employee who refuses to complete or otherwise cooperate in the drug/alcohol post-accident testing procedure is in violation of this policy and may be ineligible for workers' compensation coverage. Refusal to complete or cooperate in the post-accident drug testing procedure means the failure to appear for any test: (a) after more than two (2) hours has elapsed from the time the accident occurs unless physically impossible, or (b) after being directed to do so by the employee's supervisor or other Clever Bee Academy management.

Refusal to cooperate may also consist of a failure to remain at the testing site until the testing process is complete; failure to provide an adequate sample of breath for an alcohol test or a sufficient amount of urine for a drug screen when directed, without a valid medical explanation; failure to permit the direct observation of the provision of a urine specimen, when required; and failure to cooperate with any part of the testing process and/or providing an adulterated or substituted specimen.

Refusal to submit to a drug test is considered a positive test and creates a rebuttable presumption that the employee was intoxicated or under the influence of drugs and/or alcohol and the intoxication was the proximate cause of the accident or injury.

Example of a refusal to submit to a drug test would be leaving a hospital or drug-testing site before or after a urine screen is requested but not provided.

Refusal to test is considered misconduct at work and cause for dismissal and may result in the disallowance of workers' compensation benefits.

Rebuttable Presumption

A rebuttable presumption exists that the employee who tests positive post-accident for any drug not prescribed by the employee's physician or who tests positive for alcohol, was under the influence of such drug and/or alcohol at the time of the injury under the following circumstances:

- When the test, administered within eight (8) hours of an injury, is determined to have an alcohol concentration level equal to or in excess of eight-hundredths of one per cent or more but less than seventeen-hundredths of one per cent by weight per unit volume of alcohol in the employee's blood;
- When the employee has a concentration of ninety-six-thousandths of one per cent or more but less than two hundred four-thousandths of one per cent by weight per unit volume of alcohol in the person's blood serum or plasma; or
- The employee, through a qualifying chemical test administered within thirty-two hours of an injury, is determined to have one of the following controlled substances not prescribed by the employee's physician in the employee's system that tests above the following levels in an enzyme multiplied immunoassay technique screening test and above the levels established below in a gas chromatography mass spectrometry test:
 - For amphetamines, one thousand nanograms per milliliter of urine;
 - For cannabinoids, fifty nanograms per milliliter of urine;
 - For cocaine, including crack cocaine, three hundred nanograms per milliliter of urine;
 - For opiates, two thousand nanograms per milliliter of urine;
 - For phencyclidine, twenty-five nanograms per milliliter of urine.
 - The employee, through a qualifying chemical test administered within thirty-two hours of an injury, is determined to have one of the following controlled substances not prescribed by the employee's physician in the employee's system that tests above the following levels by a gas chromatography mass spectrometry test:
 - For amphetamines, five hundred nanograms per milliliter of urine;
 - For cannabinoids, fifteen nanograms per milliliter of urine;
 - For cocaine, including crack cocaine, one hundred fifty nanograms per milliliter of urine;
 - For opiates, two thousand nanograms per milliliter of urine;

- For phencyclidine, twenty-five nanograms per milliliter of urine.

Medical Review Officer (MRO)

All positive test results shall first be reported by the testing laboratory to a qualified Medical Review Officer ("MRO"). The MRO is a licensed physician knowledgeable of substance abuse who has received specialized training in interpreting and evaluating test results in conjunction with an individual's medical history and other relevant biomedical information. The MRO will review the collection procedure, chain of custody and testing methodology before contacting the employee/appointee/applicant to rule out the possibility of error or that medications, medical history or any other condition caused the positive test result.

The MRO will notify the employee of any positive result and will examine any medical explanations for the positive result. An employee shall cooperate fully and promptly with the MRO. This may include a medical history, review of the employee's current prescribed medications, chain of custody and any relevant biomedical factors. The MRO must review all medical records made available by the employee. After a full review, the MRO may conclude that an apparent positive test is actually a negative test based on the existence of additional reasons. In such a conclusion the MRO shall report the test result as a negative to Clever Bee Academy.

The MRO may verify a test as positive without interviewing the affected employee if more than five (5) days elapse after the MRO first attempts to contact the employee. The MRO will make all reasonable attempts to contact the employee. An employee who claims they contacted the MRO unsuccessfully must provide documentation of the attempts including dates and times of said attempts. Failure to provide such documentation shall constitute a failure to contact the MRO. Once the MRO determines the result of a test to be positive, then he/she will contact Clever Bee Academy.

If the test is confirmed to be positive by the MRO, the employee may, within 72 hours of notification from the MRO, request, in writing, directly to the MRO, that the specimen be tested in a different certified laboratory. This sample testing shall be allowed if timely requested and performed at the employee's expense.

Disciplinary Action

Depending upon the seriousness of the offense, any violation of the policy requirements of the Substance Abuse Policy may result in discipline, up to and including discharge.

The failure or refusal to complete the necessary paperwork, to submit to a drug test, or to undergo treatment pursuant to the requirements of the Substance Abuse Policy will be grounds for immediate termination and will result in Clever Bee Academy rejecting the workers' compensation claim.

All performance shortcomings, prohibited conduct, and attendance problems will result in discipline pursuant to Clever Bee Academy's normal policies independently of any drug or alcohol implications or causes.

Despite this Substance Abuse Policy, employees are, and always shall remain, an employee at-will.

Inspections

To prevent drugs and other contraband from being brought onto company premises, Clever Bee Academy may, at its discretion, inspect any locker, package, purse, vehicle or other personal belongings brought onto or leaving the premises. Employees are expected to cooperate in all investigations of suspected violations or company safety. Employees observing such behavior have a duty to report it to their supervisor immediately.

Policy Violation

Employees violating the drug-free workplace policy will be subject to immediate termination.

Counseling/Rehabilitation

Employees are encouraged to seek help with drug or alcohol abuse problems and are reminded of the corporate benefit program availability. To request information regarding rehabilitation please contact the Human Resources Department. Privacy for employees requesting this information will be preserved to the best extent possible. Eligible employees may voluntarily participate in a recognized drug rehabilitation and/or other appropriate counseling program to treat an existing alcohol/drug use problem. In that event, admitting to drug or alcohol use and participating in drug rehabilitation and/or other appropriate counseling program will not be considered a violation of the drug-free workplace policy. Employees who participate in a drug rehabilitation and/or other counseling program, whether voluntarily or as a result of disciplinary action, will be subject to random drug screening tests.

Job and Professional Conduct Guidelines

Employees need guidelines to know what their responsibilities are in terms of job conduct. Questions regarding the guidelines or disciplinary action should be discussed with the employee's supervisor. Much of this section is designed to provide an understanding of the conduct the company expects of employees and the ramifications for not following the guidelines. Nothing about this section in any way restricts, waives or revokes the at-will relationship between an employee and Clever Bee Academy. Although this section is a guide, circumstances may warrant steps to be taken outside these policies; Clever Bee Academy reserves that right.

Photos, Videos, Recordings, Social Network Sites

At no time are children and/or staff permitted to be recorded via cell phones and posted on social network sites. Employees are not permitted to take pictures of children in the academy without the express permission of the academy director. Under no circumstances are photos to be sent via email outside the academy without the written permission of the Human Resources Department.

Employee Counseling

To modify unacceptable behavior or performance, Clever Bee Academy may counsel employees whose conduct jeopardizes Clever Bee's purpose or values and detracts from successful operations.

Clever Bee Academy needs to ensure that employees maintain their qualifications, clearances, complete all necessary job functions, as well as avoid behaviors or job performance which disrupts the workplace, undermines the authority of management, impairs working relationships, or otherwise impedes a safety. Clever Bee Academy may counsel employees for any violation of the following: Clever Bee's policies or procedures; state licensing requirements; department of health or department of education regulations; or for neglect of duty, insubordination, misconduct, inefficiency or inability to satisfactorily perform assigned

duties or unprofessional conduct at any time.

Clever Bee management shall provide the employee with an Employee Counseling Statement for any violation. The employee is given an opportunity to respond to the violation of policy/procedure or other workplace failure during the employee counseling meeting and issuance of the Employee Counseling Statement. The employee can respond in writing and add this documentation to their personnel file.

The following progressive counseling steps will be observed in most cases:

- Written Warning
- Final Warning
- Suspension (For Investigation Purposes only)
- Termination

It is important to remember that the nature of the violation or the circumstances surrounding it can lead to more serious counseling action, up to and including immediate termination.

All warnings, suspensions and termination need be documented in the employee's staff file at the location and the corporate personnel file. Documents for the corporate personnel file can be submitted to the HR Department. Clearly note in the email to HR@CleverBeeAcademy.com that the attachment is to be filed in the staff 's personnel file and does not require action.

Performance Improvement Plans

When an employee is not performing or meeting expectations, supervisors have at their disposal options to correct the behavior. They can rely on employee counseling actions and written warnings. In more serious cases, they can move to demotion or dismissal. The Performance Improvement Plan (PIP), in many cases, can be used in place of these disciplinary processes. A PIP can be given at almost any point in performance discussions with the employee.

Some common uses for the PIP include:

- To correct workplace behaviors affecting performance, productivity or staff relationships.
- At the start of an unsatisfactory annual review.
- To provide employees an opportunity to correct a situation rather than implementing a more serious step in the counseling process.
- The Performance Improvement Plan (PIP) is a structured communication tool designed to facilitate constructive discussion between the employee and the manager/supervisor. A PIP will:
 - Specifically identify the performance to be improved or the behavior to be corrected.
 - Provide clear expectations and metrics about the work to be performed or behavior that must change.
 - Identify the support and resources available to help the employee make the required improvements.
 - Establish a plan for reviewing the employee's progress and providing feedback to the employee for the duration of the PIP.
 - Specify consequences, if performance standards as identified in the PIP, are not met.

All performance improvement plans and follow up documentation need be documented in the employee's staff file at the location and the corporate personnel file. Documents for the corporate personnel file can be submitted to the HR Department. Clearly note in the email to the HR team that the attachment is to be filed in the staff's personnel file and does not require action.

Lay-off and Recall Policy

The company has established this policy in the event a lay-off is necessary. It provides a systematic method to accomplish a reduction/recall while providing the company with a means to retain the necessary skills and abilities to comply with all regulations for childcare services.

Multiple factors will be taken into consideration when determining which employees will be affected by the lay-off. When childcare service needs increase within six months from the lay-off date, a recall will be effectuated in the reverse order of the employees laid off. If there is no recall during the six months following the layoff, there are no recall privileges and those laid off are welcome to apply for any job openings with the company.

GUIDELINES FOR PROFESSIONAL CONDUCT

Every organization requires a set of guidelines so that the team as a whole may operate smoothly and safely to accomplish its goals. This is particularly true at Clever Bee Academy where failure to adhere to high standards of conduct may affect the well-being of employees and families.

Employees of Clever Bee Academy are expected to accept certain responsibilities, adhere to accepted business and professional work ethics in manners of personal conduct, and exhibit a high degree of personal integrity at all times.

When an employee violates any of Clever Bee Academy or departmental standards, his/her supervisor is responsible for addressing the concerns promptly to correct the situation and to prevent further occurrences for mutual benefit. Often, disciplinary actions are taken in a progressive manner in order to provide the opportunity for the employee to correct his/her behavior and to meet work standards.

Examples of progressive steps in this process are: verbal counseling, written counseling, suspension, and/or discharge. Documentation of all counseling, suspension and discharge will be written in duplicate by the supervisor and countersigned by the employee and placed in his/her file. The director, employee and HR will retain copies of any disciplinary action taken. Written reprimands are issued to ensure important correction of any employee's attitude or job performance.

Some offenses are serious that they can and may result in termination without previous warnings. The infractions below are listed for guideline purposes.

Please note that this list* is not intended to be a comprehensive list of all prohibited activities. **These actions may result in immediate termination:**

1. Inappropriate behavior toward parents. (All staff are expected to be professional and courteous at all times. If a parent is rude to you, please allow your director to handle the situation.)
2. Receives repeated complaints from parents.
3. Neglect of physical abuse of a child.
4. Withholding of food, nap or other comfort from a child.
5. **Sleeping while supervising the children.**

6. Leaving a child unattended (inside or outside).
7. Allowing a child to leave the center with an unauthorized person.
8. Failure to perform in a manner that ensures the safety of the children in your care.
9. Failing to demonstrate awareness of the location or the number of children assigned to you.
10. Leaving assigned work area without prior approval or adequate coverage.
11. Leaving one's work area without authorization or interfering with the work of other employees.
12. Violation of any and all safety rules.
13. **Insubordination that shows extreme disrespect, such as threatening, profanity, or yelling at the Directors or Management.**
14. Poor attitude or disrespect to management, your supervisor, the families or visitors to Clever Bee Academy.
15. Refuses to carry out instructions/directives of supervisor or is insubordinate.
16. Dishonesty.
17. Any discourtesy, unkindness or impatience with families or with any member of the public visiting Clever Bee Academy.
18. Immoral, indecent or disorderly conduct of any nature, or lending money for interest on Clever Bee Academy's premises.
19. Threatening, intimidating, coercing, fighting or the inability to work effectively with another employee or a family by word or deed, whether on or off Clever Bee Academy's premises.
20. Sharing confidential information about the center or any of its employees.
21. Promoting and sharing rumors or negative information about Clever Bee Academy and its employees.
22. Unsatisfactory performance or conduct.
23. Habitual absenteeism or tardiness without notice or unauthorized absences from workstation during the workday.
24. Failure to be ready to work prior to clocking in at the start of your shift and remaining prepared to work until after you have clocked out at the completion of your shift.
25. Failure to complete regularly assigned tasks in a timely fashion or refusal to perform assigned work.
26. Unapproved change of scheduled hours of work.
27. Failure to report to work two consecutive workdays without proper notification.
28. Falsification of center records (i.e. employment application, time clock, and your records).
29. Working under the influence of alcohol or illegal drugs.
30. Smoking in prohibited Areas
31. Conviction of a felony for any offense committed while employed by the center.
32. Fighting, threatening violence or disruptive activity in the work place.
33. Sexual or other unlawful or unwelcome harassment.
34. Negligence or improper conduct leading to damage of employer-owned property.
35. Unauthorized use of phones, mail systems, or other employer-owner equipment **(No Cell phones allowed in the center while on job duty and on the clock during work hours!)**.
36. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the work place, while on duty.
37. Use of any form of social media to defame the company or its families or employees.
38. Gambling on center property.
39. Unauthorized posting or removal of bulletins or notices
40. Disregard of one's appearance, uniform, dress or personal hygiene.

41. Entering or remaining inside Clever Bee Academy's property outside of your scheduled working hours without prior approval from your director.
42. Possession of firearms or any other type of weapon while on Clever Bee Academy's property.
43. Unauthorized possession of property belonging to Clever Bee Academy of another employee or of a family or visitor to Clever Bee Academy.
44. Negligent or deliberate destruction of or misuse of property belonging to Clever Bee Academy or to a family or visitor to Clever Bee Academy.
45. Failure to follow the rules concerning solicitation and/or distribution of literature.
46. Unauthorized possession, use, copying or reading of Clever Bee Academy's records, or disclosure of information contained in such records to unauthorized persons.
47. Any act of misconduct, incompetence, or any violation of this Employee Handbook which may, in management's sole discretion, be grounds for disciplinary action and/or termination of employment.

All employees will be counseled where there is deficiency in performance.

The following is one exception to this rule:

Any employee who strikes a child or subjects a child to corporal punishment shall be subject to **IMMEDIATE DISMISSAL**.

Examples of this behavior include:

Slapping, pushing, shoving, sitting a child down with force, pulling a child's arm, jerking a child's head, molestation or any other physical harm.

IMMEDIATE DISMISSAL also results from subjecting a child to humiliation, ridicule, depriving a child of a snack or meal, or using abusive language toward a child.

***THIS LIST IS NOT MEANT TO BE ALL INCLUSIVE.**

NOTE: Performance Disciplinary action resets on a rolling 18 months. For example: If an employee has a disciplinary performance write-up on January 18, 2021 and March 3, 2022. Then received the 3rd write-up August, 2023 (which is 19 months from the first incident), the write-up from January 18, 2021 drops. The whole set of disciplinary action resets on July 2023.

Paid/Unpaid Time-Off

Holidays

The company observes the following as paid holidays. Employees receive holiday pay for these days only if they are a full-time or part-time employee, and is at work for the full eight-hour or part-time hour day respectively day before and the day after the holiday – unless a PTO day had previously been scheduled and approved by the manager/supervisor – and if hourly staff, have completed the 90-day introductory period.

New Year's Day	Labor Day
Martin Luther King Jr. Day	Thanksgiving Day
Memorial Day	Christmas Day
Fourth of July	

Family and Medical Leave

Eligible employees may take up to 12 workweeks of unpaid, job-protected leave under the Family and Medical Leave Act (“FMLA”) in a rolling 12-month period for specified family and medical reasons. In addition, eligible employees may qualify for up to 26 workweeks of unpaid job-protected leave under the FMLA in certain situations related to a covered family member’s service in the Armed Forces.

To be eligible for FMLA leave, an employee must:

- Have worked at least 12 months for Clever Bee Academy (need not be consecutive);
- Have worked at least 1,250 hours for Clever Bee Academy over the preceding 12 months (these hours must be actual hours worked, not to include holidays, sick leave and vacation leave, although employees returning from fulfilling guard or reserve military obligations will be given credit in keeping with applicable laws); and
- Work at a location where there are at least 50 Clever Bee Academy employees within 75 miles.

FMLA guarantees employees the same position or a similar position with the same pay/benefits when they return to work within the same 12-week time period. If an employee is deemed to be a “key employee,” job restoration may be denied if such denial is necessary to prevent substantial and grievous economic injury to the company’s operations. Leaves longer than 12 weeks do not guarantee the same position or hours upon return.

Reasons for Leave (FMLA)

FMLA leave may be taken for the following reasons:

- Birth of the employee’s child, or to care for the employee’s newborn child.
- Placement of a child with the employee for adoption or foster care.
- To care for an immediate family member (employee’s spouse, same-sex domestic partner, child or parent) with a serious health condition; **NOTE:** The term spouse as set forth above may include an employee’s same-sex domestic partner to the extent that this individual is otherwise covered by our benefits policy. The definition of a child is 18 years or younger, or a child over the age of 18 with a physical or mental disability that renders them incapable of self-care.
- Because of the employee’s serious health condition which makes the employee unable to perform the functions of the employee’s job.
- To care for a U.S. service member or veteran with a serious injury or illness incurred or aggravated in the line of duty while on active military duty if the employee is the spouse, son, daughter, parent or next of kin of the service member or veteran. (Note: This type of FMLA leave is referred to in this policy as “military caregiver leave”); eligible employees are entitled to up to 26 work weeks of unpaid FMLA leave in a single month period to care for a current member of the Armed Forces, the National Guard or Reserves who has a serious injury or illness incurred or aggravated in the line of duty on active duty for which he/she is undergoing medical treatment, recuperation or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, or to care for a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness (as that term is defined by the Secretary of Labor) incurred or aggravated in the line of duty on active duty, provided the veteran was a member of the U.S. Armed Forces (including the National Guard or Reserves) during the five-year period preceding that medical treatment, recuperation or therapy.
- A qualifying exigency arising out of the fact that the employee’s spouse, son, daughter or parent

is a member of a regular component of the U.S. Armed Forces who is deployed on active duty to a foreign country or is a member of the National Guard or Reserves who is deployed to a foreign country on active duty pursuant to Section 101(a)(13)(B) of Title 10 of the United States Code.

- Qualifying exigencies include the following:
 - Short-notice deployment
 - Military events and related activities
 - Child care and school activities of the service member's child
 - Financial and legal arrangements for the service member
 - Counseling
 - Rest and recuperation of the service member
 - Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member
 - Additional activities that the employer and employee shall agree qualify as an exigency and agree to both the timing and duration of such leave

If the employee is on FMLA leave to care for a family member with a serious health condition or a serious injury or illness and the family member dies during the FMLA leave, the FMLA leave ends at that time.

Duration of Leave (FMLA)

Eligible employees may receive up to 12 workweeks of **unpaid** leave during any "rolling" 12-month period, measured backward from the date that any FMLA leave is to be used. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

When leave is to care for a service member or veteran with a serious injury or illness, an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for that service member or veteran. Leave to care for an injured or ill service member or veteran, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in the single 12-month period during which the 26 weeks of military caregiver leave is available. A single 12-month period for purposes of military caregiver leave begins on the first day that an employee takes military caregiver leave and ends 12 months after that date, regardless of the rolling 12-month period that Clever Bee Academy utilizes for determining available leave for other FMLA-qualifying reasons.

If the employee and his/her spouse are both employed at Clever Bee Academy, they are limited to a combined total of 12 workweeks of FMLA leave if the reason for the request is for the birth and care of a newborn child, foster care placement, adoption of a child, or the care of a parent with a serious health condition. However, for other qualifying reasons under FMLA (other than military caregiver leave), each eligible spouse is entitled to 12 workweeks. If the employee and his/her spouse are employed by Clever Bee Academy, they are limited to a combined total of 26 workweeks of FMLA leave during a single 12-month period for the care of a service member or veteran with a serious injury or illness (military caregiver leave).

Intermittent Leave

Eligible employees may take FMLA leave intermittently (in blocks of time), or by reducing their normal weekly or daily work schedule, when medically necessary for their own or an immediate family member's serious health condition or for the serious injury or illness of a service member or veteran. Intermittent FMLA is also available for leaves due to a qualifying exigency. Intermittent or reduced schedule FMLA leave is not permitted for the birth of a child or to care for a newborn child or newly adopted child. Employees who require intermittent leave or reduced- schedule leave must try to schedule their leave so that it will not disrupt the department's operations.

Use of Accrued Benefit Time

For FMLA leaves other than those taken to care for a service member or veteran with a serious injury or illness, the combination of paid and unpaid FMLA leave will not exceed 12 workweeks in any 12-month period. Any available paid leave(PTO) an employee is qualified to take at the time of the FMLA leave must be used during the employee's FMLA leave, unless the FMLA leave is taken in connection with an illness or injury which is also covered by workers compensation.

FMLA leave because of his or her own serious health condition and continues to be medically unable to work beyond the 12 weeks allowed by FMLA, the employee may request and may be approved for medical leave and allowed to continue using accrued Benefit Time. However, this extension will not be counted as FMLA leave. Please refer to the Unpaid Leave of Absence Policy. Employees do not accrue PTO while in an unpaid status.

Exempt Employees

If an exempt employee is on FMLA, the employee will be paid for actual hours worked during workweeks that include any FMLA leave. Hours not worked due to FMLA will be charged against an employee's PTO balance or will be leave without pay. Thus, Clever Bee Academy can 'dock' the pay of otherwise-exempt, salaried employees for FMLA leave taken for partial day as well as full day absences.

Childbirth and Adoptions

Employees on leave for the care of a newborn child or adoption or placement of a foster child may use applicable paid leave. Intermittent leave may be used prior to the birth, placement or adoption of a child. Employees requesting FMLA leave must contact human resources for guidelines and processing.

Benefits While on Leave

To continue health insurance while on FMLA, an employee must contact the HR Department and make arrangements to pay the premiums. Eligibility to participate in benefits other than the group health plan will stop on the FML effective date, importantly, this is true for all employees on all forms of leave (not just FML), except as required by law. Employees will be reinstated as active participants in company-paid benefit programs on the date the employee returns to work at the completion of the approved leave.

Notice Requirements and Return to Work

Employees are required to give written notice of foreseeable FML to their department or academy management for scheduling and approval. A written request form for FML may be obtained by contacting the Human Resources Department. The form includes reason for the FML; desired start date; completion date; and a health care provider's certification of a serious health condition, if this is the reason for the request.

Requests for extensions of leave beyond 12 weeks for an employee's personal medical condition are to

be made in writing to the Human Resources department and may be granted as “medical leave” with proper documentation from the employee’s physician or health care provider and depending on staffing and business needs in existence at the time of the request.

All employees must notify the Human Resources department, in writing, at least two weeks prior to returning from FMLA leave and, in the event of their personal illness, must present a note from their health care provider stating they are released for duty. Employees not returning to work at the completion of approved FML time, and/or not contacting the company to discuss the need to continue to be away from work for longer than the approved FML time, will be terminated from employment effective the workday after approved FML time expires.

Unpaid Leave of Absence

We understand that our employees may, for various reasons, need unpaid leaves of absence. These reasons include, but are not limited to, medical or family needs, disability, pregnancy, bereavement leave, jury duty, continuing education, parent/ teacher conferences, preventing domestic violence and the like. An unpaid leave of absence is available to full-time employees who have completed their introductory period. It may also be used as an extension of Family Medical Leave (if the employee can provide sufficient documentation). Unless the law or company policy states otherwise, unpaid leaves of absence are allowed at the company’s discretion. An unpaid leave of absence does not protect the employee’s position with the company and the company cannot guarantee, upon return from leave that the employee’s job position will be available.

Every effort should be made by the employee to give as much advance written notice as possible as to the length of the unpaid leave as well as the expected return-to-work date. Requests for leave for medical reasons or pregnancy must include a doctor’s certificate indicating the beginning date and expected length of such leave. Requests for leave may be denied if the appropriate supporting documentation is not received by Human Resources in a timely manner. Updated certificates may be requested during the leave. Please remember, the company cannot guarantee, upon return from leave, that the employee’s job position will be available.

During an unpaid leave of absence, employees do not accrue company benefits including PTO or any other benefit. The employee will not lose any seniority by taking an approved unpaid leave of absence.

Unless leave is covered by the Family and Medical Leave Act, after [30] days of unpaid leave of absence, the employee will be responsible for paying premiums on his or her insurance coverage and that of his or her dependents. If the employee does not continue these premium payments, he or she risks loss of coverage by the insurance carrier.

The failure to return from unpaid leave of absence as scheduled may result in termination. Medical leave shall be for a reasonable time while the employee is disabled, not to exceed eight (8) weeks. If an extension of FMLA is requested, the extended leave period will not exceed eight (8) weeks and employees must notify Human Resources of their request.

Employee Benefits During a Non-FMLA Leave of Absence

An employee that is not actively working and is not on a leave of absence protected by the Family Medical Leave Act will remain eligible for the group employee medical, dental, and vision benefits plan until the 1st of the month after 30 days from his or her last day worked. At that time the employee will no longer be considered eligible and an offer to continue coverage under the Consolidated Omnibus Reconciliation Act (COBRA) will be made. COBRA cost is the full responsibility of the enrollee and will not be covered by the company.

Bee Academy absent a separation agreement.

An employee who is within his or her first 30 days of non-protected leave will be required to pay for his or her contribution via a paycheck deduction (if available) or by submitting payment directly to Clever Bee Academy. Failure to do so may result in retroactive cancellation of benefits back to the first of the month after the last day worked.

Bereavement

Full-time and part-time employees with at least 90 days of continuous employment are eligible for three days per death, per year of immediate family member with one of the days for the service.

The company recognizes that an employee with a death in his/her family undergoes a great deal of stress and may need time for bereavement and to handle personal affairs.

Immediate family is defined for these purposes as: legal guardian; parent; step- parent; spouse; child; **unborn child (miscarriage); still-born child;** stepchild; foster child; brother; sister; stepbrother; stepsister; father-in-law; mother-in-law; brother-in-law; sister-in-law; grandparent; or any relative living with the employee.

For other relatives, eligible employees may request one day of bereavement with pay at the discretion of the supervisor. In those instances where the employee requires more time off than available, she/he may submit a request for additional, PTO, or unpaid time if PTO is exhausted, to her/his supervisor.

Military Leave

Clever Bee Academy is committed to complying with all aspects of The Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System.

We will not discriminate against past and present members of the uniformed services, and applicants to the uniformed services. We will not deny initial employment, re-employment, retention in employment, promotion or any benefit of employment based on your military status.

Subject to certain exceptions, you must give advance notice that you intend to leave your position to perform service in the uniformed services. Notice should be as far in advance as is reasonable under the circumstances.

If you leave your job to perform service in the uniformed services, you may have the right to be re-employed in the position that you would have attained if you had stayed continuously employed or in a comparable position. Upon completing service in the military services, you must notify us of your intent to return to your position by either reporting to work or submitting a timely application for re-employment, depending upon your length of service.

If you leave your job to perform military service, you have the right to elect to continue your existing health insurance coverage offered by Clever Bee Academy for you and your dependents for up to 24 months while on military leave. It is the policy of Clever Bee Academy that continuation under USERRA shall run concurrently with Federal COBRA and state continuation, if applicable, to the extent allowed by law.

Even if you do not elect to continue coverage during your military service, you have the right to be

reinstated in Clever Bee Academy's health plan when you are re-employed, generally without any waiting periods or exclusions (e.g. pre-existing condition exclusions) except for service-connected injuries. Please contact the Human Resources Department if you have any questions.

Jury Duty

The company encourages employees to fulfill their civic responsibility by serving jury duty when required. Full-time and part-time employees who have completed their 90-day introductory period will be paid the difference between their salary at regular straight-time rate and the compensation received while serving as a juror for up to two weeks. Hourly staff must complete their 90-day introductory period to be eligible for this benefit. The company will continue to provide health insurance benefits for the full term of jury duty absence.

To receive jury duty pay, the receipt of a subpoena or notice to report for jury duty must be submitted to the employee's supervisor immediately. The employee must provide evidence of his/her jury service compensation. Employees relieved from jury service during any scheduled workday are to promptly report back to work.

Witness Duty

Employees may be called to court, by subpoena, as a witness. Employees are free to use remaining PTO to receive compensation for any period of witness duty absence. The subpoena needs to be shown to the employee's supervisor/manager immediately after it is received to ensure the company's operating requirements can be adjusted, where necessary, to accommodate the absence.

Benefits

The company shares in the premium costs for coverage and employees are required to contribute, via payroll deduction, to the cost of maintaining such benefits. Employees will receive the benefit plan specifics prior to the time of enrollment.

Where the benefits described in this section are governed by Plan Documents, those documents control employee and/or dependent eligibility to participate in the plan, benefits available, and overall plan administration rights and obligations. Should any language in these policies conflict with the Plan Documents, the Plan Documents supersede the language in these policies. Clever Bee Academy reserves the right to change eligibility for plan participation as well as any and all benefits provided.

Annual Compensation Review

All full-time and part-time employees receive an annual review of compensation and receive annual incremental raises based on performance review at employer's sole discretion.

Health, Dental and Vision Insurance

Please refer to your plan details. Employees are given plan details from Human Resources prior to enrollment.

Short-term and Long-term Disability

Please refer to your plan details. Employees are given plan details from Human Resources prior to enrollment.

Childcare

Full-time and part-time employees are eligible to participate in an employee sponsored childcare discounted rate program. The company prides itself on offering quality childcare. As a result, employees are encouraged to take advantage of the company's childcare services. Employees not qualified for state and/or federal childcare subsidy programs may be eligible for discounted childcare rates off of the private rate. Details can be obtained from Human Resources. Childcare costs are withheld from paychecks on a bi-weekly basis.

Any employee who develops workplace issues as a result of having a child attend an academy where they work may be required to either voluntarily transfer themselves or the child to another location to resolve the conflict.

Life Insurance

All full-time and part-time employees are eligible for this benefit that is paid 100% by the company. Refer to Human Resources for details.

AMENDED PTO POLICY 2023

Effective April 1, 2023, our PTO Policy will be amended as follows:

Clever Bee believes that employees should have opportunities to enjoy time away from work to help balance their lives. We recognize that employees have diverse needs for time off from work. Paid Time Off (PTO) policy has been established to meet those needs.

PTO promotes a flexible approach to time-off which will allow minimal unscheduled absences. PTO is intended to cover usage for vacation, sick and personal time needs.

1) Blackout Period:

As Clever Bee assesses the coverage of staff at the centers, we will establish clearer guidelines on periods when attendance **must be present**. This is termed as the "**Blackout period**". The **blackout period** is not a new concept. It is commonly used in other firms where seasonality drives high demands in business.

To ensure that we meet the care needed for our children, there will be **blackout periods** that all centers must follow, and these are:

Summer: June 1 – 15 / August 16 - 31

Thanksgiving: Thanksgiving week (it will vary on calendar years)

Christmas: Christmas week (it will vary on calendar years)

2) Paid vacation time may NOT* be taken during the "Blackout period"

Unexcused Absence during the Blackout Period: Clever Bee offers as much understanding and flexibility of start time to work the scheduled shift in order to accommodate unexpected personal matters (i.e. stuck in traffic, child care issues, etc.) provided that approval from the supervisor is granted. **However**, during the company's blackout period, there will be **no accommodations granted to ANY employees***. All

unexcused absences will affect the employee's attendance. Two unexcused absences during the blackout period will be subject to further disciplinary action up to and including termination. (** See Progressive Discipline)

Note: PTO during the blackout period may be taken provided that the employee requests for a pre-approval from the Supervisor at least **3 weeks before the scheduled day off AND that coverage of the employee's job duties have been arranged.*

3) Employees are encouraged to use as many PTO days outside the blackout periods.

4) Borrowed PTO Days:

Employees who have completed their 90 day probation, may borrow a maximum of 40 hours of PTO days if time off is needed and hours have not been accrued. Please note that borrowed PTO days **must be pre-approved and with a 1-month notice**. *Special accommodations can be made based on extenuating circumstances and must be approved by HR.* Payment reimbursement will be deducted from the employee's paycheck when PTO hours have not been accrued and that employment has ceased with Clever Bee.

5) Carry-over PTO Hours:

Amended Policy: April 2023

Employees **may carry-over** PTO Hours for the following calendar year **at a maximum of 40 hours**.

6) PTO Cashout:

Amended Policy: April 2023

Accrued and Unused PTO **will no longer be eligible for PTO Cash-out**. However, as stated on the "Carry-over PTO Hours", employees may carry-over unused PTOs at a maximum of 40 hours.

7) New PTO Accrual Hours for Salaried Employees:

Years of Service	Annual PTO Accrual Max*	Annual Accrual	Per Pay Accrual - Hours
Hire Date through first Year	10 Days	80 Hours	3.07 hours
2 nd Year through 4 th Year	15 Days	120 Hours	4.62 hours
5 th Year through 8 th Year	20 Days	160 Hours	6.15 hours
9 th year +	25 Days	200 Hours	7.69 hours

**Annual PTO Accruals are based on an employee having 2080 paid hours per year (40 hours per week).*

Full-Time Hourly Employees:

Years of Service	Annual PTO Accrual Max*	Annual Accrual	Per hour worked accrual rate	Per Pay Accrual - hours
After 90 days through 1 year	3 days	24 hours	0.011	0.92 hours
2 nd Year	8 days	64 hours	0.03	2.46 hours
3 rd year through 4 years	15 days	120 hours	0.057	4.62 hours
5 th year through 8 years	18 days	144 hours	0.069	5.54 hours
9 th year +	25 days	200 hours	0.096	7.69 hours

**Annual PTO accruals are based on an employee having 2080 paid hours per year (40 hours per week).*

Use and Scheduling of PTO

PTO may be taken in no less than two (2) hour increments. All requests for PTO should be submitted at least one **week** in advance of the desired date(s) to minimize the interruption of serving the children. All requests will be subject to workload and staffing needs, but we will do our best to accommodate requests for time off. All requests for time off exceeding three consecutive days, must be submitted two **months** in advance of the desired dates to minimize the interruption of serving the children.

PTO during the holidays will be approved on a rotating basis so all employees will be able to take advantage of personal time around the holidays. This is to ensure enough staff are available to serve the children during these times. All requests must be submitted and approved by your Supervisor through ADP.

PTO is not to be used to extend vacations, breaks, leaves of absences, weekends, or days off, unless necessitated by a medical condition or urgent personal circumstances.

Payment upon Termination

Upon resignation and the completion of a one-month notice, employees will be paid for any accrued and unused PTO days. Employees terminated for violating any Handbook policy or Personal Conduct Standards (i.e. theft, dishonesty, **quit without notice, terminated due to 3 No Call/No Shows, etc.**) or who do not work out their full one-month notice, will not be entitled to the payout of any accrued but unused PTO benefits. In addition, if an employee is terminated or quits within the first 90 days of employment, no accrued PTO will be paid out.

COBRA

Under certain circumstances, an eligible employee or eligible dependent may elect to continue health, dental and/or vision insurance benefits under the company's plans, at the covered person's expense, after that person is no longer eligible for coverage. Other health coverage alternatives may be available to you through the Health Insurance Marketplace. Information for eligibility, coverage availability, period of continuation and insurance premium payment is provided to employees and qualified dependents upon the occurrence of a qualifying event such as termination of employment or the death of the employee.

Employees and qualified beneficiaries enrolled in these plans must notify Clever Bee Academy within 60 days of any of the following events: divorce, legal separation, cessation of dependent child status, or when the employee is determined to be disabled by the Social Security Administration.

Employee Benefits Upon Termination

An employee that is terminated will lose medical, dental, vision and life insurance benefits effective the last date of employment and COBRA will be issued immediately.

Any voluntary plans through Aflac will terminate effective the last day of the month of termination.

Workers' Compensation

The company provides a comprehensive workers' compensation insurance program at no cost to employees. The program covers any injury or illness sustained in the course of and arising out of employment with the company, that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees injured on the job are paid through the end of the workday in which the injury took place. If the employee is not fit for duty and must be absent from work, they are eligible to receive payments that represent a percentage of their weekly earnings as determined by state law. Hospital bills and medication resulting from work-related injuries are covered at 100% providing the accident or illness was reported according to the following:

- Employees must report all injuries immediately to their supervisor/manager regardless of how minor it may seem; otherwise, they may jeopardize workers' compensation insurance benefits.
- Severe injuries, when necessary, may result in an ambulance being called and the employee transported to a hospital. Employees are not permitted to transport an injured or sick employee in personal cars or other vehicles.

Lactation Accommodation | Nursing Room Under Fair Labor Standard Act

Clever Bee Academy supports breastfeeding mothers by accommodating the mother who wishes to express milk during her workday when separated from her newborn child. Employees may use their designated lunch and/or break periods for this purpose and, during the first year after a child's birth, may take additional unpaid breaks for this purpose as needed. Please contact the Human Resources Department to determine which areas have been designated for this purpose at each location.

Nursing Moms may use the Nursing Room at any given time. There are 2 provisions of paid/non-paid time when nursing or expressing milk. By law, employers are not required to pay the time spent to nurse or express. However,

- If they wish to be paid for the nursing time, they will need to do so during break time (or mini-breaks if they have 1-hour break, for instance)
- If they wish to nurse outside their break time, the "nursing" time will not be paid

All employees must be committed to serving the Clever Bee Academy purpose. Please read and sign the below commitment statement.

THE CLEVER BEE ACADEMY COMMITMENT

PRINT NAME: _____

SIGNATURE: _____

LOCATION: _____

DATE: _____

- I am committed to serving the ***Clever Bee Academy Mission***.
- I am committed to living the ***Clever Bee Academy Values***.
- I recognize that the ***Clever Bee Academy Experience*** is an integrated, comprehensive early educational experience that uniquely qualifies Clever Bee Academy to be the best choice for parents in the communities we serve.
- I recognize that each Clever Bee Academy is part of a larger community of academies that provide thousands of families access to a proven program for their children. The ***Clever Bee Experience*** is expected to be a consistent experience across all academies.
- My role in the Clever Bee Academy Team is to implement the ***Clever Bee Academy Experience*** within the specific community I serve.

Receipt and Acknowledgment of Clever Bee Academy Employee Handbook

Clever Bee Academy has prepared the handbook as a guide for policies, benefits and general information that should assist employees during employment. However, neither the handbook nor any rules, regulations or policies contained herein shall be construed as an employment contract. The company reserves the right to amend these guidelines in content or application, as it deems to be appropriate. The changes may be implemented even if it has not been communicated, reprinted or substituted in the handbook. It should also be understood that nothing in the handbook changes the fact that employment is at-will and may be terminated at any time by an employee or the company. The handbook is provided to employees for information and immediate reference. Please read it carefully and completely. It is your responsibility to be familiar with this handbook and to ask questions about any parts you do not understand.

Please acknowledge you are aware of the location of the handbook at your work site by signing and returning a copy of this page to your supervisor/manager.

I certify that I have read and become familiar with the terms of this handbook. I agree to abide by the terms and conditions of Clever Bee Academy's policies as summarized in this handbook. I understand and agree that Clever Bee Academy reserves the right to amend and/ or add to the terms and conditions of its policies and my employment without prior notice to me, and that in all cases, the prevailing version of an employment policy shall govern if in conflict with this handbook.

I understand and agree that my employment is "at-will" and can be terminated at any time for any reason, with or without cause, at the option of either the company or myself. I further understand that no representative of the company has authority to enter into any agreement for employment for a specific period of time or to make any agreement contrary to my "employment-at-will" status.

I understand that this handbook now replaces and supersedes any previous verbal or written policies, understandings or agreements concerning the conditions of my work at Clever Bee Academy and my employment with Clever Bee Academy, and by my continued employment with Clever Bee Academy I accept those changes.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

Clever Bee Academy
Corporate Headquarters
1111 Superior Ave E., Suite 1614, Cleveland, OH 44114
216-777-3500 - HR

Creating life-long learners; one child, one family, one community at a time.