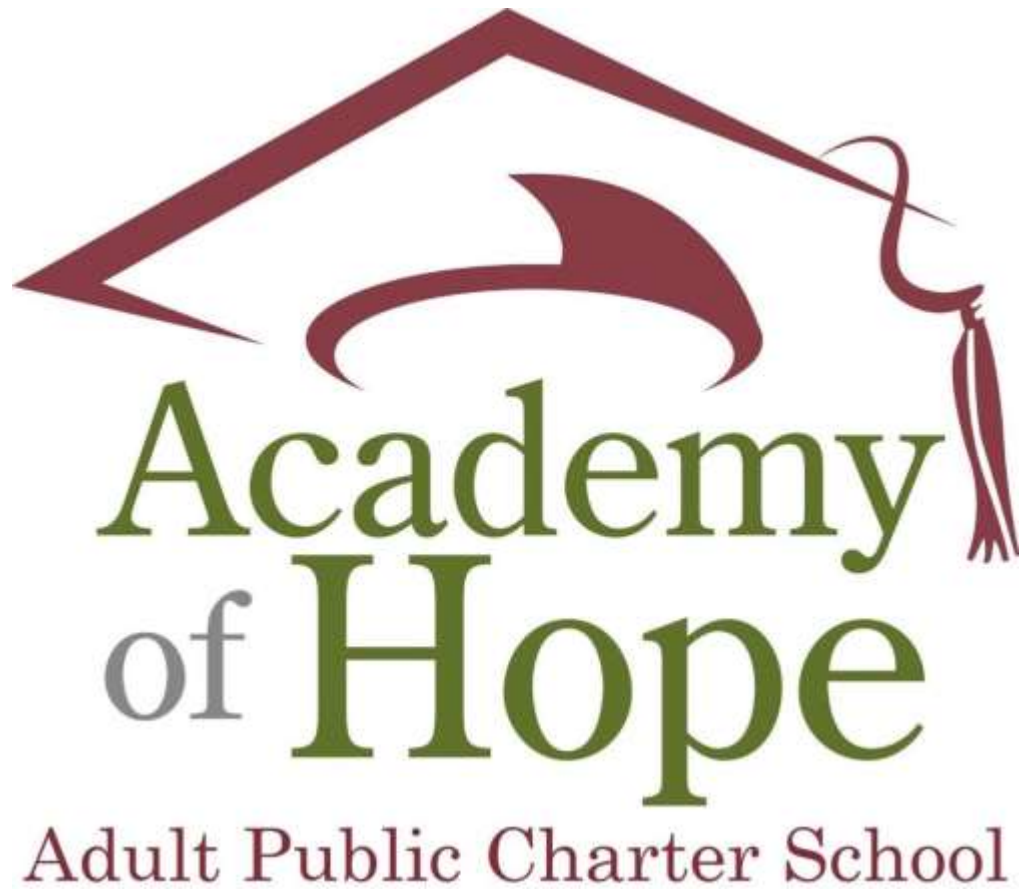


ACADEMY OF HOPE



Personnel Policies Handbook

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PERSONNEL POLICIES HANDBOOK

Introduction

Academy of Hope Adult Public Charter School is a school providing classes for GED preparation, National External Diploma Program, career pathways, and computer training for low-income adults in Washington, DC. We have a set of core values that guide our work. These are the organization's core beliefs, internal guidelines that provide the foundation for its work and are not changed or influenced by external forces. Academy of Hope Adult PCS (AoH) plans and carries out its services with ongoing commitment to the following values and principles:

CORE VALUES = CARES

Community- AoH fosters an atmosphere where individuals can be completely present as their authentic self. We seek to advance values, attitudes, and beliefs that promote caring for one another. We believe we are stronger together and that representation for the people we serve matters.

Acceptance- AoH respects the inherent dignity and worth of every individual. We remain open-minded as we acknowledge each individual's complex identities and our collective differences. To us, every person is worthy and we expect teachers, staff, learners, and community members to come as their true selves.

Respect – At AoH, we believe that every human is deserving of respect and respect is an action. Respecting someone means engaging, learning, and trying to understand individuals' experiences. At Academy of Hope we are encouraging self-love and a deep understanding, appreciation, and regard for our communities.

Empowerment– AoH aims to purposefully recruit and engage community members who understand the power in every person. Our community is committed to actively listening and amplifying voices and lived experiences that are often unheard as a means to propel change.

Service- Our ultimate goal is to serve all learners responsibly. We strive to be good stewards of the trust learners place in us by consistently reviewing our practices, programs, and structures to ensure we are advancing learners' stated best interests.

Academy of Hope's Diversity, Equity, and Inclusion Statement

Academy of Hope Adult Public Charter School (AoH) expressly embraces people of all races, ethnicities, gender identities, ages, sexual orientations, religions/spirituality, and backgrounds. We strive to create an inclusive environment where race, seen and unseen disabilities, and other identifiers do not pre-determine one's future but rather where everyone is valued and adds value.

Throughout history, marginalized people have fought for their rights to freedom, justice, and education. The American education system continues to be plagued by discrimination, homophobia/transphobia, classism, and racism. There are still policies, procedures, and practices that negatively impact members of these communities.

As an adult public charter school, AoH acknowledges history and the impact it continues to have in the present. We are focused on creating a more just and fair future for our communities. AoH recognizes the economic burden of education access; we offer a free comprehensive education along with a transportation subsidy for DC residents. We show support to our LGBTQIA+ community by opening the doors for gender identity and "Safe Zone" training because we know that gender is not binary. Every day we challenge inherent bias and racism so that we are more conscious of white-dominant culture and the black- and brown-experience. The AoH community understands that both seen and unseen disabilities should be treated with equal priority. We continue to adopt new practices and develop a climate that is welcoming. We are changing every day.

Our charge is to provide avenues and tools to combat systemic racism within Academy of Hope's walls and beyond. Through education, we hope to equip our community members to advocate against and challenge systemic racism. We hope to share knowledge with others in our sector and beyond.

A. Purpose of Handbook

Academy of Hope has adopted the following Personnel Policies Handbook and procedures as a guide to employees and others about policies, work rules, and benefits. These policies supersede and replace all prior handbooks, policies, and practices of Academy of Hope. Academy of Hope reserves the right to modify, delete, or add any policy, procedure or benefit. These policies are not intended to create, nor should they be interpreted as a contract between you and Academy of Hope. Please read the policies, acquaint yourself with them, and keep them in a convenient place for easy reference. If you have any questions regarding any of these policies, please ask your supervisor or the HR Generalist for assistance.

B. At-Will Disclaimer

This handbook is not a contract of employment and does not confer contractual rights, either express or implied, upon any employee, nor does it guarantee employment for any period of time. All employees are employed at-will and either the employee or Academy of Hope may terminate the employment relationship at any time, with or without cause, and with or without notice.

C. Equal Opportunity and Anti-Harassment

Academy of Hope's policy is to offer Equal Employment Opportunity to all its applicants and employees. Employment decisions shall be based on merit, qualifications, and competence. Employment decisions shall not be based on race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, genetic information of the employee or family member of the employee, age, disability, marital status, veteran status, or any other basis prohibited by federal, state or local law. This policy governs all aspects of employment including recruitment, training, compensation, benefits, transfers, reduction in staff, rehires, leaves of absences, promotion, discharge, and other terms and conditions of employment.

Academy of Hope specifically prohibits harassment and discrimination of applicants and employees on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, genetic information of the applicant/employee or family member of the applicant/employee, age, disability, marital status, veteran status, or any other basis prohibited by federal, state or local law, including sexual harassment (all as defined and protected by applicable law).

1. Sexual Harassment

Sexual harassment can occur between individuals of the opposite sex or the same sex. Sexual harassment may include, but is not limited to: intentional physical conduct that is sexual in nature, such as touching, pinching, and patting; sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience; repeated unwelcome requests for a romantic relationship; and displaying pictures,

posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic. Basing an employment, volunteer or educational decision or implying that a decision will be based on another person's submission to or rejection of sexual overtures is prohibited.

2. Harassment Other than Sexual Harassment

Harassment on other grounds, including race, color, religion, national origin, pregnancy, childbirth or related medical conditions, age, genetic information of the employee or family member of the employee, disability, marital status, veteran status, or any other basis prohibited by federal, state or local law is also prohibited. Prohibited harassment may include, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the employee's normal work or movement, and other conduct that the individual might reasonably find to be offensive and which is directed at an individual employee, his/her relatives, friends or associates. Harassment may also include written or graphic material placed on walls, e-mail, bulletin boards or elsewhere on Academy of Hope's premises, or circulated in the workplace that denigrates, shows hostility or aversion towards an individual or group because of the characteristics identified above.

3. Procedure for Complaints

If any employee, volunteer or student of Academy of Hope believes conduct that violates this policy has occurred, or if any of these persons has questions concerning this policy, he or she should contact the HR Generalist or their supervisor immediately.

Individuals are encouraged to report potential harassment before it becomes severe or pervasive. Reports will be investigated impartially, and any warranted corrective action will be taken, including discipline for inappropriate conduct. Complaints will be handled confidentially, except as necessary for investigation and resolution. This policy prohibits retaliation, harassment, or other adverse action because of making a complaint, assisting in an investigation, opposing harassment or otherwise exercising employment rights protected by law.

D. Americans with Disabilities Act

The Americans with Disabilities Act of 1990 prohibits employers from discriminating in employment decisions against qualified individuals with disabilities. This includes the requirement that an employer make reasonable accommodation to known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless the employer can demonstrate that the accommodation would impose an undue hardship on the operations of its business.

Academy of Hope is committed to providing a barrier free environment for its applicants and employees. AoH does not discriminate against an individual with a disability in hiring or promotion if the person is otherwise qualified for the job. Any employee who believes

he or she suffers from a condition or impairment that rises to the level of a disability and that may preclude the employee from performing the essential functions of his or her position should contact the HR Generalist.

E. Employee Classifications

1. Regular Full-Time Employees

Individuals employed and paid by Academy of Hope to work on a full-time basis. The standard work week for full-time employees is 30 hours.

2. Regular Part-Time Employees

Individuals employed and paid by Academy of Hope to work on a regular schedule that is less than 30 hours per week.

F. Volunteers

1. Stipend Volunteers

Individuals whose services are obtained under an agreement with a service program organization that provides service opportunities for volunteers who receive a stipend to cover living expenses. The stipend, which is set by the service program organization, may be paid by Academy of Hope to that organization or directly to the individual, depending on the terms of the agreement with the service program organization. These individuals, while not considered employees, shall follow the same general guidelines governing employee behavior, except where differences have been established in the service program organizations' partner agreement.

2. Unpaid Volunteers

Individuals, such as teaching assistants, who volunteer to assist Academy of Hope's employees without receiving any stipend or other form of compensation.

G. Initial Work Review/Probationary Period

The first 90 days of employment will be an initial work review period. New employees will be evaluated during the 90-day period and annually thereafter. While an employee may be terminated at any time, the initial work review period is specifically designed to give both the employee and Academy of Hope an opportunity to determine their suitability for each other.

H. Whistleblower Policy

1. General

A whistleblower as defined by this policy is an employee of Academy of Hope who reports an activity that he/she considers to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measure; the Chief Executive Officer and, when appropriate, the Chair of the Board of Directors are charged with these responsibilities. It is the intent of Academy of Hope to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance.

2. No Retaliation

No employee or volunteer who in good faith reports a violation shall suffer harassment, retaliation, or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. The Whistleblower Policy is intended to encourage and enable employees and volunteers to raise serious concerns within Academy of Hope prior to seeking resolution of the issue externally.

3. Reporting Violations

In most cases, an employee's supervisor is in the best position to address an area of concern. The supervisor will then report the violation to the Chief Executive Officer, or in matters involving the Chief Executive Officer, the Chair of the Board of Directors. If you are uncomfortable speaking with your supervisor or you are not satisfied with your supervisor's responses, you are encouraged to speak directly with the Chief Executive Officer or the Chair of the Board of Directors.

4. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, subject to the need to conduct an adequate investigation.

5. Investigation and Follow-Up Actions

For reports not made anonymously, The Chief Executive Officer--or in matters involving the Chief Executive Officer, the Chair of the Board of Directors--will notify the complainant and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

I. Recruiting and Hiring Process

When a vacancy occurs in one of the regular full-time or part-time positions, other than the Chief Executive Officer position, the position's supervisor, in consultation with Human Resources, will determine the qualifications required, recruitment sources and evaluation techniques. For the Chief Executive Officer position, a search committee appointed by the Chair of the Board of Directors will make those determinations. Subject to Academy of Hope's sole discretion, employees may be informed about a vacancy and given an opportunity to apply for it if they meet the required qualifications. Recruitment of external candidates may also be conducted for any vacancies.

J. Background Investigation Policy

To ensure that individuals who join Academy of Hope are well qualified and have a strong potential to be productive and successful, and to further ensure that Academy of Hope maintains a safe and productive work environment that is free of any form of violence, harassment or misconduct, all job applicants are subject to background screenings. These screenings are conducted by a third party company to ensure privacy.

These investigations may include examination of an applicant's criminal, education, and employment history. All offers of employment are conditioned upon Academy of Hope's receipt of a background screening investigation that is acceptable to AoH. The background investigations are designed to elicit whether the applicant has the background and skills necessary for the particular position for which he or she is applying. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

AoH, at its sole discretion, may withdraw an offer of employment or terminate the employment of an individual found to be unsuitable for employment based on a review of the findings of a background investigation.

Background screenings are to be run every two years.

K. Work Schedules/Work Hours and Attendance

Employees and volunteers are required to abide by the work schedule agreed upon between the employee/volunteer and his or her supervisor. Any proposed changes to the schedule must be submitted in writing. Approval of schedule change requests is subject to the sole discretion of the supervisor and will be considered on a case-by-case basis, based on the needs of the specific departments and Academy of Hope as a whole.

1. Regular full-time employees will work a 40-hour week with hours of duty established by their supervisor. The 40 hours will include up to 1 hour a day for lunch or other breaks.

2. The work schedule for part-time employees will be established by their supervisor on the basis of the hours to be worked.
3. A workweek starting on Monday at 12:00 am, ending on Sunday at 11:59 pm is utilized for calculating overtime pay eligibility for qualifying non-exempt employees.
4. Stipend volunteers are expected to perform services as set forth in their agreement with Academy of Hope.
5. It is essential that employees and volunteers arrive at the work site on time. If tardiness in reporting to work is unavoidable, the employee's supervisor must be notified as soon as possible.
6. Timesheets shall be completed by all employees and volunteers to record time worked and leave used (if applicable).
7. Academic staff will have set days off as designated on the Academy of Hope Calendar.

L. Holidays

Full-time employees are paid for holidays. Part-time employees are paid for holidays that fall on scheduled work days.

1. The following holidays will be observed:

New Year's Day	Martin Luther King Jr. Day
Presidents Day	Emancipation Day
Memorial Day	Juneteenth
Independence Day	Labor Day
Thanksgiving (Thurs & Fri)	Christmas (Dec 24 & 25)

2. Academy of Hope will be closed each year for the days between December 25th and January 1st. During that time, employees will be given time off with pay, and they will not be charged leave for such absences. Stipend volunteers will also be given time off while continuing to receive their stipend. Holidays falling on a Saturday or Sunday will be observed on the Friday preceding or the Monday following the holiday.
3. All full-time and part-time employees will receive two floating holidays per year in addition to vacation and sick leave and Academy of Hope's regular holidays. These two floating holidays allow employees to have additional paid leave to supplement vacation, sick and holiday leave.

Floating holidays are available at the beginning of the fiscal year. Any employee hired between the months of July and December will receive two floating holidays. Any employee hired between the months of January and June will receive one floating holiday.

Floating holidays may be used to cover full day absences only. They must be taken in the fiscal year in which they are given. Under no circumstances will these days be

carried over into the next fiscal year. Nor may they be cashed out if not taken or paid upon termination.

A floating holiday must be scheduled, and approved in advance by the employee's immediate supervisor.

M. Flexible Work Schedule Policy

Flexible work schedule policy applies only to Administrative Staff. At the sole discretion of Academy of Hope, a flexible work schedule may be provided as an option to full-time and part-time employees. Employees may choose between either working Flex Time or Compressed Workweeks as outlined below. **Flex schedules must be approved in advance by each employee's supervisor, and should not interfere with essential job functions.** Employees subject to federal and local overtime laws must complete an Alternative Flexible Work Schedule Agreement. **The availability of Flex schedules to employees are subject to the needs of Academy of Hope, and such Flex schedules may be modified or canceled by Academy of Hope at any time.**

Arrangement	Description
Flex Time	Workday starts and ends at times different than the established standard, but employees still work the same number of hours per day. Employees must be present during the core hours of 10 am and 4 pm Monday to Thursday (unless required to work evenings).
Compressed Workweeks	Working longer days in exchange for equivalent time off each week or pay period. Two options are available: 1. 9/80 workweek: 80 hours in nine workdays over a two week period with every other Friday off. 2. 4 1/2 day workweek: 9-hour days Monday-Thursday with Friday afternoons off.

N. Compensation for Employees

1. Compensation for regular full-time and part-time employees will be set by the Chief Executive Officer. Salaries will be reviewed at least annually by senior management and may be adjusted, including for such reasons as cost of living increase, merit consideration based on performance, or reclassification due to major changes in job duties. The salary for the Chief Executive Officer will be reviewed by the Chair of the Board of Directors.

2. Exempt and Non-Exempt Employees: Each position is determined to be either “Exempt” or “Non-Exempt.” Definitions of the classifications are as follows:
 - a. **Exempt:** Employees with exempt status are exempt from the requirements of federal wage and hour laws or from the federal Fair Labor Standards Act. Exempt employees are paid on a salaried basis.
 - b. **Non-Exempt:** Employees with non-exempt status are generally covered by federal wage and hour laws or by the federal Fair Labor Standards Act. They are paid at least a certain minimum hourly wage rate and are eligible for overtime pay.
3. Compensatory time off will be provided for exempt employees who are required by their supervisor to work more than 40 hours in a work week, provided the additional hours were preapproved by the employee’s supervisor. Compensatory time off must be taken within 4 weeks after the additional hours were worked. Compensatory time is not necessarily approved for each occurrence that an employee works over a 40-hour work week.
4. Non-exempt employees are eligible for overtime for time worked over 40 hours in a single week. Overtime pay is based on a workweek starting on Monday at 12:00 am ending on Sunday at 11:59 pm. Overtime pay must be approved by the employee’s supervisor before worked.
5. There are two pay periods each month. The first pay period begins on the 10th of each month and ends on the 24th. The second pay period begins on the 25th of each month and ends on the 9th of the following month. Employees are paid semi-monthly on the 15th and the last day of each month. If a pay day falls on a non-business day, the pay date will be moved to the business day preceding the pay date.

O. Personnel Records

Confidential personnel records are maintained electronically for each employee and stipend volunteer. Any employee may review his or her personnel files. Current employees wishing to review their file should schedule an appointment with the HR Generalist. AoH prohibits anyone from taking unauthorized photographs or copies of any personnel files.

P. Annual Performance Appraisal

1. A performance appraisal is conducted annually for each employee. Annual performance appraisals periods begin July 1 and end June 30.
2. The Chair of the Board of Directors, along with other Board of Directors members designated by the Chair, will appraise the Chief Executive Officer’s performance. The Chief Executive Officer or an employee’s direct supervisor is responsible for reviewing the performance of other regular or intermittent employees.

Q. Employee Benefits

1. Health, Vision, and Dental Insurance

- a. Health and vision insurance is available for regular full-time employees with premiums paid by Academy of Hope. An option for dependent coverage may be added at the employee's expense.
- b. Health and vision insurance may also be available for regular part-time employees who have a work schedule of at least 20 hours a week. Premiums paid by Academy of Hope will be prorated on the basis of the amount of time in the employee's work schedule. The employee will pay the remainder of the premium. An option for dependent coverage may be added at the employee's expense.
- c. Part-time employees who have a work schedule of less than 20 hours a week and employees who work on an intermittent basis are not covered by health and vision insurance.
- d. Health and vision insurance for stipend volunteers will be as provided in the agreement with the service program organization.
- e. Dental insurance is available for regular full-time employees, and for part time employees working more than 20 hours a week. The cost for individual dental premiums is at the employee's expense.

2. Retirement Contributions

- a. The option of opening a 403(B) retirement account is available to all Academy of Hope Adult PCS employees.
- b. The option of participating in a 457(B) retirement account is available to the Chief Executive Officer only.
- c. Academy of Hope offers an employer matching contribution program based on each employee's number of years of service to Academy of Hope. Employees who were stipend volunteers prior to becoming regular employees may count time served as a stipend volunteer towards the years of service.
- d. Academy of Hope's matching contribution schedule:
 - i 1st year of service: 50 cents for each dollar an employee contributes, up to 2% of the employee's salary (1% employer match)
 - ii 2nd year of service: 50 cents for each dollar an employee contributes, up to 4% of the employee's salary (2% employer match)
 - iii 3rd year of service: 50 cents for each dollar and employee contributes, up to 6% of the employee's salary (3% employer match)

- iv 4th year of service: 80 cents for each dollar an employee contributes, up to 5% of the employee's salary (4% employer match)
- v 5th year of service: one dollar for each dollar an employee contributes, up to 5% of the employee's salary (5% employer match)

3. Worker's Compensation

- a. Any full-time or part-time employee who is injured on the job in the course of his or her work with Academy of Hope is protected by Worker's Compensation Insurance paid by Academy of Hope. Benefits are paid as provided by the laws of the District of Columbia. Benefits for stipend volunteers are as provided in the agreement with the service program organization.
- b. Any employee who sustains a work-related injury or illness should inform his or her supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. The supervisor should immediately inform AoH's HR Generalist of the injury or illness so that it can be reported to AoH's insurer.
- c. Neither AoH nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity arranged by the employer.
- d. AoH will support the practice of bringing injured employees back to work, as soon as they are medically able, to a position within AoH that is compatible with any physical restrictions they may have.
- e. Committing Worker's Compensation fraud is a punishable crime. AoH has a "zero tolerance" policy for fraud.

4. Continuation of Health Coverage

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), a qualified employee who terminates employment (for reasons other than gross misconduct on the employee's part) or who loses health and dental coverage due to a reduction in work hours may temporarily continue group health and dental coverage for him/herself, his/her spouse, and any covered dependent children at the full premium rate plus administrative fees. That eligibility normally extends for a period of eighteen (18) months from the qualifying date. For more information regarding COBRA health insurance benefits, please contact the HR Generalist.

5. Leaves of Absence – General Guidelines

- a. Records are kept electronically in the Paycom online database.

- b. The CEO, CAO, or COO approves leave for their reports and subordinate reports and the stipend volunteers. The Chair of the Board of Directors, or their designee, is responsible for approving leave for the Chief Executive Officer. The HR Generalist shall be notified of approval.
 - c. Individuals shall make every reasonable effort to schedule absences in such a way as to minimize the impact on their job responsibility.
 - d. Academy of Hope's leave of absence policies are subject to the D.C. Family and Medical Leave Act ("DC FMLA"), the D.C. Paid Family Leave Act, and all other applicable laws.
6. **Vacation Leave - Academic Staff will not accrue vacation leave.**
- a. Vacation leave is defined as leave used for vacation purposes or other absences from official duties. When an employee is on vacation for at least half the work day, leave will be charged. Upon reasonable notice to an employee's supervisor, they may excuse an absence of less than half the work day at the supervisor's sole discretion.
 - b. The CEO will be granted 2 days of vacation leave for each month of service.
 - c. Regular full-time employees, other than the CEO, will be granted 1½ days (12 hours) of paid vacation leave for each month of service. Paid leave for part-time employees will be granted on a prorated basis.
 - d. Employees may only carry a maximum balance of 23 days, unless an exception is granted by the CEO. Requests for exceptions must be submitted in writing and approved before a balance exceeds 23 days. Employees may not receive extra pay in lieu of taking vacation.
 - e. During the 90-day initial work review period described in Section H, an employee will accrue vacation leave time but will not be able to use their time for leave until the 91st day of employment.
 - f. Employees terminated after their probationary period will receive a maximum of 10 days of accrued, unused vacation leave. If the employee's vacation balance exceeds 10 days, then the remaining balance will be forfeited.
 - g. Employees who voluntarily transfer to the academic team will be paid out for vacation leave up to a maximum payout of 10 days.
 - h. Employees who involuntarily transfer to the academic team will be paid out the full amount of their vacation leave.

- i. Stipend volunteers will be granted vacation leave as specified in the agreement with the service program organization.
7. Sick Leave
- a. Paid sick leave begins to accrue on the employee's date of hire but may not be used until after the first 90 days of his or her employment with AoH, unless the employee receives permission from his or her supervisor to use accrued sick leave earlier.
 - b. All employees will earn 10 days (80 hours) a year of paid sick leave. Sick leave accrues at 6.67 hours per month. Stipend volunteers will be granted unpaid sick leave as specified in the agreement with the service program organization.
 - c. Unused sick leave may be carried over year to year, up to a maximum of 20 days (160 hours).
 - d. An employee will not be paid for any unused sick leave upon termination of employment or for any other reason.
 - e. Sick leave shall be used for mental health days for employees or physical illness (including medical, dental, or doctors appointments) on the part of the employee or a member of the employee's family, or for any other purposes provided under the D.C. Accrued Sick and Safe Leave Act.
 - f. Upon request, an employee must present a doctor's note to the employee's supervisor when using sick leave for three (3) or more consecutive days.
8. Medical Leave
- a. Under the DC FMLA, an employee who has worked at least 1,000 hours at AoH during the 12 months before requesting leave, or who has been employed by AoH for at least one year without a break in service, is entitled to take unpaid leave in order to take care of (1) his or her own serious health condition(s), (2) sick family members, or (3) new children (by birth, adoption, or foster care).
 - b. An employee is permitted to take up to a total of 16 weeks during a 24 month period to either care for his/herself or a family member suffering from a serious medical condition. With respect to care of new children, an employee may take up to 12 months' leave, starting from the birth or placement of the child.
 - c. An employee must provide timely notice to AoH of his or her need for DC FMLA leave. If the leave was foreseeable, the employee must notify AoH of his/her need for leave 30 days prior to the commencement of the leave. If the leave was not foreseeable, the employee must notify his/her employer as soon as possible.

- d. AoH may require employees requesting leave to provide documentary evidence of need from a medical provider. The certification must state: the date when the health condition began, the probable duration, appropriate medical facts related to the leave and, if applicable, a statement that the employee is unable to perform his/her employment duties. AoH may also request that re-certifications be obtained on a reasonable basis.
- e. For additional information regarding the DC FMLA, please contact the HR Generalist.
- f. Under the DC Paid Family Leave (PFL)

Under DC Paid Family Leave (PFL), an employee who has worked for a DC employer prior to the employee experiencing a covered event is eligible to receive Paid Family Leave benefits. Employees may receive no more than 8 weeks of paid benefits in a year.

Employees may receive benefits for the following types of leave:

- Parental Leave - to bond with a new child for up to 8 weeks in a year,
- Family Leave - to care for a sick family member for up to 6 weeks in a year,
- Medical Leave - for your own serious health condition for up to 2 weeks in a year.

The Paid Family Leave program does not provide job protection when you take leave and receive Paid Family Leave benefits. However, you may be protected against actions taken by your employer that are harmful to you if those actions were taken because you applied for or claimed Paid Family Leave benefits.

When these harmful actions are taken because you applied for or claimed Paid Family Leave benefits, they are known as “retaliation.” If you believe you have been retaliated against you may file a complaint with the DC Office of Human Rights (OHR), which receives complaints at the following web address: www.ohr.dc.gov.

If you experience an event that may qualify for parental, family, or medical leave benefits, you can learn more about applying for benefits by contacting HR or visiting the Office of Paid Family Leave website at dcpaidfamilyleave.dc.gov.

9. Bereavement Leave

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. An employee may, with his or her supervisor’s approval, use available vacation leave for additional time off as necessary.

Employees are allowed up to three consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative.

Employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative.

Employees are allowed up to four hours of bereavement leave to attend the funeral of a non-relative, provided such absence from duty will not interfere with normal operations of the company.

10. Leave Without Pay

Requests for leave without pay shall be referred to the appropriate senior team member for a decision. Normally, leave without pay will be approved only when the employee does not have sufficient vacation leave (or sick leave, if appropriate) to cover the absence.

R. Other Leaves of Absence or Breaks Required by Law

1. General Policy: Administrative time off with pay will be granted to any employee for absences required by law (such as jury duty) or when in the interest of public policy (such as for the purpose of voting).
2. Jury Duty: Academy of Hope recognizes jury duty as an obligation of good citizenship, and grants leave with full rate of pay for time missed from work for up to 27 business days. Eligibility begins on the employee's date of hire. The court notice is required prior to granting jury leave, and proof of attendance is required upon return to work.
3. Military Leave: Academy of Hope will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act with respect to leaves of absence due to military service. If you have questions about a military leave of absence, please contact the HR Generalist.
4. Lactation Breaks: Academy of Hope will provide reasonable breaks for an employee to express breast milk for her nursing child for one year after the child's birth in accordance with the provisions of the Patient Protection and Affordable Care Act of 2010. AoH will provide qualifying employees with the use of a room or other location to express milk in private. If you intend to make use of such break time and believe no room is currently available for you, please contact the HR Generalist as soon as possible.

Such breaks may be taken every time an employee has reasonable need to express breast milk and may be taken concurrently with normally scheduled break periods.

5. Inclement Weather: If the District of Columbia Government is closed because of hazardous weather, Academy of Hope will be closed as well, in which case employees and stipend volunteers will not be charged leave for absences. At other times, the Chief Executive Officer may close the school and authorize dismissal of the employees and volunteers, without charge to leave. Unless AoH is closed, all employees and stipend volunteers are expected to be at work or to take leave for their absence.

S. Travel Policy Overview

Academy of Hope's travel policy is separate for In-Town Travel and Out-of-Town Travel.

Definitions are as follows:

1. In-Town Travel: Travel related to attending meetings, conferences and events for AoH that is within a 25 mile radius of the employee's work location.
2. Out-of-Town Travel: Travel related to attending meetings, conferences and events not at an AoH site and that is further than a 25 mile radius of the employee's work location.

In-Town Travel Expense Policy:

In-Town Travel between AoH Locations:

Employees are responsible for expenses they incur with respect to In-Town travel, specifically, getting to and from AoH locations. Such travel expenses include gasoline, public transportation, taxis, parking, and ride-share services. Please refer to the Financial Policies and Internal Systems for the Expense Reimbursement policy.

In-Town Travel involving off-site Locations:

Employees who require travel to In-Town off-site locations, are permitted to be reimbursed for reasonable and necessary costs related to gasoline, public transportation, taxis, parking, and ride-share services. Employees are encouraged to find the most economical option for parking.

This reimbursement policy excludes the cost of traveling between AoH locations, and the employees' usual to and from home commute. Please refer to the Financial Policies and Internal Systems for the Expense Reimbursement policy.

Out-of-Town Travel Expense Policy

It is the policy of Academy of Hope to reimburse all staff for reasonable and necessary expenses incurred in connection with approved out-of-town travel on behalf of the organization. AoH strongly encourages an employee's use of travel discounts when making travel arrangements.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses possible and should exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the least expensive course of action should be taken.

Business travel policies are to be adhered to consistent with AoH's reimbursement rules. All business-related travel paid with AoH funds must comply with company expenditure policies.

Authorization and responsibility

Employees travel must be authorized in writing prior to travel. Travelers should verify with their direct supervisor that planned travel is eligible for reimbursement before making travel arrangements. Within 30 days of completion of a trip, the traveler must submit an Expense Reimbursement form and supporting documentation regarding the employee's reimbursement request. Please refer to the Financial Policies and Internal Systems for the Expense Reimbursement policy.

Vacation in conjunction with business travel

In cases in which vacation time is added to a business trip, any expenses relating to an employee's vacation and the cost associated with such vacation (i.e., airfare, car rental or lodging) must be clearly identified on the Travel Request form. Furthermore, Academy of Hope will not prepay any personal expenses with the intention of being "repaid" at a later time, nor will any personal expenses be reimbursed.

T. Professional Development

1. AoH encourages employees to enhance knowledge and skills and to network with other professionals, thus improving potential for future opportunities. AoH recognizes that for development purposes, employees may need to attend training seminars or workshops conducted off-site or join professional associations that will enable them to remain abreast of best practices in their respective fields. Thus, the purpose of this policy is to outline organization parameters for attending external training functions and joining/renewing memberships in professional associations. Please note that this policy, as well as any other professional development benefits offered by AoH, is subject to AoH's sole discretion and AoH's annual organization budgets established for external training and memberships.

2. In support of this program, we offer a training benefit to employees who have been employed by the organization for over 90 days. The benefit can be used for costs associated with:
 - a. Professional exams and exam preparation courses.
 - b. Certificate Programs and Credentials
 - c. Courses offered by an accredited institution, including e-learning
 - d. Workshop, seminars and conferences
 - e. Membership in professional organizations
 - f. Magazine and journal subscriptions
3. Off-site seminars conference or workshop paid by the organization must have a direct relationship to the job the employee performs. For work scheduling purposes, the employee's request for attendance must be received at least one month in advance of the event, and approved by the employee's direct supervisor, and a senior team member.
4. Employees may be permitted to join one professional association, membership fees for which will be paid for by the organization. The association selected must have a direct relationship to the job the employee performs. The employee must provide a membership-request supporting document that outlines the benefits to be gained by the company as a result of such membership, and the association application and supporting document must be presented to the employee's supervisor for approval.
5. Academy of Hope reserves the right to determine which training functions and association memberships are in the best interests of the organization, its future planning and direction. At this time, AoH does not pay tuition or tuition reimbursements for bachelor, graduate, and doctoral degree programs. Certificate programs may be considered.
6. To participate in this program, the employee must submit a request by completing a professional development request form and forwarding it to his or her supervisor. If approved, the supervisor will send the form to their appropriate senior supervisor for approval. The supervisor will notify the employee when approval is complete, and send a copy of the approved request to the HR Generalist.

U. Confidential Information

Information concerning the condition and treatment of any student is highly confidential and may not be discussed with anyone without a work-related need for the information. In addition, personal health and medical information about employees, volunteers, and students must remain protected and confidential, unless disclosure is required by law or

regulation. Any questions pertaining to the use of confidential information should be directed to the HR Generalist.

V. Conflict of Interest

Academy of Hope encourages all employees to exercise good judgment and the highest ethical standards in their job responsibilities. Every employee must avoid any activity, business interest, or other situation which could be construed either as in conflict with Academy of Hope's best interests or as an interference with the employee's duty to serve the organization to the best of his or her ability.

More specifically, employees should avoid any action that might result in or create the appearance of a conflict of interest, including but not limited to:

1. Using their positions or Academy of Hope's equipment, materials, resources or confidential information for personal gain (whether their own or others' with whom they are associated) in a personal, family or business relationship; or to advance individual views.
2. Giving preferential treatment to any person not authorized by Academy of Hope's policies, practices and processes.
3. Making work-related decisions that affect, involve, represent or bind Academy of Hope outside of official channels or prescribed procedures.
4. Affecting adversely the confidence of our community, (students, volunteers, employees, donors, and partnering organizations), in the integrity of Academy of Hope or our operations.
5. Performing work or providing services in competition with Academy of Hope.
6. Performing outside work on Academy of Hope's premises.
7. Soliciting business or clients using Academy of Hope's resources or on Academy of Hope's premises.
8. Receiving compensation in a field related to employment with Academy of Hope such as, consultation, speeches, conference participation or related work – without prior approval from the Chief Executive Officer, or in the case of the Chief Executive Officer, the President of the Board of Directors.

Employees are expected to disclose any known or potential conflicts of interest to their supervisor and the HR Generalist, or in the case of the Chief Executive Officer, the Chair of the Board of Directors for review and determination. Failure to adjust or discontinue activities or business interests that violate the conflicts of interest policy may result in disciplinary action, up to and including termination of employment.

W. Electronic Equipment, Property and Services

Academy of Hope reserves its rights, and presumes that it has the consent of its employees and volunteers, to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system or the Internet using an AoH email address or transmitted through AoH-owned computers or other devices. The contents of electronic mail property obtained for legitimate business purposes may be disclosed within Academy of Hope, to those who have a bona fide need to know, without the permission of the employee. Notwithstanding Academy of Hope's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

Academy of Hope requires all employees and volunteers to use electronic equipment and services appropriately. All desks, computers, files, lists, or any other Academy of Hope assets or work supplies obtained or used during employment, are the property of Academy of Hope and should be left in the employee's office upon termination of employment. Failure to do so may result in legal action. Additionally, all messages composed, sent, or received on Academy of Hope equipment or over the Academy of Hope domain are and remain the property of Academy of Hope. Employees and volunteers are reminded that they should have no expectation of privacy in their use of company computers or other electronic equipment.

Guidelines for use of telephone and electronic communications systems, computers and other business equipment (including, but not limited to, telephone, voice, e-mail, Internet access, facsimile (fax) machines, and similar devices):

1. Office equipment and (any and) all electronic communication systems should not be used to support or represent any company, business, or enterprise other than Academy of Hope. Any exceptions to this must be approved in advance by the Chief Executive Officer, or in the case of the Chief Executive Officer, the President of the Board of Directors. Violations may result in disciplinary action, up to and including termination of employment.
2. At no time may Academy of Hope's telephone system, voice mail system, e-mail system, Internet system, computer network and other electronic equipment be used to send, receive or view vulgar, obscene, lewd, suggestive, or offensive messages or materials. This includes, but is not limited to items that violate AoH's Equal Opportunity and Anti-Harassment policies. Violations may result in disciplinary action, up to and including termination of employment.
3. Employees are expected to reimburse Academy of Hope for costs incurred by personal use of company equipment. Further, employees may not use company equipment for occasional personal use if their supervisors determine that such use interferes with their job performance or the business requirements placed on the organization.

4. Access to the Internet is provided to employees and volunteers for Academy of Hope business. Employees and volunteers must exercise care and discretion in their use of the Internet when carrying out their work related duties. Personal use (e.g., to checking personal email, shopping, tracking finances) should be limited. Excessive use of this privilege, or the viewing of vulgar, obscene, lewd, suggestive or sexual materials or other sites that violate Academy of Hope's conduct policies may result in disciplinary action, up to and including termination of employment.
5. Data Governance - All employees have the additional responsibilities of ensuring the integrity and availability of the resources they are managing, as well as of safeguarding the confidentiality and security of the systems from unauthorized access. Academy of Hope data refers to collections of data elements relevant to the operations, planning or management of any program at AoH, or data that are reported or used in official administrative reports. The purpose of this policy is to achieve the following:
 - a. Establish appropriate responsibility for the management of school data as an institutional asset
 - b. Improve ease of access and ensure that once data are located, user have enough information about the data to interpret them correctly and consistently
 - c. Improve the security of the data, including confidentiality and protection from loss.

This includes any information stored on Academy of Hope equipment protected by an individual code or password. Deleting a message from e-mail or a computer directory does not necessarily delete the communication from the system. Employees should draft e-mail and other communications with the same concern they give to any other written materials. Only certain employees have the authority to review electronic records. If it is determined that an employee has gained unauthorized access to another employee's computer files or directory, that individual may be subject to disciplinary action, up to and including termination of employment.

Employees should not install any software on Academy of Hope owned computers unless it is pre-authorized by Chief Operations Officer or Director of Finance and Operations.

The rules apply to the extent that personal devices are used for business purposes. Academy of Hope employees and volunteers are permitted to bring their personal devices to work with the understanding that the same rules regarding usage and privacy apply to both Academy of Hope owned and personal owned equipment.

Employees and volunteers using their personal equipment (laptops, electronic tablets, etc.) are doing so at their own risk, and Academy of Hope assumes no liability for any impairments, loss, or damage to the personal equipment. Academy of Hope will not commission technical staff for any setups or repairs to personal equipment. Academy of Hope reserves the right to request and access personal devices that are used for business purposes.

Academy of Hope is not liable for any loss of personal property.

X. Internet Use and Security

Access to the Internet has been provided to employees in an effort to improve work productivity and efficiency and for the benefit of Academy of Hope. Each employee and volunteer must help maintain and enhance Academy of Hope's public image, including when using the Internet through Academy of Hope.

Communications through the Internet should be for Academy of Hope business or other appropriate use. Employees are responsible for utilizing the Internet in an effective, ethical and lawful manner. From time to time, it is understood that the employee may use the Internet briefly for personal use of a non-sexual or non-discriminatory nature; however, Internet usage must not interfere with job responsibilities and Academy of Hope's business requirements. Excessive personal use of the Internet (i.e. downloading of music or other large files, gambling, playing games, excessive online chatting using instant messenger software) is not acceptable or permitted.

Solicitation of non-company business, or any use of the Internet for personal gains during business hours, is not permitted.

Employees are responsible for the content of all text, audio or other images that are placed or sent over the Internet. Fraudulent, harassing or obscene messages are strictly prohibited, as is downloading materials of a pornographic nature (see Academy of Hope's Policy on Sexual Harassment). All messages communicated on the Internet should have the employee's name attached. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of other. No abusive, profane or offensive language may be transmitted through the system. Failure to abide by this policy may result in disciplinary action, and based on the circumstances of the violation, may result in termination of employment.

Y. Social Media Policy

Academy of Hope takes no position on an employee or volunteer's decision to start or maintain a blog or participate in other social media or social networking activities.

However, it is AoH's right and duty to protect itself from unauthorized disclosure of confidential and/or proprietary information and from having employees or volunteers indicate that they are speaking on behalf of AoH when they are not authorized to do so. Academy of Hope's social media/social networking policy includes rules and guidelines for using social media and applies to all employees and volunteers.

Social media includes, but is not limited to, personal blogs; sites such as Facebook, LinkedIn, Instagram, Snapchat, and Twitter; video or wiki postings; chat rooms; personal websites; or other similar forms of online journals, diaries or personal newsletters not affiliated with AoH. Academy of Hope respects the right of employees and volunteers to write blogs and use social media and social networking sites, so long as they make clear

that any comments and posts are not made on behalf of AoH. Furthermore, employees and volunteers may not share information about AoH that is privileged, confidential and/or proprietary through social media.

Employees and volunteers are personally responsible for any commentary and posts through social media, and may be held personally liable for commentary that is considered defamatory, threatening, intimidating, harassing, obscene, proprietary or libelous. When using social media, employees and volunteers must use their personal e-mail address, and may not use any e-mail address affiliated with AoH as their means of identification and communication. In addition, employees and volunteers may not use Academy of Hope's equipment (including computers, company-licensed software or other electronic equipment), facilities, or work time, to conduct personal blogging or social media/ social networking activities.

Academy of Hope prohibits taking negative action against any employee or volunteer for reporting, in good faith, a possible deviation from this policy or for cooperating in an investigation. Any employee or volunteer who retaliates against another employee or volunteer for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Z. Substance Abuse Policy

AoH maintains a drug-free workplace and intends that AoH personnel be a drug-free workforce. Employees and volunteers may not use, possess, manufacture, distribute, dispense, transport, sell, or be under the influence of or be impaired by illegal drugs or alcohol while on AoH's premises or while conducting any business-related activity at a client site or any other place away from AoH's premises. Such activities not only violate company rules, but also can jeopardize AoH and create situations that are unsafe or that substantially interfere with job performance. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others. Employees or volunteers in violation of this policy are subject to appropriate disciplinary action, up to and including termination.

AA. Safety and Anti-Violence Policy

The establishment and maintenance of a safe work environment is the shared responsibility of AoH and its employees and volunteers from all levels of the organization. AoH will make all reasonable efforts to assure a safe environment and compliance with federal, state, local and *Occupational Safety and Health Administration, OSHA* regulations. Employees and volunteers are requested to keep their work areas neat and free of potentially dangerous situations and to report any safety threats or accidents that result in injury immediately to their supervisor or manager.

AoH does not permit acts or threats of workplace violence committed by or against employees, volunteers, or students. Therefore, any employee or volunteer found in

violation of this policy will be subject to disciplinary action, including immediate termination.

BB. Progressive Discipline

Academy of Hope practices progressive discipline that is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

In its sole discretion, Academy of Hope reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite prior coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Academy of Hope and its employees.

Step 1: Informal Warning

An Informal Warning creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issue. Informal warnings may be verbal or written. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures at issue. The supervisor is expected to clearly describe expectations and steps the employee must take to immediately improve his performance or resolve the problem.

Step 2: Formal Warning

A Formal Warning involves more-formal documentation of the performance, conduct or attendance issues and consequences of not doing so.

During the formal warning, the immediate supervisor and Human Resources will meet with the employee to review any present incidents or issues about the employee's performance, conduct or attendance as well as any prior relevant corrective action plans issued to the employee. Management will outline the consequences for the employee of such employee's continued failure to meet performance or conduct expectations.

In an effort to afford the employee an opportunity to be successful in the organization, a performance improvement plan may be given. This is a formal document which states any recurring performance issues, steps to correct the issues, and goals that an employee needs to achieve in order to regain good standing at the company (usually with a specific timeline to complete the plan). The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

In lieu of terminating employment of an employee for serious violations of company policies, procedures and rules and for other inappropriate behavior or conduct in its sole discretion, AoH may provide the employee a final opportunity to continue employment in the form of a Last Chance Agreement.

The employee will be asked to sign these documents to demonstrate his understanding of the issues and the corrective action that must be undertaken.

Step 3: Recommendation for termination of employment

The last and most serious step in the progressive discipline process is a recommendation to terminate employment.

Management's recommendation to terminate employment must be final approved by the CEO or designate.

Academy of Hope reserves the right to combine and skip steps under this policy depending on the circumstances of each situation and the nature of the performance, conduct or attendance issues involved in a given situation. Furthermore, employees may be terminated without prior notice or disciplinary action.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and will result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and will be grounds for immediate termination. This is not an exhaustive list.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all PIPs and the Last Chance Agreement. The employee will be asked to sign copies of this documentation attesting to the employee's receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

CC. Dismissal

Employment by Academy of Hope establishes an "at will" employment relationship that can be terminated at any time, either by the employer or the employee. As a general practice, should problems in performance or conduct arise that are curable (as determined by Academy of Hope), Academy of Hope reserves the right to attempt to resolve them through other means – *i.e.*, discussion with the individual, warning letters, etc. Notwithstanding this provision, no employee or volunteer has a right to expect any particular disciplinary measures prior to termination of employment. If the problem is not resolved, an employee may be dismissed under the procedures stated below.

1. Chief Executive Officer

If dismissal for cause of the Chief Executive Officer is being considered, the Chair of the Board of Directors will prepare a letter to the individual stating the action proposed and the reasons for it. The letter will be hand-delivered to the individual or sent by U.S. mail to the individual's address of record at least 30 days before the effective date of the proposed action. The individual will be given an opportunity to respond to the charges in writing and/or to appear in person at a meeting of the Board of Directors to address the Board of Directors. After considering the reasons for the proposed dismissal and the individual's written and oral statements, the Board of Directors will make a decision about the action to be taken. The Chair of the Board of Directors will notify the individual, in writing, of the Board's decision. The decision of the Board of Directors is final and binding.

2. Other Regular Full-Time or Part-Time Employees

If dismissal of a regular employee other than the Chief Executive Officer is being considered, the Chief Executive Officer will prepare a Change of Relationship Form for the individual stating the action proposed and the reasons for it. The decision of the Chief Executive Officer is final and binding.

3. Suspension

An employee's supervisor and the Executive Committee (in the case of the Chief Executive Officer) is empowered to immediately suspend an employee with or without pay, at the supervisor or the Executive Committee's discretion.

4. Immediate Dismissal for Serious Offenses

Notwithstanding the above provisions, the Executive Committee, in the case of the Chief Executive Officer, and the Chief Executive Officer, in the case of other employees, may dismiss an employee without prior notice when a serious offense such as the following has been committed: violent behavior, physical abuse or threats, theft, willful destruction of property relating to Academy of Hope, or use of alcoholic beverages or chemical substances on the Academy of Hope's premises. Reasons for this type of termination are not necessarily limited to the above.

DD. Dress Policy

Academy of Hope has adopted a business casual dress code to allow employees to work comfortably, yet still project a professional image for our students, volunteers, visitors, and funders. The following guidelines are established to carry out the professional image, while promoting a positive and safe environment that is free from the distractions that may otherwise be caused by provocative or inappropriate dress.

Guidelines:

1. Employees are expected at all times to present a professional image to visitors, volunteers, students and the public. Any questions or concerns should be directed to the employee's immediate supervisor or the HR Generalist.
2. In general, clothing should be pressed and kept in good condition, free of tears, wrinkles and frays. Clothing should not reveal underwear, inappropriate body parts (including back, chest, stomach, and excessive cleavage) or offensive words, terms or pictures.

3. Slacks, Pants and Suit Pants

Slacks, dressy capris, dress pants, and dark blue or black jeans are acceptable. Inappropriate slacks or pants include faded jeans, sweatpants, exercise pants, shorts, overalls, leggings, spandex or other form-fitting pants.

4. Skirts, Dresses, and Skirted Suits

Casual dresses and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Mini-skirts and spaghetti-strap dresses are inappropriate attire.

5. Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops, and turtlenecks are appropriate. Most suit jackets or sport jackets are acceptable attire. Inappropriate work attire includes, but is not limited to, tank tops, midriff tops, shirts with potentially offensive words, terms, logos, pictures, or slogans, halter-tops, and t-shirts.

6. Shoes and Footwear

Conservative athletic shoes or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Thongs, flip flops, and slippers are not acceptable.

7. Jewelry, Makeup, Perfume, and Cologne

Jewelry, makeup, perfume and cologne should be in good taste, with limited visible body piercing. Remember that some people may be allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

8. Hats and Head Covering

Hats are not appropriate in an office or classroom setting. Head covers that are required for religious purposes, or to honor cultural traditions, are allowed.

9. Exceptions

On occasions such as those requiring physical activity, or attending events, dressing down or wearing AoH branded clothing is acceptable, but good judgment should always be used. In certain circumstances, employees may be asked to dress for a specific occasion or event. Guidelines for these events should be given by the employee's immediate supervisor or the Chief Executive Officer.

Acknowledgement of Receipt of Personnel Policies Handbook

By my signature below, I acknowledge and agree that I have received a copy of Academy of Hope Adult Public Charter School's ("Academy of Hope") Personnel Policies Handbook. I acknowledge that I have read the Personnel Policies Handbook, and I understand its contents. By my signature, I also agree to comply with the policies stated in the Personnel Policies Handbook and to be bound by all of its provisions, including, but not limited to, the policies on prohibited Harassment and Discrimination. I also understand and agree that my failure to comply with the policies and rules set forth in this Personnel Policies Handbook will subject me to disciplinary action, which may include termination of my employment.

By my signature, I further acknowledge and agree that my employment with Academy of Hope is at-will and, therefore, is terminable at will by either Academy of Hope or me with or without cause, at any time, and with or without notice. I also understand that in its sole discretion, Academy of Hope is free to change any terms or conditions set out in the Personnel Policies Handbook. I understand that the Personnel Policies Handbook is not a contract of employment and that I am not guaranteed employment for any specific period of time. I understand that no contract of employment, has been expressed or implied by Academy of Hope in this Personnel Policies Handbook, and that no circumstances arising out of my employment will change my at-will employment relationship unless expressed in writing by Academy of Hope's Chief Executive Officer.

I understand and agree that this Personnel Policies Handbook supersedes and replaces all prior handbooks in effect prior to the effective date printed on the cover of this Personnel Policies Handbook.

I further understand that if I have any questions regarding the Personnel Policies Handbook or its application, I should direct those questions to Human Resources.

Signature

Date

Print Name