

THE LEONA GROUP, LLC
EMPLOYEE HANDBOOK



THE LEONA GROUP
Improving Life Chances

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Welcome

On behalf of your colleagues, I welcome you to The Leona Group and wish you every success here. Whether you are employed at Leona's corporate offices, or at any of our schools throughout the country, we're glad you have joined us. You are an important member of the Leona team and we want to help you learn about working here so that you will feel comfortable as quickly as possible. Each employee contributes directly to Leona's growth and I hope you take pride in being a member of our team.

This handbook provides information about Leona and answers most of the questions new team members have concerning their employment. It outlines the major human resource policies and benefit programs that help make this a great place to work. We encourage you to read this information carefully and to discuss any questions with your supervisor.

It is important to understand that no written statement can anticipate all situations. We change our policies, benefits and other guidelines from time to time as the needs of the organization change. This handbook is designed for general information purposes only; it is not intended to create any express or implied contractual rights. Leona reserves the right to change the terms and conditions outlined in this handbook and elsewhere at any time, with or without notice.

Again, I am pleased to welcome you to Leona. I know your experience here will be challenging, enjoyable and rewarding.

Sincerely,

Georgia Rodgers
CEO

TABLE OF CONTENTS

	<u>PAGE</u>
Employment at Will	
Equal Opportunity and Commitment to Diversity	
Equal Opportunity	8
Americans with Disabilities Act (ADA) and Reasonable Accommodation	9
Commitment to Diversity	10
Harassment and Complaint Procedure	10
Conflicts of Interest and Confidentiality	
Conflicts of Interest	12
Confidential Information	13
Policy in Outside Employment	13
Employment Relationship	
Employee Privacy	14
Privacy—Social Security Numbers	14
Authorized Worker’s Only	15
Employment Classification	15
Anniversary Date	17
Credentials Requirement	17
Workweek and Hours of Work	18
Time Records	18
Paychecks	18
Access to Personnel Files	18
Release of Employee Information	19
Photograph Release	20
Employment of Relatives and Domestic Partners	20
Separation from Employment	20
Workplace Safety	
Working Safely Together	21
Hazardous Materials	22
Drug-Free and Alcohol-Free Workplace	22
Smoke-Free Workplace	23
Workplace Violence Prevention	23
Commitment to Safety	24
Emergency Closings	24
Visitors	25

Workplace Guidelines

Expectations Regarding Conduct	25
Employee Relations	26
Employee Ethics	26
Working Additional Hours	26
Use of Company Equipment	26
Attendance	28
Job Performance	28
Dress and Grooming	28
Professional Development	28
Social Media Acceptable Use	29
Bulletin Boards	30
Political Activities	30
Solicitation	31
Computers, Internet, E-Mail, and Other Resources	31
Copyright Policy	33
Intellectual Property Rights	33
Disciplinary Procedure	33

Compensation

Salary Administration	34
Performance Evaluation	34
Overtime	35
Volunteering	35
Pay Periods	35
Direct Deposit	35
Payroll Deductions	36
Business Travel Expenses	36

Time Off and Leaves of Absence

Holidays	36
Vacation	37
Paid Time Off (PTO)	38
Partial Days Missed	39
Leaves of Absence	39
Family and Medical Leave	40
Military Leave	43
Bereavement Leave	43
Jury Duty/Court Appearance	44

Employee Benefits

Medical, Dental, and Vision Insurance	44	
Waiver of Benefits		45
Cobra	46	
Group Life Insurance	46	
Accidental Death/Dismemberment	46	
Disability Benefits	46	
Short-Term Disability	47	
Long-Term Disability	47	
401(k) Plan	48	
Workers' Compensation	48	
Return to Work	48	
Section 125	48	
Pre-paid Legal	49	
Supplemental Insurance Program	49	
Employee Assistance Program	49	

Information Specific to School Personnel

Responsibilities of School Personnel	50
Board-Staff Communications	51
Acts of Generosity	51
Drug Screening & Physical Exams	51
Criminal Background & Unprofessional Conduct Checks	51
Criminal Charges/Arraignments	52
Blood-borne Pathogens	52
Health Department	52
Freedom of Speech in Non-Instructional Settings	52

Exceptions & Appeals 53

A Final Word 54

Employee Handbook Acknowledgment and Receipt 55

Employee Acknowledgment and Receipt of Harassment Policy 56

Background Information

A good place to begin is to help you understand a little about the organization you have chosen to work for by telling you about who we are – our history, philosophy and accountability.

Who is Leona?

Leona grew up in a small Ohio town in a largely rural area during the early part of the twentieth century. She was an outstanding student who valued school.

Leona lived a happy and productive life, but because of societal expectations, her formal education was limited to just seven years. Leona's experience mirrored that of countless other women, minorities and underprivileged people.

We are proud to name our organization after Leona. Leona symbolizes our company's commitment to creating educational opportunities and opening up the schoolhouse door for all young people.

History of The Leona Group

In 1996 Michigan approved its first legislation establishing public funding of alternative forms of public education. Under the vision of Dr. William Coats, The Leona Group was formed to provide a quality choice in education to students who were not being effectively served by the traditional public school system. Cesar Chavez Academy opened in this inaugural year. This impressive academy now serves more than 2,000 students in grades K-12 on four campuses in Southwest Detroit. To date, Leona Group provides a quality educational choice to more than 20,000 students in nearly 60 schools across Michigan, Ohio, Indiana and Arizona.

The Leona Group is proud of all of its schools. They provide a safe, focused, inclusive educational atmosphere– a nurturing place for young people to learn and grow – for young people who many times come from challenging environments. We are reaching these students! This is evidenced by academic growth, positive relationships, responsible behavior, high graduation rates and improved life path for so many students.

Company philosophy

Our focus is to improve life chances for young people. At Leona schools, excellence in teaching and learning occurs in small, caring environments where school leaders and teachers know every student by name, face and family. Respect, for ourselves and for each other, is a core value.

Students in Leona Group schools are active participants in their own education. Classes encourage a nurturing, caring and challenging environment where each student:

- receives personalized attention
- experiences constant evaluation and support
- encounters hands-on learning
- receives positive reinforcement and encouragement
- learns to read, write and think critically
- discovers the meaning of excellence and success
- meets high academic and social standards

By offering our students a quality environment, TLG provides the education that students and communities deserve. Each school has developed a unique instructional plan, carefully aligned with state standards, to provide maximum educational opportunities for each child.

Our goal is for each one of our students to graduate from our schools well prepared for his or her next step in life. Whatever they choose, we want them to thrive as individuals as well as members of their families and communities. We want our students to take control of their futures.

Staff members at Leona are encouraged to maximize their creative talents and innovation is emphasized throughout the organization.

Accountability to students & parents

We have a strong resolve to provide every student with an excellent, meaningful educational experience. We hold our schools to the following accountability measures:

- Every student who attends a TLG school for one year gains at least one grade level.
- Respect among school leaders, teachers, staff and students is evident at all times in all TLG schools.
- Diversity is embraced and honored at all TLG schools with individual students' talents and academic skills nurtured and strengthened.
- A curriculum review is held annually to ensure learning is current and relevant.

Employment at Will

Employment at The Leona Group, LLC (TLG) is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the CEO of the company.

This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. TLG employees have the right to engage in or refrain from such activities.

Equal Opportunity and Commitment to Diversity

Equal Opportunity

TLG provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

TLG expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

TLG will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon TLG's operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Vice President of Human Resources. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the Vice President of Human Resources.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- (1) Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- (2) Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; *or*
- (3) Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault.

Complaints of discrimination should be brought to the attention of your School Leader, Supervisor, Vice President of Human Resources, or General Counsel.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

TLG is committed to the fair and equal employment of individuals with disabilities under the ADA. It is TLG's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the company or interfere with the day-to-day operations of the business or our schools. TLG prohibits any harassment of, or discriminatory treatment of, employees based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee with a disability may request an accommodation from the HR department and engage in an informal process to clarify what the employee needs and to identify possible accommodations. If requested, the employee is responsible for providing medical documentation regarding the disability and

possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of TLG to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. TLG prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

Commitment to Diversity

TLG is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of our schools and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at TLG and is an important principle of sound business management.

Harassment and Complaint Procedure

It is TLG's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, student, or third party based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by TLG.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. TLG will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

Definition of "unlawful harassment." "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation,

marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

Definition of “sexual harassment.” While all forms of harassment are prohibited, special attention should be paid to sexual harassment. “Sexual harassment” can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or an offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one’s sex life; comments about an individual’s body; and comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences; *and*
- Discussion of one’s sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate TLG’s policy.

Complaint procedure. If you believe you have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, you are requested and encouraged to make a complaint. You may complain directly to your immediate supervisor, the VP of HR, TLG’s General Counsel, or any other member of

management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee or student, you are requested and encouraged to report this to one of the individuals listed above.

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, TLG will take immediate, appropriate corrective action, including discipline, up to and including termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a “good faith” complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Conflicts of Interest and Confidentiality

Conflicts of Interest

TLG expects all employees to conduct themselves and company and school business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. TLG recognizes and respects the individual employee’s right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the company or school.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Being employed (regardless of whether employed for hourly wages or salary, or as a consultant) by or receiving any compensation from an outside company

which does business with, or is a competitor of TLG; or

2. Having any ownership or financial interest of any nature, as a customer, supplier (or goods or services) or a competitor of TLG, except where such ownership is stock in a corporation publicly held and listed on a recognized Stock Exchange or actively traded in the over-the-

counter market, and consists of less than one percent of the outstanding capital stock of such customer, supplier or competitor, or

3. Having or participating in any dealing on behalf of TLG with a customer or supplier (of goods or services) which employs, or in which more than five percent of the ownership interest is beneficially held by a spouse, or the brother, sister, parent, child or grandchild of the employee or his/her spouse, or any person living the household or the spouse of any of the foregoing persons; or

4. Solicitation, acceptance or receipt of any gift having value of twenty-five dollars or more, whether in the form of money, services, loan, hospitality (except for ordinary business meals), or promise, or in any other form, under circumstances in which it could reasonably be concluded that the gift was intended to influence the employee, or would reasonably be expected to influence the employee, in the performance of his duties on behalf of TLG or was intended as a reward for any action on the employee's part on behalf of TLG.

If any employee finds himself or herself in a situation which may give rise to a conflict of interest, disclosure must be made in writing to human resources, TLG executive management, or the employee's school leader in order to protect the interests of both TLG and the employee. Every effort will be made to determine whether or not the situation involves a conflict of interest and to suggest reasonable and realistic alternatives. Failure to disclose a conflict, or following disclosure, failure to obtain a waiver regarding a conflict of interest may result in disciplinary action including termination of employment.

Confidential Information

The protection of confidential business information is vital to the interests and success of TLG. Confidential information is any and all information disclosed to or known by you because of employment with the company that is not generally known to people outside the company about its business.

An employee who improperly uses or discloses confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

All inquiries from the media must be referred to your supervisor.

Policy on Outside Employment

We expect that your employment with TLG will be your primary work commitment and any outside employment will present a conflict of interest if it has an adverse impact on the company or school.

You may hold another job if it does not interfere in any way with your job performance or ability to fulfill your responsibilities to TLG or the school at which you are assigned; is not competitive with school or company operations; and does not pose a conflict of interest.

Employees with a second job are expected to work their assigned schedules with TLG. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. In addition, employees who have accepted outside employment may not use paid sick time to work on the outside job. If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination.

All team members will be judged by the same performance standards and will be subject to company scheduling demands, regardless of any existing outside work requirements.

Because our work is primarily educational, team members may not independently enter into consulting contracts of an educational nature, nor may they hold another position which is contrary to the business interests of TLG. Let your supervisor know if you currently have, or are considering accepting, outside employment.

Employment Relationship

Employee Privacy

It is TLG's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, you may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the company and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on company premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Video surveillance. As part of its security measures and to help ensure a safe workplace, TLG has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, locker/dressing rooms, etc. Videotapes will not include an audio component.

Privacy—Social Security Numbers

Policy and Procedure Regarding Use and Disclosure of Social Security Numbers

Purpose. This policy and procedure explains TLG's general standards and practices for how Social Security numbers are gathered, stored, disclosed, and ultimately disposed of.

Policy. It is TLG's policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information.

Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law and this policy.

Procedure. Documents or other records containing employee Social Security numbers generally will be requested, obtained, or created only for legitimate business reasons consistent with this policy. For example, Social Security numbers may be requested from employees for tax reporting purposes (i.e., Internal Revenue Service (IRS) Form W-4), for new hire reporting, or for purposes of enrollment in the company's employee benefit plans.

Retention and access to Social Security numbers. All records containing Social Security numbers (whether partial or complete) will be maintained in secure, confidential files with limited access.

Unauthorized use/disclosure of Social Security numbers. Any employee who obtains, uses, or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy and procedure may be disciplined, up to and including discharge. The company will cooperate with government investigations of any person alleged to have obtained, used, or disclosed Social Security numbers for unlawful purposes.

Authorized workers only

Applicants who can provide proper documentation for their legal right to work in the United States may be employed. Such documentation must be provided before or on the first day of employment with TLG.

Employment Classification

Your employment will be classified as either exempt or nonexempt, contractual or at-will, and further classified as full-time regular, part-time regular or temporary.

Additional classification consists of year-round or school-year status. These classifications are important because they determine eligibility for overtime pay and participation in benefit programs. Your classification may change if you are assigned to another job.

At-will employment is based upon contemporaneous mutual consent between TLG and the employee. Neither the employee nor TLG is obligated to continue the employment relationship if either party chooses not to do so. At-will employment may be terminated with or without cause, with or without advance notice and without progressive discipline or other procedural formality, at the option of either the employee or TLG. All TLG team members are at-will employees unless specifically provided otherwise in a written contract, specifying a term of employment, that is signed by the CEO or his designee.

Contractual employment is based upon a written contract between the employee and TLG specifying a term of employment, and employment may be terminated only for cause as specified within the contract. Generally, only teachers are contractual employees.

No one at TLG, other than the CEO or his designee, is authorized to enter into written employment contracts.

No oral agreements or representation of any nature, by any person, shall alter at-will employment or contractual employment. TLG does not enter into oral agreements and does not make oral representations, and any person purporting to bind TLG by an oral statement is acting outside of his or her authority.

Exempt. Exempt employees must meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state wage and hour laws. These positions are exempt from overtime and minimum-wage requirements. Generally, these include management, supervisory, professional and administrative jobs.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, full time. Employees who are not in a temporary status and work a minimum of 38 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, part time. Employees who are not in a temporary status and who are regularly scheduled to work less than 38 hours per week. Part-time employees are eligible for workers' compensation and several supplemental insurance plans; some part-time regular employees may also qualify for participation in TLG's 401(k) retirement savings plan.

Temporary. Employees who are hired on a full-time or part-time basis to complete a specific task or project and, except for workers' compensation insurance, are not eligible to participate in TLG benefit programs.

Year-round. Employees whose employment does not start and end with the school year. All year-round employees are hired on an at-will basis. The "year-round" designation is not a guarantee, representation or promise of employment for a particular year or any specified period, but is used only to distinguish certain employees from school-year-based employees. All year-round employees may terminate their employment, or have their employment terminated, at any time.

School-year Employees who work only during the school year, generally from August through June. School-year employees can be at-will or contractual, full-time, part-time or temporary. The "school-year" designation is not a guarantee, representation or promise of employment for a particular school year or any specified period, but is used only to distinguish certain employees from year-round staff. All non-contractual school-year employees may terminate their employment, or have their employment terminated, at any time.

Check with your supervisor or with the human resource department if you are not sure of your employment classification or for which benefit programs you are eligible.

Alternative work schedules

Alternative work schedules are available on a case-by-case basis to accommodate team members' personal responsibilities. All requests for such schedules should be submitted in writing to the employee's supervisor. TLG will consider such requests in its sole discretion, using such criteria as it deems appropriate to determine whether to approve the request for alternative work scheduling.

Flextime scheduling. Team members may request the opportunity to vary their work schedules within employer-defined limits, such as shifting their start and end times later or earlier in the day.

Anniversary date

Your anniversary date is important because it is used to determine eligibility for, and calculation of, certain benefits. Normally, your anniversary date is the same as your date of employment. However, your anniversary date may change due to transfer among the various employment classifications and under certain rehire situations. Your date of employment will be specified in your offer letter or employment agreement. However, should circumstances arise that delay an employee's first day on the job, the employment date will be the first day actually worked.

In the event a part-time regular and/or temporary team member is selected for a full-time regular position, the employee will receive credit for hours worked prior to full-time employment, to a maximum of 12 service months (or 2,080 hours). Example: A part-time regular team member worked 20 hours per week for 36 months (3,120 hours). The employee begins full-time employment with a credit of 12 service months for the purposes of benefit eligibility.

Credentials requirement

If your position requires that you maintain a license, certification or other form of credential, such as a driver's license, teaching certificate or fingerprint clearance card, it is your responsibility to maintain such credential and to notify your supervisor of any restrictions or limitations imposed upon it. Failure to maintain required credentials can jeopardize your continued employment with TLG.

Workweek and Hours of Work

The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 40 work hours. Individual work schedules may vary depending on the needs of each school or department.

Time Records

Employees are required to complete and submit a weekly time record showing hours worked, vacation and personal time taken, and other forms of paid and unpaid time. Employees should enter their time worked or paid time off on a daily basis. All timekeeping is done electronically via TLG employee portal. Employees will be provided with access to the portal upon hire, and will continue to have access to their pay records even if they separate from TLG. Employees are responsible to accurately determine and record their time. Employees should never be asked by any person to record an incorrect or inaccurate number of hours worked for any day, and if they are requested to do so, they should report the request to human resources immediately. There are no exceptions to the requirement that time records accurately reflect time worked.

Time records also contain an extra duty section that must be completed if the employee engaged in any other compensated activities during the week, such as grant work or teaching extra classes.

Paychecks

TLG's pay period for all employees is semi-monthly, on the 15th and the last day of the month. If payday falls on a weekend or federal holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into your checking and/or savings accounts.

Access to Personnel Files

Employee files are maintained by the HR department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files but may not remove documents from their file. Inspections by employees must be requested in writing to the HR department and will be scheduled at a mutually convenient time or as required under state law. Personnel files are to be reviewed in the HR department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

File access for terminated employees is generally prohibited except in certain instances. Human resources will make a determination, in accordance with applicable law, on any request for access by a terminated employee.

It is each employee's responsibility to ensure personal information, credentials data and benefit plan enrollment information is current in the file. This can be done by obtaining

appropriate forms from the school office manager or from human resources, or by making changes electronically via the Employee Portal.

Release of employee information

TLG collects and maintains personal information on its employees for administrative uses in the ordinary course of business. Uses include administering employee benefits, investigating criminal background and verification of identity. We restrict access to nonpublic personal information about employees to individuals with a business reason to know this information. TLG may share personal information about employees with vendors and service providers, such as insurance companies, as authorized. Such entities are required to adhere to strict privacy standards. Additionally, TLG may be required by law to provide information on individual team members to appropriate governmental authorities. Unlawful disclosure of personal information is strictly prohibited. Documents which display personal information will be secured at all times and will be shredded or otherwise destroyed when they are no longer in use. Individuals who violate this policy will be subject to corrective action, up to and including termination of employment. TLG is in compliance with various state and federal laws regarding access to personal information of its employees.

An inquiry made regarding active or terminated employee file information must be for legitimate purposes, such as mortgage applications or employment reference checks. Release of information is to be governed by the following guidelines:

- The CEO, his designee, or human resource personnel are the only persons authorized to release information. • Release of information in response to telephone inquiries shall be limited to dates of employment, employment classification and position(s) held.
- Written inquiries should be on the requesting company's stationery and contain the requesting person's signature. Information released shall be limited to dates of employment, employment classification and position(s) held unless the inquiry also contains the employee's signature authorizing TLG to release additional information. Additional information released will consist of factual, documented information which is not subjective (i.e. How did the employee get along with others?) in nature such as salary and performance rating.
- TLG will cooperate with lawful requests for information contained in an employee's personnel file when made by authorized representatives of federal, state or local government or law enforcement agencies, who show proper identification and proof of legal authority for the request.

Photo Release

TLG, its affiliates and schools use photographs, photographic images, names and audio and video recordings of employees, students and others for general publicity in publications, public relations, promotions, publicity and advertising. Any employee who does NOT want to be photographed or recorded, or to have their names, voices or biographical materials used in connection with any such material, must complete a Photo Opt Out Release and return it to human resources. The form is available on the employee portal. Unless an executed Photo Opt Out Release form is on file, an employee's image and/or likeness may at any time be captured via photography, videography, or other photographic or electronic means. TLG, its affiliates and schools have the right to use any such image, photograph, video or the like for any school or business use including but not limited to promoting, publicizing and/or advertising on behalf of the school, affiliate or company.

Employment of Relatives and Domestic Partners

Relatives and domestic partners may generally be hired by the company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements. TLG will have the sole discretion as to whether a reporting relationship will be permissible.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the company.

Separation from Employment

Unless you are a contractual employee, both you and TLG have the right to terminate the employment relationship at will, with or without cause, with or without advance notice, and with or without progressive discipline or procedural formality.

Voluntary: Non-contractual employees may resign from employment with TLG at any time. Contractual employees are expected to honor their contract. They may request release from their contract, but may not resign without management approval during the specified term of their contractual obligation. An employee shall be considered to have voluntarily terminated if he or she fails to return from a leave of absence or scheduled vacation. Additionally, employment is automatically terminated and deemed a voluntary resignation if you are absent without notice for three consecutive work days. Other than cases of job abandonment, an employee's separation date must be a regular TLG business day, not a designated TLG holiday, and will usually be the last day the employee actually worked.

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays, vacation and PTO will not be counted toward the 10-day notice.

In most cases, HR will send an exit survey to the employee. The Supervisor will collect all company property from the employee. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Involuntary: Involuntary termination is based on cause, reduction in force, or any other termination of employment without cause such as those based upon other management prerogatives.

Employees who resign or are terminated will receive a final paycheck for all time worked and partial payment for accrued but unused vacation hours, less any amounts owed to TLG (such as travel advances). By executing your handbook acknowledgement, you hereby authorize TLG to withhold these amounts. Subject to forgoing, terminated employees will be paid for one-half of their accrued, unused personal time, and for one-half of their accrued, unused vacation time (both capped at one week of pay), but are not paid for any unused "banked" sick time or holidays.

Workplace Safety

Working together safely

The safety of all team members and students is of the utmost importance. An essential part of your job is the development of safe work practices and observance of all safety policies and programs. TLG and its employees recognize their obligations and/or rights under existing right-to know laws with respect to safety and health matters.

You can help prevent accidents by being alert for potential safety hazards. Whenever you observe such a condition, report it immediately to your supervisor so corrective action can be taken. Violating safety standards, causing hazardous or dangerous situations, or failing to report such situations may result in disciplinary action.

All accidents, regardless of how insignificant the injury may appear, must be reported immediately to your supervisor.

TLG strives to maintain a safe and secure working environment for its employees and encourages you to remember that safety is everyone's responsibility.

Hazardous materials

TLG seeks to provide a safe environment for all team members. Appropriate training will be provided in the event that any team member must handle hazardous materials during employment. The supervisor is responsible for ensuring that Safety Data Sheets (SDS) are available for any hazardous material used at the work location. These information sheets are available from the manufacturer or supplier, and should be used to meet hazard determination requirements. The supervisor is responsible for ensuring that chemicals and hazardous materials are properly labeled and maintained.

Drug-Free and Alcohol-Free Workplace

It is the policy of TLG to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company or our schools.

The unlawful use, possession, purchase, sale, or distribution of or being under the influence of any illegal drug or controlled substance (including medical marijuana) while on company premises or while performing services for the company is strictly prohibited. TLG also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, TLG prohibits off-premises abuse of alcohol and controlled substances (including medical marijuana), as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the company's reputation in the community.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Pre-Employment: as required by the company for all prospective employees who receive a conditional offer of employment

For cause: upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee's job performance

Random: as authorized or required by federal or state law

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense. Employees with drug or alcohol problems that have not resulted in and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave will be considered on a case-by-case basis, and may be granted if the employee agrees to abstain from use of the problem

substance and abide by all company policies, rules and prohibitions relating to conduct in the workplace.

A complete copy of TLG's drug and alcohol policy is given to each new employee. Copies can be obtained by contacting human resources. Employees with questions or concerns about substance dependence or abuse are encouraged to discuss these matters with their supervisors or with human resources to receive assistance or referrals to appropriate sources in the community. Contact human resources to obtain a list of these resources.

Smoke-Free Workplace

Smoking is not allowed in company buildings, schools, or work areas at any time. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, e-cigarettes, and vapes.

Workplace Violence Prevention

TLG is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse; attempts to intimidate others; menacing gestures; stalking; or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All TLG employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, school leader, or HR department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

TLG prohibits the possession of weapons on its property at all times, including our parking lots or company vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, knives that can be used as weapons (excluding pocket knives, utility knives, and other instruments that are used to open packages or cut string and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including termination for the first offense.

The company reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on company property. In addition, TLG may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all company property and other items that are in violation of company rules and policies.

Commitment to Safety

Protecting the safety of our employees and visitors is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 9 for an outside line, then dialing 911 to activate the medical emergency services.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

Emergency Closings

Should evacuation of a building be necessary, team members shall follow instructions for evacuation procedures as established by the work location. Team members are responsible for familiarizing themselves with all building exits.

At times, emergencies such as severe weather or power failures can disrupt operations. In extreme cases, these circumstances may require the work site to close. In the event that such an emergency occurs during non-working hours, team members will be notified by the work site's established emergency notification procedure.

Occasionally school will be canceled for students due to weather, building problems or other emergency situations. Personnel are expected to report to work as scheduled unless otherwise notified. Employees who are unable to report to work due to emergency conditions may opt to use vacation time or PTO if available in order to be paid for the missed work.

When school is closed due to building problems such as a water main break, plumbing or heating issues, a power outage or other emergency situations which would inhibit acceptable workplace conditions, staff will not be required to report and staff members will not be required to take personal or vacation time in order to be paid for the missed work.

When conditions cause school to be canceled for students, the school calendar may be modified so that staff and/or students will "make up" the missed day later in the school year. For school-year staff members who do not work on these days that will be made up later, no PTO or vacation time need be applied.

If school is canceled for students but is determined by the school leader that staff could reasonably be expected to report, individual staff members who do not report will use PTO or vacation time, if available, or may choose to be unpaid. Non-exempt employees who do not have PTO or vacation time available will not receive pay if they do not report to work.

Visitors

In order to maintain security and safety for our employees, TLG has the following policy with respect to visitors:

All visitors must check in with the receptionist or front office and follow protocol and procedures of the building.

This policy applies to anyone who is not an active employee, including former employees, vendors, and suppliers.

When employees have any doubt whether a person can visit, they should contact their supervisor or the HR department.

Workplace Guidelines

Expectations regarding conduct

Team members are hired with the requirement to conduct themselves in a responsible, mature fashion. As such, a common sense approach to conduct is used. We do not have an all-encompassing list of standards and rules. Instead, conduct and actions are evaluated with regard to whether they are in the best interest of the organization and your team.

TLG's assessment of the seriousness of misconduct or performance deficiency and the general character of the team member's work history will be considered when determining the appropriate level of corrective action. Corrective action may be used in TLG's sole discretion in any combination and order, instead of, or before, resorting to termination. The choice to use any form of discipline may be based on a desire to help an employee improve or correct his/her conduct or performance. However, no statement in this handbook, and no existing or past practice, shall create any requirement or obligation that progressive discipline be used at all, or if it is used, that it conform to any particular guidelines.

Employee relations

To a great extent, a work environment can be pleasant or unpleasant based on how we treat one another. A great many people will form a lasting impression of TLG, your school, and our quality of education and service through you. Please help create a good impression by being respectful, courteous and helpful to everyone you come in contact with, including the public and your fellow team members.

When team members deal openly and directly with supervisors, the work environment can be excellent, communications can be clear and attitudes can be positive. TLG demonstrates its commitment to its team members by responding to employee concerns. Questions or concerns about work conditions or compensation should first be discussed with the employee's immediate supervisor. If an employee and immediate supervisor cannot resolve differences, the employee or supervisor may seek assistance through human resources.

Employee ethics

An effective educational program requires the services of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials, TLG expects all staff members to maintain high standards in their working relationships and the performance of their professional duties and to:

- recognize the basic dignities of all individuals with whom they interact in the performance of their duties;
- exercise due care to protect the mental and physical safety of students, colleagues and subordinates;
- seek and apply the knowledge and skills appropriate to assigned responsibilities;
- keep in confidence legal/confidential information; and
- avoid accepting anything of value offered by another for the purpose of influencing judgment.

Use of company equipment

Postage, fax machines, computers, copiers, telephones and printers are provided to conduct company business. Personal use of these items is inappropriate.

Company communication systems (phone, radios, e-mail and Internet) are intended to be used for business purposes only; use for informal or personal purposes is permissible only within narrow, reasonable limits. Inappropriate use of these systems includes, but is not limited to, any one of the following:

- transmitting, storing or receiving information that is discriminatory, harassing, obscene, pornographic or offensive

- transmitting to public bulletin boards, chat rooms, other public forums, and to individuals or other entities, information about TLG
- broadcasting or transmitting inappropriate personal views on business or non-business matters, and representing those views as those of TLG
- using TLG communications systems for personal gain
- gambling or conducting illegal activities
- interfering with the normal operation of communication systems of TLG
- excessive personal use

Use of company communication systems is not confidential. Employees do not have any personal privacy right, or any reasonable expectation of privacy, in any matter or communication created, received, sent, in transit, accessed, or stored by, to or in TLG communication systems. By using TLG communication systems, employees waive any claim they may have to any right or expectation of privacy therein.

TLG reserves the right to, and will, monitor the use of its computers and communication systems, including without limitation by intercepting, accessing, viewing, reading, listening to, printing, copying, saving, and/or deleting content created, received, sent, in transit, accessed, or stored by, to or in such computers and communication systems, including without limitation voice and email messages. Computers and the accompanying software will be periodically monitored to ensure appropriate use. Employees expressly consent to such monitoring by using the TLG communication systems.

TLG prohibits the use of its own computers in ways that are disruptive, offensive or illegal. The improper use of computers includes, but is not limited to:

- installing software without proper licensing
- copying software, except when creating a backup copy
- unauthorized use of passwords
- unauthorized access to systems or data

Any item purchased with TLG funds for use by team members, such as books, office equipment and supplies, computer supplies, phones and laptop computers, is the property of the company and must be returned upon termination of employment.

Team members are responsible for all company property provided to them for their care and custody. Any company property that is destroyed or damaged as a result of negligence, carelessness or non-attentiveness of the team member shall be the responsibility of the team member, and TLG may, at its discretion, deduct appropriate amounts from the employee's wages to compensate TLG for the cost of said destruction or damage.

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval also may result in discipline up to and including termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Job Performance

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

Dress and Grooming

Each work location has its own expectations for dress and grooming. During business hours, team members are expected to present a clean, neat and professional appearance and to dress according to the requirements of their positions. Consult a supervisor for what constitutes appropriate attire.

Professional Development

TLG provides its team members the resources to perform their current jobs at higher skill levels and to prepare them for additional responsibilities by providing professional development opportunities. Team members who wish to engage in professional development activities (seminars, conferences) must submit written requests to their immediate supervisors, along with all pertinent information relating to travel expenses, conference fees and other costs. Additionally, written requests are required for payment of membership dues in professional associations and/or professional journals and subscriptions. Approval will be based upon budget and individual, and organizational, needs.

Professional development does not include payment for coursework in the pursuit of teacher certification.

Social Media Acceptable Use

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

TLG team members represent the company both on and off duty and are personally responsible for everything/anything they place on social media platforms. To that end, TLG encourages employees to use social media responsibly and in a way that aligns with school and company mission, vision and values.

Staff members who personally participate in social media activity are prohibited from posting data, links, documents, photographs, or any other information on any website which is inappropriate, unprofessional and/or may result in a disruption of school or classroom environments. The school leader at each school or the employee’s direct supervisor at the corporate office has full discretion to determine when a disruption of school or classroom environment has occurred. In addition, employees may not post on a personal blog or webpage or participate on a social networking platform for personal purposes during work time or at any time with TLG equipment or property.

A “common sense” guideline is to refrain from posting, doing, saying or writing anything on a social media site that you would not do, say or write in front of students, parents, or coworkers.

Staff members are expected to monitor the content of their pages or other online media presence, whether personal or school-related, and to remove anything inappropriate or questionable immediately. Staff members are prohibited from providing social networking website passwords to students, and should ensure that personal sites are password protected.

Staff members should never post any information which would personally identify a student or family, and should refrain from posting critical comments about students, families, coworkers or school officials, whether or not such comments personally identify those individuals. All TLG and academy policies relevant to the use of technology also apply to the use of social media, including but not limited to, policies against harassment and discrimination, policies regarding privacy, and policies regarding acceptable use.

Inappropriate online content or conduct may subject staff members to discipline, including termination. School and TLG administrators may monitor the online activity of staff members, whether the activity was conducted during or after work hours.

If school policies permit, online and electronic interaction can occur between staff members and students, such as on social media sites sponsored by the school, but such interactions must be strictly limited to school matters. Fraternization between staff members and students via the internet, personal email accounts, social networking websites, text or picture messaging, or other modes of virtual technology is strictly prohibited.

Staff members are expected to educate themselves about and take all appropriate privacy precautions available on the social networking sites they use personally. For example, “pages” should be marked as “private” and all requests to become “friends” should be approved by the staff member. A staff member should never grant access to his or her personal page without knowing who the person making the request is, and should never grant access to students or parents. All online interactions with students must be conducted via the school’s website(s) or page(s).

Under certain circumstances, the school leader must report acts unbecoming to the teaching profession to the state’s department of education. The definition of “conduct unbecoming to the teaching profession” includes but is not limited to the following: “Using technology to intentionally host or post improper or inappropriate material that could reasonably be accessed by the school community” and “using technology to promote inappropriate communications with students.” If such action occurs and is reported by the school leader, it could result in state action against the staff member’s teaching credentials.

Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Bulletin Boards

All required governmental postings are posted on the boards located in the break room or other readily accessed area. These boards may also contain general announcements.

Political activities

TLG recognizes that employees, when not working, have civic responsibilities and/or rights including the right to vote; to engage in activities on behalf of the political party of their choice; to campaign for candidates for election to public office and to seek, campaign for and serve in public office. These activities, however, must not conflict with the employee’s duties and obligations to TLG.

In fulfilling responsibilities as an employee, team members will refrain from exploiting the privileges of their position. There will be no exploitation of students in any way for political purposes on behalf of any party or candidate.

Team members’ employment will at no time be in jeopardy due to any political activity in which they engage (or decline to engage), provided they adhere to this policy.

Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on “working time.” “Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in “working areas,” which include all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on company property at any time.

Computers, Internet, E-Mail, and Other Resources

The company provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, scanner, Internet, intranet, e-mail, text messaging, portable electronic devices, or any other company-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Postage, fax machines, computers, copiers, telephones and printers are provided to conduct company business. Personal use of these items is inappropriate.

Employees should not have any expectation of privacy in their use of company computers, phones, portable electronic devices, or other communication tools. All communications made using company-provided equipment or services, including e-mail and Internet activity, are subject to inspection by the company. Employees should keep in mind that even if they delete an email, a voicemail, or another communication, a copy may be archived on the company’s systems.

Employee use of company-provided communication systems, including personal e-mail and Internet use, that is not job-related has the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail and the Internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the company’s systems, as well as the reputation and/or competitiveness of the company. To protect against possible problems, delete any e-mail messages before opening that are received from unknown senders and advertisers. It also is against company policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on company computers. Violations of this policy may result in termination for a first offense.

The company encourages employees to use email only to communicate with fellow employees, suppliers, customers, or potential customers regarding company or school business. Internal and external emails are considered business records and may be subject to federal and state

recordkeeping requirements, as well as to discovery in the event of litigation. Be aware of this possibility when sending emails within and outside the company or school.

All use of company-provided communications systems, including e-mail and Internet use, should conform to our company guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. So, for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites.

Because e-mail, telephone and voicemail, and Internet communication equipment are provided for company and school business purposes and are critical to the company's and/or school's success, your communications may be accessed without further notice by IT department administrators and company management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Employees should pay particular care to the use and security of portable electronic devices when used for business-related purposes, such as laptops, tablets, smartphones, and other data storage media, whether provided by the employer or the employee. Lost or stolen portable electronic devices containing company information may cause breaches of security that result in the loss of company or school confidential data and the unauthorized disclosure of sensitive employee or student data. Employees should use appropriate password protections for such devices and physically secure them as recommended by the IT department.

Office telephones are for business purposes. While the company recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the company's cell phones, long-distance accounts, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

Copyright Policy

A copyright is a form of protection provided by federal law to the authors or creators of original literary, dramatic, musical, artistic, computer software and certain other intellectual works. Subject to several important exceptions, it is illegal under the Copyright Act for anyone to violate any of the copyright owner's rights.

It is TLG's intent to adhere to the provisions of the Copyright Act. In this respect, all duplication, retention and use of copyright materials by TLG team members shall conform with the Copyright Act. Team members violating the Copyright Act do so at their own risk and assume all liability for their actions.

Intellectual property rights

TLG is the sole and exclusive owner of any and all intellectual property of whatever kind or character produced by team members while providing service for the company. This includes properties which are a direct result of the team member's duties or which have been developed in whole or in part by the use of company funds, resources or facilities TLG administers. These properties shall be used and controlled in such a manner as to produce the greatest benefit to TLG, as it solely determines.

Disciplinary Procedure

The company expects employees to comply with the company's standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, the company endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees at will or in any way restrict the company's right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee's personnel file.

Step 1: Informal Discussion. When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.

Step 2: Counseling. If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the supervisor should meet with the employee and (a) review the problem, (b) permit the employee to present information regarding the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action that may include discharge, and (e) issue a verbal warning to the employee.

Step 3: Reprimand. If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor should meet with the employee in private and proceed via (a) through (d) above and issue a written warning to the employee.

Step 4: Suspension. Supervisors have the authority to temporarily remove employees from the workplace, with or without pay.

Step 5: Failure to improve. Failure to improve performance or behavior after the written warning or suspension can result in termination.

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the supervisor should suspend the employee immediately (with or without pay), and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

However, no statement in this handbook, and no existing or past practice, shall create any requirement or obligation that progressive discipline be used at all, or if it is used, that it conform to any particular guidelines.

Compensation

Salary Administration

TLG evaluates salaries and pay ranges at the end of each fiscal year. Salary increases and/or bonuses, however, are not guaranteed. Factors that may be considered in determining whether a change in pay or a bonus is appropriate include business conditions, level of responsibility and job performance. All pay changes and bonuses are at the sole discretion of TLG Group.

Performance evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance appraisals by immediate supervisors are generally conducted annually but are dependent upon operational needs. Performance appraisals are used to strengthen communications between supervisors and employees, to assess individual and team achievement, to encourage employee growth and development, and to provide a basis for salary adjustments and compensation.

Overtime

All non-exempt team members are eligible to receive overtime compensation at the rate of one and one-half times their regular rate of pay for time worked in excess of 40 hours per

work week, unless otherwise specified by state law. Overtime work must be approved in advance by your supervisor. Only hours actually worked are counted in determining whether an employee is entitled to overtime pay. Vacation, personal, holiday and other paid leave time does not count toward hours worked for overtime computation.

Volunteering

Salaried employees may elect to volunteer their time outside the course and scope of their assigned position to support special school programs, such as mentoring or coaching. Such voluntary service is valuable and appreciated, but not required. Volunteer activities are not compensated and are to be conducted in a manner that does not interfere with the team member's ability to perform his or her assigned job. Team members are encouraged to discuss volunteer placements with the school leader and to ensure that all parties have a clear understanding of the volunteer role, responsibilities and expectations. Hourly employees cannot volunteer for the school(s) or TLG.

Pay periods

For non-exempt personnel, each pay period will consist of two full work weeks (Sunday through Saturday), except four times each fiscal year when the pay period will contain three full work weeks. For exempt personnel, annual salary will be equally distributed over 24 pay periods in the fiscal year. Time reports for exempt personnel (payment for vacation, personal or other paid leave) will follow the same schedule as that for non-exempt personnel. A payroll schedule, indicating pay periods containing a third week, is available at each location.

Direct deposit

Employees may choose to have their paychecks directly deposited into one or more accounts at their bank or other financial institution each payday. Employees are encouraged to take advantage of this benefit, which can save both time and the inconvenience of going to the bank.

If an employee does not choose to use direct deposit, he/she will be issued a pay card, and his/her earnings will be credited to that pay card each pay date.

Whether paid via direct deposit or on a pay card, employees will have access to an itemized statement showing earnings, deductions and deposit amounts via the employee portal. Paper paycheck stubs will not be printed and distributed. Instead, employees may log into the portal and print a copy of their pay statement. Employees will continue to have access to these records even if they separate from TLG.

Payroll deductions

Income tax and Social Security deductions from employee paychecks comply with federal and state laws. As authorized by law or upon written authorization from the employee, deductions may also be made for other items, such as some TLG-sponsored employee benefit plans and 401(k) participation. Additionally, TLG shall deduct appropriate amounts to satisfy any court orders for garnishment or for child or spousal support orders, and shall be entitled to any clerical fee permitted by law. Finally, TLG may deduct offsets, reimbursements, and employee debts from pay as permitted by applicable state law, and you provide your authority to make these deductions by signing your handbook acknowledgement. Your electronic pay record will record all deductions. You may print pay records from the employee portal and keep them for your records, or access them anytime via the employee portal.

Business travel expenses

From time to time, employees may be required to travel for business purposes and to use their own vehicles. All business travel must be approved in advance by your immediate supervisor. Employees will be reimbursed for reasonable business travel expenses incurred while on assignments away from the normal work location. Employees whose travel plans have been approved are responsible for making their own travel arrangements, unless instructed otherwise.

Travel expense reports should be approved by your supervisor and submitted to the finance department within 15 days of completing the travel. Receipts for all expenses must accompany the reports.

Time Off and Leaves of Absence

Holidays

The company observes and allows time off with pay for the following holidays:

- New Year's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve

- Christmas
- New Year's Eve

Holidays are subject to change at the company's discretion. Any changes to holidays will be communicated by the company at the start of each calendar year.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the company will observe the holiday on the preceding Friday.

Holiday pay. Full-time regular employees are eligible for holiday pay. Part-time employees are eligible for holiday pay if the holiday falls on a day regularly worked. Part-time employees will be paid for six hours of holiday pay. Temporary employees are not eligible for holiday pay.

Holidays will not be paid for team members who are on any form of leave (other than vacation) during which the holiday falls. This includes but is not limited to employees on short- or long-term disability, paid or unpaid FMLA leaves, personal leaves, paid or unpaid administrative leaves, workers' compensation leaves, or other times during which the employee is not scheduled to work, such as over the summer.

Holiday pay shall be at the employee's regular straight-time rate (not to exceed 8 hours).

Vacation

TLG recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The company provides paid vacation time to full-time year round employees for this purpose, and employees are encouraged to take vacation during the year.

Full-time year round employees will accrue paid vacation according to the following schedule (annual totals should be rounded to the nearest whole day):

<u>Length of Service</u>	<u>Amount of Vacation</u>	<u>Accrual Rate</u>
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0 + years	4 weeks per fiscal year	6.67 hours per pay period worked
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Vacation time must be taken during the fiscal year, and must be approved in advance and in writing by your immediate supervisor. Approval of vacation requests is based on a number of factors, including business needs and staffing requirements. For school-based personnel, vacation days should be scheduled to coincide with school breaks.

Vacation allowances may not be carried over to the next fiscal year.

Employees may schedule approved vacation in half-day (four hour) or full-day (eight hour) increments.

In the event a team member does not use all accrued vacation time prior to the end of the fiscal year, the employee will forfeit the unused vacation time.

Upon termination of employment, a determination will be made as to the number of vacation days that have accrued from the beginning of the fiscal year (or first day worked) through the last day worked. Any team member who uses more vacation days than are accrued at termination will be required to reimburse TLG for vacation leave taken but not earned. Such reimbursement will be deducted from the employee's final paycheck, and by signing the Handbook Acknowledgement, the employee agrees that TLG may make that deduction. Conversely, when an employee terminates and has accrued unused vacation days, the employee will be paid the regular pay rate for one-half the unused vacation, not to exceed one week (five days) unused vacation.

Employees may use available vacation time to cover the waiting period of a disability leave when they have exhausted their personal time benefits.

Paid Time Off

Paid personal time is available to eligible team members to cover the employee's own illness, family illness or for other personal reasons. Full-time regular team members earn up to 64 hours (eight eight-hour work days) per year for year-round employees and 56 hours (seven eight-hour work days) per year for school-year employees. Personal time may be accrued up to two-times the annual maximum award. Thus, for eligible year-round team members, the maximum personal time that may be accrued is 128 hours (16 eight-hour work days) and for eligible school-year employees the maximum personal time that may be accrued is 112 hours (14 eight-hour work days).

When a team member has reached the maximum accrued personal time, no further personal time will be earned until the employee has used sufficient personal time to drop below the cap. Whenever possible, personal time should be scheduled in advance and approved by your supervisor.

Personal time does not accrue while an employee is on a leave of absence.

Employees may use personal time before it is actually earned during the fiscal year (July 1 - June 30). If an employee overuses their time and terminates, they have to pay the overused amount back on their final check.

If an employee has earned but unused personal time available at the time of termination, they will be paid for half of that time up to 40 hours.

Partial days missed

For any employee, exempt or non-exempt, who misses any portion of a workday, the portion of the workday missed will be charged first to the employee's accrued personal time off and, if personal time is exhausted, the employee's accrued vacation time will be charged.

For non-exempt team members, deductions from personal and vacation time will be made in quarter-hour increments, rounding down to the nearest quarter hour of time missed by the employee. For exempt team members, partial days absences will be charged to the employee's personal time, then vacation time, in half or whole day increments.

Leaves of Absence

We recognize that you may need time off work for medical reasons, certain family matters, a military obligation or urgent personal reasons. Any absence of more than five work days, other than approved vacation, personal time, jury duty, or annual reserve/guard training, requires an approved leave of absence. Written requests for leave must be submitted to human resources as soon as practicable. TLG will consider such requests in its sole discretion, using such criteria as it deems appropriate to determine whether to approve the request for leave in accordance with applicable law.

An approved leave does not constitute a break in service and team members retain all previously earned or accrued benefits upon their return. Benefits normally granted to employees while on active duty, such as vacation and personal time, do not accrue during leaves of absence. When on an approved leave of absence, except for military leave and leaves governed by the Family and Medical Leave Act, your job will be held for a maximum of 30 calendar days (unless it is affected by a reduction in force, reorganization or other business need). A leave may be extended at the sole discretion of TLG based on current business needs. This provision shall not extend the length of employment of any contractual employee beyond the term stated in the employment contract.

While on an approved leave, with the exception of military duty, employees are strictly prohibited from performing services for any other employer. For those whose compensation is paid on a prorated basis, such as contracted teachers, their prorated, per-period pay amount will be recalculated following any leave of absence during which part or all of the leave was not paid at 100% of their regular daily contract amount. This includes disability leaves during which they receive partial compensation. Such recalculation will generally result in a different per-period pay amount following the leave. Failure to return to work at the end of a leave period will indicate that you have voluntarily resigned your position effective the last day you were paid wages by TLG.

Family and Medical Leave (FMLA)

TLG complies with the federal FMLA, which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The company also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the HR department to discuss options for leave.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools) to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period measured forward from the date an employee first takes that type of leave.

Basic leave entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military family leave entitlements. Eligible employees with a spouse, child, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to 7 days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to 5 days of leave); (7) attending post deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the

servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

Benefits and protections during FMLA leave. During FMLA leave, the company will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the company's operations. A "key" employee is an eligible salaried employee who is among the highest-paid 10 percent of the company's employees within 75 miles of the worksite. Employees will be notified of their status as key employees, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued before the start of an employee's leave.

Employee eligibility. The FMLA defines eligible employees as employees who (1) have worked for the company for at least 12 months; (2) have worked for the company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of company worksites that, taken together, have a total of 50 or more employees.

Definition of "serious health condition." A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Use of leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or a reduced work schedule basis.

Substitution of paid leave for unpaid leave. Employees may choose or employers may require the use of accrued paid leave while taking FMLA leave. Accordingly, the company requires employees to use any accrued paid vacation, personal, and sick days during an unpaid FMLA leave taken because of the employees' own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the

military. In addition, employees must use any accrued paid vacation or personal days (but not sick days) during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member's active duty or call to active duty status in support of a contingency operation. In order to use paid leave for FMLA leave, employees must comply with the company's normal paid leave procedures found in its Vacation and Sick Leave policies.

Employee responsibilities. Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, employees must provide notice as soon as practicable and generally must comply with the company's normal call-in procedures. The company may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Employees also must inform the company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The company also may require a second and, if necessary, a third opinion (at the company's expense) and, when the leave is a result of the employee's own serious health condition, a fitness-for-duty report to return to work. The company also may delay or deny approval of leave for lack of proper medical certification.

Company responsibilities. The company will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the employees' rights and responsibilities. If employees are not eligible, the company will provide a reason for the ineligibility.

The company will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' FMLA leave entitlement. If the company determines that the leave is not FMLA-protected, the company will notify the employees.

Other provisions. Under an exception to the FLSA in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employees' exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the company has approved the employment under its Outside Employment policy and the employees' reason for FMLA leave does not preclude the outside employment.

Military Leave

TLG supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the HR department and the employee's supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

If you are a full-time regular team member and belong to the military reserve or National Guard, you will be paid the difference between your military pay and your regular wage for up to 10 workdays per year to attend annual training duty. Please provide a copy of your military orders to your supervisor as soon as you receive them so that we may plan your absence. Also provide a copy of your military pay voucher when you receive it so that proper payment can be made to you. No payment will be made for annual reserve/guard training until such voucher has been received by the payroll department.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Bereavement Leave

Full-time regular employees may be granted up to three days of paid bereavement leave for the death of an immediate family member. TLG defines immediate family members as an employee's spouse; parent/parent-in-law; step-parent; grandparent or grandparent-in-law; daughter or son (including step-children); daughter- or son-in-law; sister or brother (including step- and half-siblings); sister- or brother-in-law and grandchild. Based upon a discussion with you, your supervisor will determine how many days of the three available are reasonably required for your absence.

Full-time regular employees are granted one day of bereavement leave in the case of the death of any other family member such as an aunt or uncle, aunt- or uncle-in-law; niece or nephew.

Special consideration will also be given in the event of the death of any other person whose association with the employee was similar to any of the relationships defined above.

Employees needing bereavement time should notify their supervisor immediately. Employees may, with supervisory approval, use any available paid leave (i.e., vacation or personal time) for additional time off, if needed.

In the event of the death of a TLG team member or student, employees,, with supervisory approval, may attend the funeral, if held locally, without loss of pay.

Jury Duty

TLG encourages employees to fulfill their civic responsibilities by serving jury duty when required. Full-time regular employees will not lose pay as a result of serving on a jury or appearing as a witness as a result of a subpoena when required by law and up to a maximum of two weeks. Court-ordered appearances in excess of two weeks will be charged first to vacation time, then personal time. When paid time off is exhausted, the employee will not be compensated.

Employee Benefits

TLG recognizes the value of benefits to employees and their families. The company supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the company Summary Plan Descriptions (SPDs), which are found on the company intranet, or contact the HR department. To the extent the information provided here conflicts with the SPD or full plan document, the full plan document will control.

Medical, Dental, and Vision Insurance

Full-time employees working 30 hours or more per week are eligible for medical insurance on the first of the month following 30 days of service. To keep coverage in force, every insured employee must work a minimum of 30 hours per week.

Full-time regular employees become eligible for these benefits on the first of the month following 30 days of service with TLG. Eligible dependents include the employee's legal spouse and dependent children.

You will be asked to fill out enrollment forms for your coverage when you are hired or assigned to a full-time regular position. If you complete and submit enrollment forms within 31 calendar days of eligibility, acceptance is automatic.

You will receive identification cards and information describing your coverage in detail. Please read the information carefully to help you understand these important benefits. If benefit

questions arise, please direct them to your supervisor, office manager, or to the benefits manager in human resources.

If you leave TLG, you and your dependents may be eligible to continue medical, dental and/or vision coverage for a period of time under TLG's benefits program. Such coverage is called a COBRA continuation, and is explained in more detail under the COBRA section of this handbook. If you elect to continue coverage, you will be responsible for paying the full cost of such coverage. A letter explaining any continuation rights you have will be sent to you shortly after you leave TLG.

TLG reserves the right to amend its benefits programs at any time

Waiver of benefits

Upon providing evidence of coverage under another group or individual medical or dental plan outside of TLG, team members eligible for company medical, dental and vision coverage may waive part or all of that coverage each year. This election may be made at the time of eligibility, during annual open enrollment, or in the event of a family status change.

Eligible team members electing to waive their medical, dental coverage will receive payment for such waiver. Payments will vary in amount depending upon which coverage is waived. Contact the benefits manager in human resources for details.

Waiver payments will be included in the employee's semi-monthly paycheck, are considered income, and are subject to taxation. In the event of the loss of outside coverage, the team member previously waiving coverage may opt to enroll in the TLG benefit plan or plans for which outside coverage was lost. Written evidence of loss of coverage will be required. Should you be enrolled in TLG's benefit programs following loss of coverage, any waiver payments will cease when TLG benefit plan coverage begins.

In the event that an employee is married to another TLG employee, insurance benefits for both employees, and for any eligible dependents, will be provided under one of the two employee's names. The second employee may not collect a waiver since TLG is providing both employees with coverage.

COBRA

Team members who are covered under TLG's health insurance plan and who subsequently lose coverage due to a reduction in hours or termination of employment may be permitted to continue coverage under the group health plan. Continuation coverage will be at the

individual's own expense. Notification of rights under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) will be mailed directly to the individual.

Group Life Insurance

For eligible employees, TLG provides life insurance coverage equal to two times your base annual compensation, rounded up to the next \$1,000. This coverage is provided at no cost for all full-time regular team members.

Portions of group term life insurance premiums may be taxable to the employee. TLG will compute the cost of taxable group term coverage according to Internal Revenue Service standards, and that amount will be included as wages on W-2 forms.

Specific plan information is available in human resources. Life insurance benefits cannot be waived.

Accidental death/dismemberment

For eligible employees, TLG provides accidental death and dismemberment insurance coverage (AD&D) equal to two times your base annual compensation, rounded up to the next \$1,000. This coverage is payable upon accidental death or dismemberment, with dismemberment benefits varying based on the nature of the injury. This coverage is provided at no cost for all full-time regular team members.

Specific plan information is available in human resources. AD&D benefits cannot be waived.

Disability benefits

Full-time regular team members with at least one year of service are covered by both short- and long-term disability benefits. The employer pays the full cost for this coverage. Disability insurance provides a partial income if team members become disabled due to sickness or accident not incurred at work.

Short-Term Disability (STD)

Eligible full-time regular employees who are unable to work due to a medically-certified disability will receive disability pay replacing a percentage of their regular base wage. There is

a five work-day waiting period before any benefits are payable. STD benefits are payable to a maximum of 90 calendar days.

STD benefits for hourly school-year employees will not be paid for days the employee is not scheduled to work, such as summer recess or winter break.

Short-term disability benefits may run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

Long-Term Disability

Eligible full-time regular employees who have been employed at least one year are covered by an LTD plan that begins paying benefits after 90 days of continuous, non-work-related disability. LTD benefits pay a percentage of the team member's regular base wage.

Note: Details of both short- and long-term plans are available by contacting human resources. These plans cannot be waived.

Long-term disability benefits will run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

401(k) Plan

To help you prepare for retirement, TLG provides a 401(k) contributory retirement savings program, or contributes on your behalf to the state retirement system, depending upon the state in which you work.

The 401(k) plan allows eligible team members to payroll deduct pre-tax dollars each pay day which are then invested, at the employee's direction, for retirement savings.

TLG will provide matching contributions not to exceed six percent of the employee's base income each payroll period.

Full-time regular and part-time regular team members who are at least 18 years of age are eligible to enroll in the plan on the first day of the month following 30 days of service and begin making contributions to their 401(k) account. Matching contributions will not begin until the first of the month after the employee has completed one year of service, and worked at least 750 hours during that year.

Specific information about the 401(k) plan, and about which states are eligible for participation, is available through human resources.

Workers' Compensation

TLG carries workers' compensation insurance in case you incur certain work-related injuries or illnesses. All team members are covered by this insurance upon hire, with TLG paying the entire cost for this protection.

The company abides by all applicable state workers' compensation laws and regulations. If an employee sustains a job-related injury or illness, it is important to notify the supervisor and HR immediately. The employee must complete the required incident report forms. Failure to do so may delay or jeopardize any available coverage. The Risk Manager will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room or call 911.

Any employee injured while carrying out TLG business may be required to submit to drug screening. Refusal to submit to testing is immediate grounds for dismissal, as is a positive drug test result indicating likely impairment at the time of the incident.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law.

Return to work

TLG encourages employees to return to work as quickly as possible following certain work-related injuries and illnesses. If an employee is able to return to work, but unable to return to his or her own regular job duties, TLG's Return to Work program is designed to provide methods by which consideration may be given to allow the employee to return to work in a modified or alternative assignment. The work reassignment shall not exceed 12 months. All employees are eligible for this program.

Section 125

TLG's Section 125 plan allows full-time regular and part-time regular team members to pay for certain expenses with pre-tax dollars. You may elect to have fixed amounts withheld through regular payroll deductions to cover such things as out-of-pocket health care co-pays and deductibles, child care expenses and vision care expenses. Then, when you incur eligible expenses, you send the receipts to our independent claims administrator and receive reimbursement up to the amount in your withholding account. Depending upon your particular financial circumstances, this program may be more advantageous than taking a deduction on your taxes for such expenses; however, you are encouraged to check with a qualified tax advisor before deciding to enroll.

One of the requirements of this program, once you are enrolled, is that you may not drop out of the program during the year except for certain qualifying life events such as marriage, divorce or termination of employment for you or your spouse. You may be able to roll over funds from your health care FSA to the following year, according to current applicable law and TLG policy. Rollover amounts must be used during the following plan year. Claims for rolled-over funds must be incurred by December 31 of the next plan year, and submitted by March 31 of the next calendar year of the excess funds will be forfeited.

Pre-paid legal services

Full-time regular and part-time regular team members are eligible to participate in employee pre-paid legal services on a payroll deduction basis. This service is offered through a third-party vendor. Specific plan information is available through human resources.

Supplemental insurance programs

Full-time regular and part-time regular team members are eligible to participate in employee-paid supplemental insurance plans on a payroll-deduction basis. Supplemental plans such as accident insurance, critical illness insurance and whole life coverage for employee, spouse and child are offered through a third-party vendor. Specific plan information is available through human resources.

Employee Assistance Program

The employee assistance program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. TLG wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

The company encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the company, and the company is not given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the HR department.

Information specific to school personnel

Responsibilities of school personnel

Team members in our schools, because of their proximity to students, have heightened responsibilities to minimize risk to our students. It is Leona Group's intent to minimize that risk and we have thus established the following minimal standards of conduct for each employee:

- Team members shall maintain a standard of care for supervision, control and protection of students commensurate with the team member's assigned duties and responsibilities. All team members are expected to apply the highest standards of professional practice in the fulfillment of their duties.
- Team members shall not send students on any errands outside the school property and shall never send a student on a personal errand.
- Team members shall not transport students in a private vehicle without the advance written approval of the school leader and student's legal guardian.
- A student shall not be required to perform work or services, or engage in any activity that may be detrimental to his/her health.
- Team members shall not associate with students in a manner which gives the appearance of impropriety, including, but not limited to, the creation of or participation in any situation or activity which could be considered overly personal, abusive, sexually suggestive or involving alcohol, tobacco, drugs or illegal substances.
- If a student comes to a team member to seek advice or to ask questions regarding a personal matter related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the team member may help the student make contact with certified or licensed individuals in the school or community who specialize in the assessment, diagnosis and treatment of the student's problem. Under no circumstances may a team member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose or treat the student's problem.
- Team members who, through conversations and/or observations, suspect sexual/physical abuse of students are required to report the situation directly to the school leader. Many school-based personnel are considered, by law, to be "mandatory reporters" of child abuse or neglect. If you are unsure whether this standard applies in your location, seek guidance from your school leader.
- All staff members are strictly prohibited from utilizing corporal punishment, inappropriate restraint, or excessive physical force with students. In some locations, staff members are prohibited by law from such conduct. Regardless of local law or regulation, such practices are always inconsistent with TLG's standards and expectations.

Board-staff communications

Only the school leader and corporate management staff are authorized to speak to any governing board on TLG's behalf, and all official communication with any governing board must be conducted through them.

While teachers and other company personnel are free to speak with academy board members, they do so as individuals and not as official representatives of TLG or the academy. Additionally, it is our expectation that if any employees have issues of concern, those issues will be brought to the attention of the school leader or TLG management for resolution before being discussed with the members of the governing board.

Acts of generosity

Individual gifts from team members to students are strongly discouraged. It is suggested that team members who wish to give a gift do so as a gift to the classroom. For example, library books, scholarship funds or other educational resources for the class.

Team members should not accept gifts from students, parents or members of the community that could be perceived as being given for the purpose of influencing judgment.

Drug screening & physical exams

As a condition of employment, TLG requires all personnel, after the job offer but prior to beginning work, to undergo a drug screen. A positive drug screen will result in the withdrawal of the employment offer and the applicant may not begin work with the company.

Some personnel, as required by state law, may also be required to undergo a tuberculosis (TB) test. Employees who undergo a TB test must return to the test facility within two days to have the TB test read. If an employee fails to have the TB test read within two days, the employee will be responsible for obtaining a second TB test at the employee's own expense.

Criminal background & unprofessional conduct check

As a condition of employment, and as required by law, TLG conducts employee criminal background and unprofessional conduct checks on all school personnel. A copy of the report is kept at the corporate office or the school, or both, depending upon state laws and regulations.

Criminal convictions or acts of unprofessional conduct may result in the withdrawal of the employment offer or termination of employment.

By signing the Handbook Acknowledgement, the employee gives TLG the explicit authority to contact any appropriate law enforcement officers or agencies to be informed of any arrests that may occur during the course of employment. Additionally, TLG or its agent is authorized

to request from any person or former employer any records or information that may be relevant to employment with TLG.

Criminal charges/arraignments

Employees are required to notify TLG in the event they are charged with, or arraigned for any felony, or any crime for which a conviction would require registration as a sex offender. For employees in the state of Michigan, this notification is required by law. Michigan employees must also notify the State Department of Education in such instances. Employees in Michigan who fail to report such an event within three days of the arraignment or arrest may be charged with an additional crime. Failure to report may also result in termination of employment. All employees, regardless of the state in which they work, are urged to notify their school leader immediately of being arraigned for or charged with any crime. All reported information will be handled with the utmost confidentiality.

Blood-borne pathogens

TLG seeks to protect those employees who are likely to be exposed to blood-borne pathogens and other potentially infectious materials in the performance of their assigned duties.

The school leader shall notify corporate management of those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials. The school leader will then ensure proper training of those employees identified as possibly coming in contact with infectious materials.

TLG will provide for the inoculation of the Hepatitis B vaccine to employees in accordance with federally mandated scheduling, at no cost to the employee.

The school leader will be responsible for reporting all possible exposures to potentially infectious materials to TLG.

Health department

TLG advocates close working relationships with state and local health departments in all matters of health programs in the school. Team members shall safeguard the health of students in the school by supplementing and reinforcing the efforts of the home, and by providing conditions and educational opportunities conducive to good health.

Freedom of speech in non-instructional settings

TLG acknowledges the right of its employees, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the school or to TLG, however, the employees' expression must be balanced with the interests of the school and the company.

TLG has adopted the following guidelines to help clarify and, therefore, avoid situations in which an employee's expression could conflict with the school's interests. In such situations, employees should:

- state clearly that their expression represents personal views and not necessarily those of the school, TLG, its members, officers or directors;
- refrain from communication that does or may interfere with a safe and orderly educational workplace environment;
- not make threats or use abusive or defamatory comments about co-workers, administrators, members, officers, directors or officials of the school or TLG; and
- refrain from making public expressions which they know to be false or which are made without regard for truth or accuracy with reference to TLG, the school, co-workers, officials of the school community or its stakeholders; and
- If contacted by the news media with questions about TLG operations or management topics, employees should direct that person to TLG's communications department or the school leader as a first point of contact.

Exceptions and Appeals

Any exceptions to the policies and procedures expressed in this manual require the written authorization of the CEO or his designee.

In any event where an appeal may be necessary, a team member should first notify his or her immediate supervisor in writing as to the specific appeal or exception requested. The immediate supervisor shall review the appeal/request and respond to the employee.

If the team member wishes to appeal the immediate supervisor's decision, the employee must provide a request in writing to the CEO detailing the policy and procedure for which an exception or change is requested, the reasons for the request, the immediate supervisor's decision, and additional support or reasons why the CEO should grant the request. Such requests should be submitted within 48 hours of the team member's receipt of the immediate supervisor's decision, and should be sent to human resources for delivery to the CEO.

The existence of this exception/appeal procedure is not a representation or guarantee that the employee will achieve the desired decision.

A final word

We hope this handbook has helped you become acquainted with TLG and various aspects of your employment. Please keep it handy as a reference for the future, and don't hesitate to contact your supervisor if you have any questions. You are an important member of the team. Again, welcome aboard!

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of The Leona Group, LLC. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, company practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee, unless otherwise stated in a written individual employment agreement signed by the CEO of the company, and that neither this document nor any other communication shall bind the company to employ me now or hereafter and that my employment may be terminated by me or the company at any time. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the CEO of the company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the CEO of the company.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE