



**Big Blue Marble**  
**Academy**

# EMPLOYEE HANDBOOK

# Big Blue Marble Academy (BBMA) Employee Handbook

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## I. About Big Blue Marble Academy (BBMA)

### Company Mission Statement

Our Mission: Nurturing Little Minds, Growing Big Hearts.

We are committed to providing children the opportunity to reach their highest potential. While offering a home away from home, we nurture little minds through a robust curriculum that ensures they are developmentally, socially, and emotionally prepared for kindergarten and beyond. Our emphasis on global awareness and service learning teaches them invaluable lessons, growing big hearts that are ready and eager to take on the world.

### At-Will Employment

In accordance with applicable state laws, all employees are employed “at-will,” which means that they can be terminated at any time, with or without cause and with or without advance notice, at the discretion of either the company or the employee. Nothing in this handbook is meant to imply a contract of employment.

Regular full-time employees are employees who consistently work 30 hours or more per week. Regular part-time employees are employees who work under 30 hours per week. For the purposes of family and medical leave, insurance, and certain other benefits, eligibility requirements may differ among groups of employees. Plan documents or applicable law will control eligibility.

If you have any questions concerning your status or the benefits for which you qualify, please ask your center director or the Human Resources (HR) Department.

### Purpose of this Handbook

This handbook is designed to acquaint you with the company and to give you a ready reference to answer many of your questions regarding your employment. Of course, please remember that business conditions change, and this handbook is only a summary of the employee benefits, personnel policies, and employment rules that are in effect at the time the handbook was published. The company recognizes that federal, state, and local laws may change from time to time and may differ by location. It is always the company’s policy to follow applicable law, and if the law for any location differs from any policy in this handbook, the company’s policy is to follow the applicable law in that location.

This handbook does not create an “employment contract” or other contractual rights regarding your employment. Although the company intends that the benefits, policies, and regulations outlined in this handbook will generally remain in effect, the company reserves the right at any time to amend, curtail, deviate from, or otherwise revise the benefits, policies, or regulations outlined in this handbook, with or without advance notice. This handbook supersedes all prior handbooks or policies.

A copy of this handbook is kept as a reference by each leader and center director in order to provide guidance when questions arise. The company reserves the right to make changes at any time.

### Ethical Principles for BBMA Employees

We believe:

- that all parents and students deserve respect, courtesy, and understanding;
- in providing efforts to deliver measurable results;
- in seeking a vision of the future possibilities for our parents and students;
- that we perform our job in our parents’ and students’ best interest;
- in maintaining a work environment that is challenging, loyal, fun, and supportive of our employees’ financial and personal needs;
- in providing growth opportunities for employees that allow for training and advancement opportunities so that each individual can reach their highest potential;
- in representing the company in a way that reflects positively on the entire team;
- that by leveraging our employees’ diverse strengths, we leverage our quality of success.

All new BBMA center-based employees must attend orientation scheduled by the center director and/or operations team. In addition, regular, full-time employees may be required to attend training programs that will benefit BBMA or enable them to improve their job proficiency with the company. BBMA encourages employees to seek outside educational training opportunities. After an employee has satisfied his or her introductory period, he or she may submit a request for training for management approval. Management may make exceptions if additional training is required by another agency.

All caregiver staff shall have current evidence of first aid training and cardiopulmonary resuscitation (CPR) certification. There must always be an employee with current evidence of first aid training and CPR certification on the center premises whenever children are present and on any center-sponsored field trip. Some states may have additional requirements. State and licensure requirements will supersede this handbook.

BBMA will pay for pre-approved training opportunities. However, any employee who resigns or is terminated during the first year of employment will be required to reimburse BBMA for training expenses incurred.

### **Training Reimbursement**

All pre-approved workshops outside of BBMA must be paid for by the employee. Upon successful completion of the workshop, the employee may submit a copy of the certificate and receipt with a check request form for reimbursement.

If transportation is not provided, mileage will be reimbursed if the employee drives a personal vehicle in accordance with our mileage and travel policy. Mileage will not be paid for local workshops. Any mileage allowance must be pre-approved by the regional director.

On rare occasions, a hotel stay may be required for out-of-town training. Hotel reservations should be made through the support of the regional director. Hotel accommodations must be approved by the regional director prior to making the reservation; otherwise, reimbursement will not be paid. Accommodations will be made at moderately priced hotels such as Hampton Inn, Fairfield Inn, or Holiday Inn Express.

If the company pays for training in advance and the employee does not attend, and the employee does not arrange an appropriate substitute as approved by the center director, the cost of the workshop will be deducted from the employee's paycheck, where permitted by law.

### **Professional Development Day**

During the course of your employment with the company, you will be required to attend one Professional Development Day each year. This training is mandatory and is a paid workday, and the use of paid time off (PTO) will not be allowed during this time. Employees with children enrolled in BBMA care will be required to find alternative care for their children that day. Failure to comply with this mandatory, important event could lead to disciplinary action, up to and including termination.

## II. Policy and Procedures

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### Physical Requirements

To be employed at BBMA, teachers, assistant teachers, center assistant directors, and center directors must possess the ability to perform the following essential functions on a daily basis:

1. Be able to adequately squat to child's level for short periods of time, 30-40 times daily.
2. Be able to lift 30 pounds from the floor to a waist-high table, 30-40 times daily.
3. Be able to sit for long periods of time.
4. Be able to manage the stress and tension that a parent or student may bring.
5. Be able to stand for long periods of time.

### Equal Employment Opportunity (EEO)

BBMA recognizes that our employees are our most valuable resource. We are an Equal Employment Opportunity employer committed to providing equal opportunity in all our employment practices, including selection, hiring, assignment, reassignment, promotion, transfer, compensation, discipline, and termination. BBMA prohibits discrimination, harassment, and retaliation in employment based on race, color, religion, national origin, sex, gender, sexual orientation, pregnancy, childbirth, or related medical conditions; age, disability or handicap, citizenship status, veteran status, or any other category protected by federal, state, or local law. Violation of this policy will result in disciplinary action, up to and including immediate termination of employment. Discrimination must be reported to the individuals listed in the Policy Against Unlawful Harassment section in this handbook. Full cooperation is expected of all administrators, leaders, center directors, and staff in achieving the goal of fair representation.

### Americans with Disabilities Act (ADA) and the Interactive Process

It is the policy of BBMA to comply with the Americans with Disabilities Act (ADA) and all other applicable laws concerning the employment of persons with disabilities. Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

BBMA will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation, or if the accommodation creates an undue hardship to BBMA. The company will also accommodate restrictions based on pregnancy, childbirth, and related conditions, consistent with applicable law.

Any employee who requires an accommodation to perform the essential functions of his or her job should contact their supervisor or management so that the company can engage the employee and his or her healthcare provider in an interactive process to determine which accommodations (if any) are reasonable and feasible. The individual with the disability should specify what job restrictions he or she has, and what accommodation he or she seeks to perform the essential functions of the job. The company may request that the employee's treating medical provider verify all work restrictions and what accommodation(s) may be needed in order to perform the essential job functions.

All employees are required to comply with the company's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made regarding the employee's immediate employment situation.

Contact the HR Department with any questions or requests for accommodation.

### Religious Accommodations

To the extent required by applicable law, the company will make reasonable accommodation for employees whose work requirements

interfere with a religious belief or observance, including religious dress and grooming practices, unless doing so poses undue hardship on the company. Employees requiring a religious accommodation should notify the HR Department and submit a written request. Upon receipt of the request, the company will engage the employee in an interactive process to determine what, if any, reasonable accommodations exist.

## **Personal Safety**

The health and well-being of our employees is foremost among BBMA's concerns. Employees are asked to follow common sense safety practices and correct or report any unsafe condition, or defective or malfunctioning tool or equipment to the center director or leader. All employees must cooperate with BBMA in maintaining safe working conditions. Horseplay, roughhousing, and other physical acts that may endanger employees or cause accidents are prohibited.

Employees must report ALL accidents and work-related injuries—including those which do not involve serious injury and those involving non-employees—to the center director or leader. It is only through full knowledge of every accident that the center can remain a safe and healthy place for everyone to work.

In the event of an accident or behavioral incident with a parent or student, employees must immediately report the incident to the center director or leader. BBMA leadership will ensure that the parent or student receives appropriate attention.

All employees are required to adhere completely to all state-imposed safety requirements, OSHA safety requirements, state and federal laws, as well as requirements imposed by an insurance company or BBMA. Failure to comply with safety requirements will result in discipline, up to and including immediate termination of employment.

Basic rules include, among others:

1. Promptly report all hazardous conditions, broken equipment, or unsafe practices to a member of management.
2. Wear a seat belt when in company vehicles.
3. Follow all safety rules.
4. Use personal protective equipment (PPE) when required.
5. Report all accidents and work-related injuries to a member of management immediately, even if minor.
6. Refrain from horseplay and practical jokes.
7. Adhere to OSHA rules covering operating equipment.

## **Policy Against Harassment**

BBMA does not tolerate the harassment of applicants, employees, parents, students, or vendors, regardless of whether such harassment is in violation of the law. Any form of harassment relating to an individual's race, color, religion, national origin, sex, gender, sexual orientation, gender identity, pregnancy, childbirth, or related medical conditions, age, disability or handicap, citizenship status, veteran status, or any other category protected by federal, state, or local law is a violation of this policy and will be treated as a disciplinary matter. Violation of this policy will result in disciplinary action, up to and including immediate termination of employment.

Harassment may include, for example:

1. Offensive remarks, comments, jokes, or slurs.
2. Offensive pictures, drawings, photographs, figurines, or other graphic images, conduct, or communications, including e-mail, texts, DMs, faxes, and copies.
3. Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved.
4. Offensive physical conduct, including touching and gestures, blocking normal movement, restraining or otherwise physically interfering with the work of another individual.

## **Sexual Harassment**

Sexual harassment warrants special emphasis and will not be tolerated by the company. Sexual harassment may take various forms. It may include behavior listed in the section above with a sexual connotation, but also includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

## Workplace Bullying

BBMA promotes a culture of dignity and respect. The company prohibits bullying and other threatening, intimidating, and abusive acts, whether intentional or unintentional. Employees found in violation of this policy will be disciplined, up to and including termination.

Examples of conduct prohibited under this policy may include:

1. Verbal bullying: slandering, ridiculing, or maligning a person or his/her family; persistent name-calling that is hurtful, insulting, or humiliating; using a person as a target of jokes; or other derogatory, abusive, or offensive remarks.
2. Physical bullying: pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture bullying: nonverbal threatening gestures or glances that convey threatening messages.
4. Exclusion: socially or physically excluding or disregarding a person in work-related activities, without a legitimate work-related reason.
5. Intentionally sabotaging another's work.
6. Other workplace conduct that a reasonable person would find hostile, offensive, and unrelated to the company's legitimate business interests.

## Complaint Procedure

Employees who believe they have been subjected to conduct in violation of the policies detailed in the sections above, and/or have witnessed or are aware of violations of the company's EEO and anti-harassment policy, are expected to promptly report such violations to their supervisor, management, and/or the HR Department. In many cases, simply making the person aware of conduct that is offensive or unwelcome will be sufficient to stop the behavior. Employees, however, are not required to discuss the matter with the individual who they believe engaged in the inappropriate conduct, and employees may speak with any supervisor, manager, or the HR Department about concerns of possibly inappropriate or offensive behavior.

If the employee chooses to first bring the matter to a supervisor or manager outside of HR and is not fully satisfied with the outcome, the employee must then report the matter to HR. The HR Department is responsible for investigating complaints but cannot investigate if it does not know about the issue. It is the employee's responsibility to make HR aware of any complaints of discrimination, harassment, retaliation, bullying, or any other policy described above.

The company will conduct a prompt and appropriate investigation of complaints and will take such action as is warranted under the circumstances. When appropriate, the company will seek to maintain the confidentiality of the employee's identity and complaint, to the extent reasonable in light of the need to investigate the matter. When making a complaint, the employee should discuss with HR any special concerns about maintaining the complaint as confidential.

The company prohibits retaliation against any employee for making a good faith complaint of harassment or discrimination or for participating in any workplace investigation. Retaliation includes threatening an individual or taking any adverse action against an individual for making a good faith report of a possible violation or for participating in an investigation.

While the company encourages all good faith concerns to be brought forward, any employee who provides intentionally false information or refuses to cooperate in an investigation will be subject to disciplinary action, up to and including termination.

Complaints to Human Resources should be submitted by email to [HumanResources@bbmacademy.com](mailto:HumanResources@bbmacademy.com). If for some reason an employee is not comfortable reporting a complaint to the HR Department, the employee may report his or her concern to the regional director, or through the anonymous employee hotline, NavEx. This platform can be contacted at 844-984-2794, or via website at <https://secure.ethicspoint.com/domain/media/en/gui/75556/index.html>

Our center directors, regional directors, officers, and all other leaders are covered by the policies against discrimination, harassment, bullying, and retaliation. The company also prohibits discrimination, harassment, bullying, and retaliation against BBMA employees by

vendors, parents, students, or any other third party with whom employees interact in the course of business, whether or not prohibited by law. Employees are asked to immediately report any such behavior by non-employees, including contractor or subcontractor employees, following the reporting procedure detailed above.

## Drug and Alcohol Policy

The company is committed to providing a safe, healthy, and productive environment for everyone at our facilities. In light of the dangers associated with the use of alcohol or drugs in the workplace, the company has implemented this Drug and Alcohol Policy.

Employees are also prohibited from using, possessing, manufacturing, distributing, or making arrangements to distribute alcohol or unlawful drugs while at work, at off-site training events, meetings, on BBMA property (including in personal vehicles on-site), during lunch or breaks, or in BBMA vehicles.

Working while impaired by drugs or alcohol is strictly prohibited, even if the impairment is due to a prescribed medication.

If you are taking medication that may cause you to be impaired during working hours, or which may adversely affect safety or your performance, discuss the matter with your leader or center director ahead of time so it can be determined how to proceed. For example, if you take medication to help you sleep but take it only at night, you are not expected to report it; but if you take a narcotic for pain in the morning, within a few hours of coming to work, you must report it or must not come to work. The company retains the right to require a medical release to ensure that an employee's ability to work efficiently and safely is not impaired while undergoing such treatment.

To enforce this policy, BBMA may, without advance notice, require as a condition of employment any employee to submit to a physical examination and/or urine, breath, blood, or another type of test permitted by law. When implementing a drug or alcohol test due to reasonable suspicion, BBMA shall follow the Reasonable Suspicion policy as set forth. Examples of situations that may result in drug and alcohol testing include, but are not limited to:

1. Reasonable suspicion, where the company has information providing a reason to suspect that the individual may be in violation of this policy. Such information may include, but is not limited to: odor of alcohol or drugs; physical appearance suggesting that employee is impaired or under the influence; abnormal conduct or erratic behavior; physical symptoms or manifestations of being impaired by drugs and/or alcohol; a report of drug and/or alcohol use provided by a reliable and credible source; or evidence that an individual has tampered with any drug and/or alcohol test.
2. Post-accident or post-injury, where there is a reasonable basis for testing, such as that the individual's conduct (or failure to act) may have contributed to the accident, injury, or illness, and the accident, injury, or illness is of the nature that there is a reasonable possibility that drug or alcohol use, if present, could have contributed to the incident. Post-accident testing is also appropriate in circumstances where there is a reasonable possibility that the results of drug or alcohol testing could provide the company with insight into the cause of the incident.
3. When an employee seeks a transfer or promotion, or returns from a suspension or a leave of absence; or
4. As part of any random program of testing that BBMA may implement.

It is a violation of this policy for an employee to refuse to cooperate with testing, to sabotage or alter a test result, or to provide false information in connection with any testing or investigation.

Any violation of this policy, including a positive test result, will subject an employee to discipline, up to and including immediate termination of employment or disqualification of an applicant, including for a first offense. Violations of this policy may also disqualify an employee from unemployment insurance or workers' compensation benefits.

Personal medications including prescription medication, over-the-counter medication, vitamins, supplements, medicated creams/lotion, etc. are not allowed in classrooms. Center-based employees must keep all such items in the director's office. Staff requiring EpiPens must work with management to safely store these products for immediate use. No employee may take another person's medication. Misuse of prescription medication may constitute unlawful drug use.

The company encourages employees concerned about a substance abuse problem to seek assistance at the earliest possible time, and the company will not discipline an employee for seeking an accommodation. However, voluntary disclosure does not excuse violations of this policy and will not prevent discipline for work-related acts committed as a result of alcohol or drug use.

## Smoking and Tobacco Use

The company's responsibility is to provide a workplace free of exposure to hazardous substances; therefore, it has established BBMA facilities and business as a tobacco-free workplace. No smoking, vaping (using e-cigarettes), or using smokeless tobacco on or in company property is allowed, including company parking lots and roadways. Employees shall also not arrive to work smelling of cigarette or any other smoke.

## Violence and Weapons

Any employee who commits or threatens to commit any violent act against any person while on BBMA premises, or while engaged in work for BBMA, will be subject to immediate termination of employment. BBMA premises include roadways and parking lots.

Any employee who, while engaged in BBMA business off premises, commits or threatens to commit any violent act against any person will be subject to immediate termination of employment. Even when off premises and not involved in BBMA business, an employee who commits or threatens to commit a violent act against another person may be subject to immediate termination of employment if that threat or violence could adversely affect BBMA or its reputation in the community.

Any employee who is threatened with or subjected to violence, who becomes aware that another individual has been threatened with or subjected to violence, or who becomes aware of another dangerous situation should immediately notify the center director or someone else in management or HR. If there is imminent danger, call 911. Employees are urged to take all threats seriously. Reports of threats or violence will be carefully investigated; employee confidentiality will be maintained to the fullest extent possible when appropriate. When necessary, appropriate action will be taken to ensure the continued safety of employees and the public.

BBMA prohibits employees and all other persons (other than law enforcement and authorized security personnel) from bringing firearms, ammunition, explosives, or other weapons of any kind onto company property at any time. Those who have a concealed carry permit or license are prohibited from bringing firearms or weapons onto BBMA premises or inside facilities. Likewise, no employee should possess any firearm, explosive, or other weapon at any time while performing any work for the company. Although the company retains the right to determine the scope of this policy and the terms contained in it, "possess" as used in this policy generally means to have on your person, in your vehicle or the vehicle assigned to you, or in other property in your presence or under your control (such as bags, packages, purses, briefcases, desks, lockers, etc.), while on BBMA premises or while at work for BBMA. If an employee has a question about whether a particular item could be considered a "weapon," he or she should consult with the center director or leader immediately.

BBMA recognizes that there are some states in which employees may have the right to keep a weapon in a locked vehicle. In those states, this policy will be interpreted to prohibit firearms in vehicles on company property only when the conditions required by the state's law are not met.

Any violation of this policy may subject an employee to discipline, up to and including immediate termination of employment. Questions concerning the application of this policy should be directed to a member of management immediately.

## Introductory Period

For every new employee, the introductory period of employment (the first 90 days of employment), is a trial period. During this time, the new employee can learn about BBMA, the job, and the surroundings. At the same time, the center director or leader will assist the employee in learning the job functions.

During the introductory period, BBMA will typically review job performance, attendance, attitude, and overall interest in the job, among other factors, and make a decision concerning continued employment. After the introductory period, BBMA will continue to periodically review overall job performance. At all times during and after the introductory period, the employee will be an at-will employee of the company. Completion of the introductory period does not change at-will employment status.

## COVID-19

To protect BBMA employees, children, families, and communities, the company may implement policies to help reduce the spread of the COVID-19 virus. These policies can be implemented and or retracted at the company's discretion. Employees with concerns should contact Human Resources.

## Attendance

BBMA believes in the importance of establishing and maintaining consistent relationships between employees and parents or students. In agreeing to work for BBMA, employees have accepted the responsibility and requirement that they will report to work on time each day they are scheduled. Absenteeism or tardiness, even for good reasons, is disruptive to operations and interferes with BBMA's ability to satisfy our parents' and students' needs. Therefore, absenteeism or tardiness can result in discipline up to and including immediate termination of employment. Some absences, of course, are necessary and will be permitted, consistent with company policy and applicable law.

If an employee is unable to work, he or she must notify the center director or leader as early as possible, or at least four hours before scheduled work time, excluding emergency situations. In emergency situations, provide notification as soon as possible. A phone call is the only approved method of notification to the leader unless he or she has instructed otherwise. Failure to notify the leader as early as possible or at least four hours before scheduled work time may result in disciplinary action, even if the reason for the absence was permitted.

If an employee is going to be late, he or she must personally notify the center director or leader as far in advance as possible so that proper arrangements can be made to handle work during an absence. Failure to report to work for two consecutive scheduled working days without notifying the center director or leader will be considered job abandonment and may result in immediate termination.

Absences for any illness over two days may require a signed doctor's excuse and an authorization to return to work. Additionally, the employee is responsible for calling the supervisor each day away from work. Missing a scheduled work shift, arriving late, or leaving early, even if the employee notifies the leader in advance, may result in an unexcused absence if the absence is not approved. Unexcused absences are subject to disciplinary action.

Staff, or any other persons being supervised by the staff, who knowingly have, or present symptoms of, a fever or diarrhea shall not be allowed in the center.

The daily and weekly work schedule will be designated by the center director or leader in an effort to ensure that parents and students are assisted quickly and respectfully. It is the responsibility to check the work schedule daily in order to be aware of any changes. Employees shall not be scheduled to perform childcare duties for more than 12 hours within any 24-hour period. PTO must be approved by a center director or leader and may be denied if attendance in the establishment is required. Previously approved PTO may be revoked based on the center's needs.

To ensure acceptable outcomes for the employee and BBMA, this policy outlines the components of attendance requirements. All staff scheduling is based on the needs of each center and the actual attendance of its students.

**Unexcused Absence** – An unexcused absence is any unscheduled absence, unless excused under the Attendance Policy. The following types of absences are excused, but may require supporting documentation:

- Authorized Jury Duty
- Bereavement Leave
- Scheduled Vacation - Paid Time Off (PTO)
- Leave of Absence - Any leave which would fall under the Family and Medical Leave Act (FMLA)

**Tardy** – Is an occurrence of not being present in the employee's assigned department, ready for work at the beginning or end of the assigned work shift. If it is unrealistic for all employees to clock in exactly at their start time, the department manager may define parameters for tardiness through written departmental policy. Official time will be based on the time shown in the time and attendance system. If the clock-in and clock-out times do not accurately reflect all time worked, the employee must promptly notify their Center Director or Supervisor to ensure that the employee is paid for all time worked.

Absences and tardiness are covered under the discipline policy.

Employees are required to use all available PTO to cover absences unless applicable law requires otherwise. If no PTO is available, absences will be unpaid, unless applicable law requires otherwise.

## Miscellaneous Definitions:

**Schedule Changes** – Schedule changes are at the discretion of the department manager and, in most cases, will only be granted when it will not create an undue hardship on the department. If you have a special circumstance that requires accommodation and cannot work it out with your department manager, contact Human Resources.

**Occurrence** – A period of Unexcused Absence consisting of one or more consecutive workdays. If an employee attempts to report to work following an occurrence, subsequently becomes ill again with the same illness within 48 hours, and sustains another period of absence, this will count as one occurrence in total.

**No Call, No Show** – A documented shift of an employee who does not report to work and does not notify the appropriate department manager/designee.

**Notification** – The employee will directly contact the center director or member of management at least four hours prior to the beginning of his/her shift or as defined by written departmental policy to notify the department manager/designee of absences or tardiness. An employee is required to call every day to report his/her absence or tardy. Another person may not call in for the employee unless the employee is physically unable to make the call. **Failure to provide adequate notice is a violation of the attendance policy and will subject an employee to discipline, even if the absence itself is excused.**

**Job Abandonment** – When an employee is unable to be reached, and numerous efforts have been made by management to contact the employee, or when the employee is a No Call, No Show for two consecutive days. Job abandonment will ordinary be treated as a resignation and termination of employment.

## Additional Information

Additional disciplinary action may occur if a pattern of absences or tardiness is evident. Examples may include but are not limited to:

- Absence before or after a holiday, benefit time, weekend, or day off;
- Absence after denial of a schedule change request; or
- Coincidence of absence with desirable day(s) off or during periods of heavy workload or short staffing.

The Company may deviate from the ordinary disciplinary process, in its discretion, to address patterns or other circumstances.

## Deductions for Exempt Employees

Exempt salaried employees will receive a salary which is intended to compensate for all hours worked for the company. This salary will be established at the time of hire or at the time of becoming classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- Full-day absences for personal reasons.
- Full-day absences for illness or vacation if the employee has exhausted his or her allowance under the company's PTO policy (or is not yet eligible for PTO under the terms of the policies).
- Full-week disciplinary suspensions for infractions of BBMA written policies and procedures.
- Family and Medical Leave (FMLA) absences (either full- or partial-day absences).

However, unless state law provides otherwise, deductions may be made to an accrued leave balances for full- or partial-day absences for personal reasons, sickness, or disability.

If an employee believes he or she has been subject to any improper deductions, he or she should immediately report the matter to the supervisor. If the supervisor is unavailable, or it would be inappropriate to contact that person (or a prompt and fully acceptable reply has

not been received), the employee should immediately contact the HR Department.

Salary may also be reduced for certain types of deductions such as for health, dental or life insurance premiums; state, federal, or local taxes; Social Security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which work was performed, a salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness, or disability.
- Absence on a day because the employer has decided to close a facility on a scheduled workday.
- Absences for jury duty, attendance as a witness, or military leave in any week in which any work was performed.
- Any other deductions prohibited by state or federal law.

### **Work Schedule (Non-Exempt Employees)**

Management will set the schedule in accordance with the center's business needs. The schedule is subject to change at any time, and BBMA cannot guarantee any particular number of hours each week.

Breaks are set by the center director or leader and may be varied to meet business needs. Generally, full-time employees will have a meal period, which is unpaid and does not count as time worked. Employees may not perform any work during their meal period. Any work performed during the meal period must be reported to the Center Director or leader. Employees will not teach in the classroom their child(ren) attends.

Do not perform any work before a normal schedule begins. Do not begin work and do not clock in before the normally scheduled shift. Likewise, stop work and clock out after the end of the scheduled shift, unless asked to stay over or in order to maintain staff/child ratio. In either instance, the employee should not perform work unless "on the clock." Any work while not on the clock must be reported so that you can get paid for that time. It is strictly prohibited for a non-exempt employee to work and not report the time.

### **General Requirements for Rest Periods and Meal Breaks**

All rest breaks and meal periods must be taken outside the work area. Do not visit or socialize with employees who are working during a rest break or meal period. Employees may leave the premises during meal periods.

### **Lactation Breaks**

The company will provide a reasonable amount of break time for an employee who wishes to express breast milk for her infant child. If possible, the break time must run concurrently with rest and meal periods already provided to the employee. If break time cannot run concurrently with rest and meal periods, it will be unpaid. However, BBMA will comply with all state and federal regulations as it pertains to lactation breaks. When state law supersedes federal law, BBMA will follow state regulations pertaining to paid lactation breaks.

The company will make reasonable efforts to provide the use of a room or location other than a bathroom stall, in close proximity to the employee's work area, for the employee to express milk in private.

The company may not be able to provide additional break time if doing so would seriously disrupt operations. Please consult the HR Department with questions regarding this policy.

### **Overtime (Non-Exempt Employees)**

Overtime work is not permitted unless you receive prior approval from the center director or leader. Overtime work will be authorized only in unusual circumstances. If you work overtime, you must report it as time worked, even if it was not approved. Employees who work overtime without approval will be paid for all time worked but may be subject to disciplinary action for failing to obtain prior approval.

Overtime means time worked in excess of 40 hours in a workweek. Some states have rules defining additional overtime situations. Time worked includes mandatory staff meetings but does not include PTO, holidays, or other time not spent actually working.

## Timekeeping Procedures (Non-Exempt Employees)

All hours worked on the premises of BBMA, or work performed in the interest of BBMA, must be recorded on timesheets, time clocks, or any other method of recording hours worked as determined by the center director or leader.

Time must be recorded as follows:

1. Clock in immediately before starting work in the morning.
2. Clock out immediately after finishing work before lunch.
3. Clock in immediately before resuming work after lunch.
4. Clock out immediately after finishing work in the evening.
5. Clock in/out immediately before and after any other time away from work, except that you do not clock out for paid breaks under 20 minutes.

Any changes or corrections to the timecard or time record must be initialed by the employee and the center director or leader. Under no circumstances may any employee record another employee's timecard or ask another employee to record his or her timecard. Recording another employee's timecard may result in discipline, up to and including immediate termination of employment.

In the event the timeclock is not functioning, employees must write down their time and provide a written, signed timecard to the director or leader. If an employee's child is enrolled in BBMA, please drop off the child in the classroom before clocking in for the shift, and clock out for the shift before picking up the child from the designated classroom.

It is the employee's responsibility to record the time each day in accordance with the parameters outlined above. Repeated failure to track time according to the BBMA guidelines may result in disciplinary action, up to and including termination.

## Workweek

Each workweek begins Monday morning and ends Sunday night at midnight.

## Personnel Records

Providing accurate and current information for personnel records is the responsibility of the employee. Advise the immediate supervisor and the corporate office of any change in the following:

- Tax exemptions;
- Changes to personal data including name, home address, phone number, email address, or birth or death of a family member, etc.
- Additional acquired education or training;
- Emergency contacts.

Personnel records may include other items such as the employee's application form, performance reviews, disciplinary notices and memos, memos of commendation and achievement, test results, and other information concerning the employer-employee relationship.

Please contact the HR Department to arrange a time to view employment records. Employees will be allowed to view their personnel file with an HR representative. Nothing can be removed from a personnel file.

BBMA will comply with any applicable law as it pertains to personnel records.

## Pay Days

Employees are paid on a bi-weekly basis barring any unforeseen circumstances beyond the company's control such as: environmental conditions, systems failures or national tragedies. Pay will be by direct deposit or through PayActiv if no direct deposit is available. Pay stubs will be available by signing on to the Paycor employee portal at <https://hcm.paycor.com>

## Payment of Wages Upon Separation of Employment

Unless otherwise required by law, when an employee separates from employment with the company all unpaid, earned wages that are due and payable will be paid within 15 days of the separation of employment or at the next regular pay day following the separation of employment, whichever occurs first.

## Wage Garnishments

The company hopes that employees will manage their financial affairs and not require the company to be obligated to execute any court-ordered wage assignment or garnishment against wages. However, when a court orders money to be taken from their pay, the employee will be notified.

## Errors or Improper Deductions

It is BBMA's intent to maintain accurate payroll records and ensure all employees are paid their wages in accordance with federal, state, and local law.

Although the company makes every effort to ensure that all employees' paychecks are accurate, employees are responsible for verifying their paycheck for accuracy. Errors identified on paychecks, including improper deductions, must be brought to the attention of Human Resources or your Center Director as soon as the error is detected, but no later than the end of the next pay period. BBMA will determine whether an error has been made. If it is determined that an improper deduction or other error has been made, you will be promptly reimbursed, and the company will take necessary steps to prevent the reoccurrence of errors in the future.

## Reimbursement Procedures

Most work-related travel accommodations will be arranged and documented by the regional director or equivalent leader. Costs incurred outside of any pre-arranged travel should be documented with receipts. Employees may be eligible for a per diem for expenses. Please consult with a supervisor for details. All reimbursement claims should be submitted to the regional director within one week of the work-related travel. Claims should be submitted via check request form and include all itemized receipts and supporting documentation for the claim. Reimbursement will be made within two weeks of expense approval. Any excessive expenses will be investigated, and in cases of falsified or exaggerated claims, the employee may be subject to disciplinary action up to and including termination. The company will not reimburse for the purchase of alcoholic beverages.

## Per Diem and Mileage

BBMA expects to pay reasonable meal costs for business travel. Meals are reimbursable only when the traveling employee is out of town or traveling overnight. The company will reimburse up to the following levels, which include sales tax and tip:

Breakfast:	\$15.00
Lunch:	\$20.00
Dinner:	\$30.00
<b>Daily Meal Rate:</b>	<b>\$65.00</b>

Meal rates will be prorated based on time during travel. Tipping may not be excessive; over 20% will not be reimbursed. Any deviations from the above rates should be approved by a supervisor prior to the trip being scheduled. Please see BBMA Travel and Per Diem Policy for more information, including mileage reimbursement.

## Job Description and Responsibilities

Each employee is required to perform his or her own duties but may be called upon to perform other duties outside of the job description. To best serve parents and students, BBMA expects and requires employees to complete a variety of daily tasks. Where possible, employees are cross trained so that they can perform as many tasks as possible. This practice allows BBMA to achieve maximum efficiency, as well as provide better job security for employees.

From time to time, the company may publish lists of tasks to be performed by employees as part of their jobs. Additional tasks may be required, and these lists should not be viewed as an exhaustive listing of a particular employee's job requirements.

Staff with diaper changing responsibilities shall not also be assigned to kitchen food preparation duties within the same day. All employees are responsible for compliance with the various federal, state, or local laws that apply to and regulate their job duties. Please see Ethical Practices section for required training and certifications.

## Outside Employment

As an employee of BBMA, it is expected that any outside activities will not interfere with the ability to properly perform job duties. If an employee maintains a second job, the employee must notify the center director immediately and discuss whether it will interfere with their position, their job duties, or adversely affect the business of BBMA.

Additionally, staff members actively employed with BBMA will not be allowed to perform childcare duties for parents or families outside of the operational hours of the center, or in the family's home. This presents a conflict of interest, and could be grounds for disciplinary action, up to and including termination.

## Resolving Problems

If an employee has a concern or complaint, it is always best to address problems immediately. Please contact the center director first. If you feel uncomfortable going to the center director, contact the next level of management or the HR department. There will be no retaliation by any manager toward any employee who communicates a good faith concern or complaint to management. Please follow the chain of command below:

1. All concerns should be addressed with the center director first.
2. If the center director cannot resolve the matter, speak to the HR Department.
3. If the HR Department decides that the situation warrants further review, it may be necessary to involve upper management, an executive, or an outside party. The employee may be asked to submit the concern or problem in writing to the Human Resources department.

If your concern is with the center director, you should proceed directly to HR. If your concern is with HR, you should proceed directly to upper management. If your concern is about a possible allegation of discrimination, harassment, bullying, or retaliation, follow the complaint procedure described above, after the Workplace Bullying Section. Anonymous concerns can also be submitted through the NavEx portal, as listed in the same Workplace Bullying Section.

## Performance Evaluation

Day-to-day interaction between the employee and the manager should give the employee a sense of how the manager perceives the employee's performance. To avoid haphazard or incomplete evaluations, BBMA managers will usually conduct an evaluation for new hires at about 90 days of hire. In addition, all employees will typically receive an annual review.

During the evaluation process, the manager will typically consider the following things, among others:

- Attendance, initiative, and effort
- Knowledge of the work
- The quality and quantity of the work
- The conditions under which the employee works

The primary reason for performance reviews is to identify employee strengths and areas of opportunity, to reinforce good work habits and to develop ways to improve any weaker areas. This review also serves to make the employee aware of and to document job performance compared with the goals and description of his or her role at BBMA. This is an opportunity to discuss personal interests and future goals. The manager is interested in helping the employee progress and grow to achieve personal as well as work-related goals—perhaps he/she can recommend further training or additional opportunities. All reviews are subject to the approval of the HR Department.

Performance reviews are not intended to capture every aspect of an employee's performance during the past year. It is not possible in a

performance review to focus on every relevant issue, positive and negative, from the previous year. The fact that a subject is not mentioned in a performance review does not necessarily mean it is no longer relevant, whether positive or negative. Employees should feel free to ask questions throughout the process.

Pay increases can be frozen based on the needs of the business, but when available, may be subject to each employee's performance rating and geographical pay range. All pay increases are subject to approval from the BBMA senior leadership team.

### **Advancement Opportunities**

BBMA encourages promotion from within and believes strongly in the internal career ladder. Therefore, when a position becomes available, the company welcomes current employees to apply. Jobs will be awarded based on the needs of the business. Factors considered will generally include individual ability, past job performance, education requirements for the open position, and any licensing requirements to remain in compliance with state guidelines. By maintaining excellent job performance, an employee may become qualified to fill a position of greater skill and responsibility for BBMA.

Employees can apply online through the job posting or may forward their resume to the HR Department expressing interest in the position. The following list details the typical requirements for staff transfer and promotion:

- Employed as full-time or part-time.
- Current performance meets job expectations.
- Meets all the job qualifications for the position.
- Has not received formal performance or conduct counseling with a corrective action within the last six months of employment.
- Must have been employed for a minimum of six months to be considered.
- Must have completed six months of successful service in a position before becoming eligible to transfer or be promoted to another position at BBMA. Exceptions to this six-month requirement may be made by a member of the BBMA Executive Team.

Exceptions to this stipulation may only be made with the approval of the current supervisor, the interviewing supervisor, the Human Resources Manager, or the Executive Team. An employee must notify the current manager of interest in applying for another position or transferring to another location before contacting the new center. If selected for the position, the employee will be required to continue with duties until a replacement is found. The employee may be required to train a replacement before moving into a new role permanently.

### **Nepotism / Employee Dating**

BBMA may hire qualified relatives of employees if the employment does not create an actual or perceived conflict of interest. No relatives will work together in a supervisory/subordinate role or as co-workers in the same classroom.

For purposes of this policy, "relative" refers to any individual related to an employee or to the employee's spouse, either by blood or by law. If two current employees marry or otherwise become closely related, they may not work in the same classroom.

BBMA prohibits dating between managers and employees. Exceptions can only be approved by the senior leadership team. Employees who begin a consensual dating relationship must disclose the relationship to, and meet with the HR Department for counseling on dating appropriately at work, and may be asked to sign a dating and relationship agreement.

### **Dress Code, Appearance, and Hygiene**

BBMA has established dress code requirements in order to maintain a positive, professional image for our parents and students. Employees must present a positive attitude and maintain a neat and clean appearance. The center director and management team will have the final decision regarding any conflicts concerning appropriate dress. While engaged in work for BBMA, each BBMA employee will comply with the applicable dress code.

Management and exempt employees should dress in business professional attire while working for BBMA. This will include: Dress slacks, skirts, blouses, jackets, etc. Jeans and shorts will not be acceptable unless for a pre-approved day.

Center-based staff must wear BBMA-approved uniform shirts at all times while at work. All shirts or tops will be buttoned to allow proper and necessary coverage, and shirts must be of a length such that the midriff is not exposed and will not be exposed during any type of routine movement. Undergarments (bra straps, underwear, or slips, etc.) should not be visible. At time of hire, employees will be provided with two (2) BBMA t-shirts, which will be payroll deducted out of their first paycheck. At 90-days, employees will be provided with a BBMA polo shirt. At each subsequent anniversary, employees will be eligible for uniform points which can be used to purchase uniform attire.

Pants or an ankle length skirt in black or khaki must be worn by center-based staff while at work for BBMA. Clothing must not be tight fitting and must be hemmed properly to avoid dragging the floor or causing a tripping hazard. Cargo khaki pants are acceptable. All clothing worn must be in good repair, clean, and wrinkle free. Jeans and shorts may not be worn without company approval.

BBMA teachers who work during summer camp months are allowed to wear shorts under the following guidelines:

- The length of shorts should be no more than three inches from the top of the kneecap.
- Shorts must be khaki or black in color and made of cotton, twill, polyester, or blends of these fibers.
- No other colors, patterns, or fabrics are acceptable, including spandex, sheer fabrics, clinging knits, or denim.
- Athletic style, cut-offs, frayed edges, torn or worn material shorts are prohibited.
- Management who attends off-site field trips may change into shorts while off property but must change to regular business attire upon return.
- Employees who choose not to follow the above guidelines will be required to adhere to the non-summer camp wardrobe requirements.

Shoes must be worn at all times. Appropriate shoes for teachers include tennis shoes as well as flats that have backs and closed toes. If tennis shoes are worn, they must be tied at all times. Thongs, flip-flops, house or bedroom slippers, mules, backless shoes, sandals without an ankle strap, boots or high-heeled shoes are not acceptable for center-based staff. Employee and student safety is a top priority.

Other clothing guidelines that must be followed:

- No hats may be worn without specific approval by management.
- No undergarments may be visible.
- Garments that are tight fitting or restrict movement in any manner, including leggings, are not permitted.
- Ear piercings will be in moderation.
- Dangling earrings or long necklaces are not permitted. BBMA is not responsible for the loss or damage of any personal items. Staff members are discouraged from wearing excessive or expensive jewelry.
- Make up should be in moderation, not excessive.
- Hair should be clean, well-groomed, and maintained in a professional manner.
- All employees must maintain good personal hygiene and maintain frequent hand washing.
- The use of strong, heavy scents, perfumes, or fragrances is not permitted due to potential allergies and sensitivity of children and other staff.
- Body piercings, with the exception of ear piercings, should not dangle or hang down. Studs are the only acceptable type of piercing allowed, and hoops, bars, or other jewelry will not be accepted due to safety concerns. This includes piercings of the tongue, eyebrows, and nose.
- Fingernail length and decoration must be in moderation. Pointed (stiletto) nail styles are not permitted due to the potential safety risk this presents to students. Fingernails are to be neatly manicured and of a reasonable length, not to exceed one-quarter inch, beyond the fingertip.

## **Personal Mobile Device Usage**

It is crucial that every employee's full attention remains on the children enrolled at BBMA at all times, for both educational and safety reasons. For this reason, personal cell phones or any other mobile communication devices—including but not limited to personal tablets, Bluetooth devices, smart watches, fitness trackers, or any other device that receives outside communication—are not permitted in any of the classrooms. Ear buds or earphones are also prohibited while attending to children or while working for BBMA at any time.

Center directors will provide an individual storage area in the director's office for storage of personal cell phones. BBMA will not be responsible for loss, theft, or damage to personal cell phones or other devices.

Please notify the center director to request pictures of an activity or event taking place in the classroom. The director will provide a way to take photos and a member of management must be present to maintain ratios while photos are taken.

Personal cell phone use is only permitted when employees are clocked out on a break and may only be used outside of the classroom, lobby, or other common area. Employees may not use their personal cell phones or other devices—for talking, texting, checking voicemail, or any other purpose—in the presence of children enrolled at the center, even during breaks. If an employee is observed violating this policy while caring for students, this could result in disciplinary action up to and including termination.

If you have an emergency situation that you believe warrants an exception to this policy, you must receive pre-approval from the center director.

## Data Security Policy

This document serves as a guide for BBMA employees, parents, vendors, and third parties regarding the use and access of BBMA security systems, including cameras and associated video recordings.

BBMA security systems are the property of BBMA and are limited to use by the company and company officials for company-related business. Only BBMA management is authorized to view, copy, or distribute security related records, including security access logs, computer activity logs, security video and surveillance footage, or other similar items.

At no time should any security-related logs, surveillance footage, or other similar materials be provided to or viewed by non-management staff members, parents, clients, vendors, or another third party save for the exception of senior leadership. It is the policy of BBMA to maintain this information internally, for the protection and privacy of our employees, students, and parents.

## Social Media Policy

Keep in mind that information and pictures posted over social media networks can affect the organization's reputation, especially when a BBMA employee is identified online or through any social media platform. As a member of the BBMA workforce, please avoid posting photos, names, or personal or identifying information related to children enrolled in any BBMA program or their families.

While BBMA respects the right of individuals to use social media for personal reasons, please be aware of the following guidelines:

- Employees may not use social media for personal reasons during work time or using work resources.
- Employees should not send social media requests to parents unless a separate personal relationship exists.
- Photos/recordings of children enrolled in any BBMA program are prohibited to be taken or posted without prior written consent from the child's parent and approval from the BBMA Marketing Department.
- Social media, such as Facebook, Instagram, TikTok or any others, should not be used to respond to a parent's question about their children's care, or account information. Please refer the parent to BBMA representatives through a phone call or company email.
- Employees who use social media for personal reasons must not create the impression that they represent the opinion or position of BBMA.
- Employees must use a personal email address (not a BBMA address) as primary means of identification for personal social media activities.
- If identified as a BBMA employee on social media, the employee should avoid posts with profanity, vulgar language, nudity, sexual content, or other inappropriate material. Failure to comply with this requirement could result in disciplinary action, up to and including termination.

## Things to Consider Before Posting on Social Media

BBMA understands that being connected to parents on social media is unavoidable. While BBMA encourages a sense of community at the center between staff and parents, please consider the principles below before posting on social media.

### ○ Be Respectful

Posts on social media encourage comments and/or discussion. Responses should be considered carefully. Consider how they reflect upon BBMA and its reputation.

- **Do No Harm**

Social networking should not harm BBMA or the employee.

- **Think Before You Post**

There is no such thing as a “private” social media site. Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied. Archival systems save information even if a post is deleted. If passionate about a subject, it is wise to delay posting. Again, if identified as a BBMA employee online, it should be clear that the views expressed are that of the employee and not those of BBMA and the center(s).

- **Discuss Before You Post**

We strongly encourage you to contact your supervisor, center director, or regional director to discuss matters related to disagreements or bad experiences rather than post on social media.

- **Do Not Use the BBMA Logo or Make Endorsements on Behalf of BBMA**

Do not use the BBMA logo, wordmark, or any other BBMA marks or images on personal social media. This includes posting on school premises and/or in BBMA’s uniform. Do not use BBMA’s name to promote or endorse any product, cause, or political party or candidate.

### **Outside Media and Press Inquiries**

Employees and affiliated staff or other members of the workforce are not authorized to comment on behalf of BBMA, including in response to media or press contacts, online complaints, criticisms, or negative commentary. Media and press inquiries should be referred directly to the Marketing Department by calling or emailing Maureen Corneal at 334-401-8557/[mcorneal@bbmacademy.com](mailto:mcorneal@bbmacademy.com) or Jenny Anderson at 803-960-3757/[janderson@bbmacademy.com](mailto:janderson@bbmacademy.com).

### **Personal Mail and Telephone Calls**

All mail delivered to BBMA is presumed to be related to business and will be opened by the office. Personal mail should not be sent to a BBMA center or office location. There are limited number of telephone lines which should remain open for both parents calling into the center and the center calling parents or other business-related clients. Employees are asked to refrain from making or receiving personal calls, except for emergencies. Employees may give out the center number to receive calls in the event of an emergency.

Mail addressed to BBMA is to be opened only by front office management. All other employees should not intercept, open, or otherwise tamper with BBMA mail.

## **III. Benefits**

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This section describes benefits that are currently available as of the last revision to this handbook. BBMA reserves the right to change available benefits in its discretion.

### **Child Care Discount**

Employees who have children attending a BBMA will receive a discount on childcare equal to half the normal rate for each child. The following guidelines apply to staff childcare discounts:

- Employees will follow all center parent and payment policies.
- Eligible children are aged 12 years and younger and are the staff member’s natural children, stepchildren living with the staff member, legally adopted children or any other children living with the staff member in a parent-child or legal guardian relationship for whom the staff member can claim a federal tax exemption and claim as a dependent for the IRS childcare tax credit.

- Tuition will be paid through payroll deduction only.
- Children cannot attend when the employee is not working at BBMA.
- Discount only applies when the employee is actively working at BBMA.

BBMA reserves the right to limit the number of discounted staff children per center. Center directors, assistant directors, and other corporate employees may be entitled to additional discounts. Please contact the HR Department or a supervisor for details.

### **Employee Referral Program (BBMA Ambassador Program)**

Employees who refer a family to BBMA are eligible to receive an incentive, along with the newly enrolled family. The referring employee will receive a \$250 bonus through payroll, and the family referred will receive a \$150 Visa gift card or a FREE week of childcare (applicable to the employee or family's oldest enrolled child). Employees must share the BBMA Ambassador Card with the family, and the family should present the card during their tour. After the referred family completes three weeks of paid enrollment, BBMA will issue the rewards.

Participation in the Employee Referral Program is voluntary. Efforts in recruiting are not expected to involve a significant amount of time, and recruitment activities are limited to solicitation among friends, relatives, acquaintances, etc. during the employee's off hours as part of the employee's social affairs.

### **Weather Pay During School Closure**

The weather pay policy allows for payment of hourly full time and part time employees when the center is closed due to weather conditions with the following stipulations:

- Employees will be paid their regularly scheduled hours for the closure timeframe.
- If an employee already has approved PTO, then the time off would fall under PTO, not school closure.
- Should an employee not come to work based on their own decision and the center is open, the employee will not be paid and will not be allowed to use PTO that has not previously been approved.
- Should an employee not return from lunch or leave early based on their own decision and the center is still open, the employee will not be paid and will not be allowed to use PTO that has not previously been approved.
- Weather pay does not count toward as time worked for overtime calculation purposes.
- All employees are eligible for this benefit upon hire.

### **Procedures**

- Once the regional director has determined that a center will delay opening, close for the day, or close early due to inclement weather, the center director will determine how many hours each employee should be paid for school closure.
- The school closure hours will be entered daily in ProCare by the center director under the column titled "School Closure."
- The regional director must review and approve the hours entered prior to payment by the Payroll Department.

### **Holidays**

BBMA centers are closed on the following holidays:

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

Paid holidays are for full-time eligible employees only; part-time employees are NOT eligible for PTO/holiday pay. In addition, BBMA will be closed to parents and students on Good Friday for a teacher workday to conduct important in-house training and professional development. Depending on school circumstances, regional directors may select an alternative teacher workday.

The following guidelines apply to holiday pay:

- Non-exempt employees must complete 30 calendar days of full-time employment before becoming eligible for holiday pay.
- When a paid holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be recognized, depending upon the needs of parents and students.
- If a paid holiday occurs during PTO time, the paid holiday will be paid in lieu of paid personal leave or vacation for that day.
- Employees must work both the scheduled day before and the scheduled day after the holiday to receive holiday pay unless the center director or leader requests or allows (with adequate staffing ratios) the employee to not work one or both of those days. If an employee does not work either the day before or after a holiday, he or she will not be eligible for holiday pay, unless the days off are approved paid time off.

### **Paid Time Off (PTO)**

BBMA provides PTO to allow eligible employees the opportunity to take paid time away from work. Effective use of PTO is a personal responsibility. All PTO requests are subject to supervisory approval and require timely notice (i.e., a minimum of two weeks), so BBMA can ensure our classrooms and departments are adequately staffed. Eligible employees must regularly work at least 30 hours (full time) per week. Employees working less than 30 hours per week are not eligible for PTO.

Employees must use PTO hours according to the normal workday schedule in a minimum of half-day increments, except where otherwise required by law. For example, if an employee is scheduled for six hours per day, he or she must request either three or six hours of PTO. PTO is paid at a regular pay rate and is not subject to overtime.

Employees will be granted PTO time in accordance with the table below. Unused PTO is not payable upon termination and may not be carried over, unless required by law. Employees may not borrow or advance PTO from a future year.

New hires will have their annual PTO benefit pro-rated for the time worked in their first year. Prorated time is eligible for PTO after 60 days of service and will be pro-rated at a rate of 6.66 hours per month. Employees hired the last 60 days of the fiscal year will have full year benefits in the subsequent year, after 60 days of service.

For instance, if you begin work in February of the calendar year as a Lead or Assistant Teacher, Chef, or Driver: You will be eligible for 73.34 hours of PTO for the year after 60 days of service.

- Should you begin in March of the calendar year as a Lead, Assistant, Chef, or Driver – 66.68 hours of PTO after 60 days of employment
- April start date – 60.00 hours of PTO after 60 days of employment
- May start date – 53.36 hours of PTO after 60 days of employment, etc.

<b>School Directors, Assistant Directors, and Corporate</b>		
<b>Years Employed</b>	<b>Annual Benefit</b>	<b>Days Per Year</b>
Year of Hire	Days per year prorated for time employed – eligible after 60 days	15
More than one year of service as of Jan 1	Full benefit available Jan 1	15
<b>Lead &amp; Assistant Teachers, Chefs, and Drivers</b>		
<b>Years Employed</b>	<b>Accrual Process</b>	<b>Days Per Year</b>
Year of Hire	Days per year prorated for time employed – eligible after 60 days	10
More than one year of service as of Jan 1	Full benefit available Jan 1	10
More than five years of service as of Jan 1	Full benefit available Jan 1	15

## Parental Leave Policy

Our goal is to help employees balance their job and family duties. BBMA will provide parental leave following the birth of an employee's child or the placement of a child with an employee through adoption.

### Eligibility for Parental Leave

Full-time employees with one year of service are eligible for six weeks of parental leave at 50% of their average weekly pay. Employees may take their parental leave at any time within the first twelve (12) months following the birth or adoption of a child, or, if medically indicated or FMLA qualifying, before the birth or adoption of a child.

Employees may choose to supplement pregnancy-related leave by purchasing short-term disability (STD) coverage during open enrollment. STD coverage must be in place prior to the start of a pregnancy for the pregnancy to be covered under the plan.

### Request and Process for Paid Parental Leave

- The employee will provide their supervisor with written notice of the request for leave at least six weeks prior to the proposed date of leave (if the leave was not foreseeable, written notice must be submitted as soon as possible).
- Upon approval from the HR department, the employee's supervisor will be notified.
- The approval of the request for leave will be provided in writing by the employee's supervisor to the employee within 15 days of the request.
- The employee's supervisor will enter parental leave hours in ProCare at 50% of their daily hours to be paid through payroll.
- As is the case with all company policies, BBMA has the exclusive right to change or interpret this policy.

### CDA Scholarship Program

BBMA is happy to encourage our employees to continue their education, and have partnered with CCEI, Inc. to offer comprehensive Child Development Associate (CDA) credential courses to qualifying employees. BBMA will cover the cost of this program, subject to the following requirements:

- The employee has been actively employed by BBMA for a minimum of 60 days as a full-time employee;
- The employee timely completes the course; and
- By accepting the money, the employee is agreeing that if the employee voluntarily resigns or is terminated for cause within 12 months after completion of the program, the employee must repay BBMA the cost of the program; and, to the extent permitted by law, the employee agrees that BBMA shall have the option to recover the cost through deducting the amount from the employee's final paycheck.

BBMA employees are eligible for tuition and fees up to \$799 paid directly to a partner institution, subject to the same conditions. Employees can select from the on-demand or CDA-facilitated courses. These courses will cover all ages, from Infant to preschool. To begin, please email the HR Department.

### Bereavement Leave

Employees are eligible for three paid days off for the death of an immediate family member. Members of the immediate family include parent, sibling, spouse, child, in-law, or grandparent, including steps and halves. Additional time may be granted with management approval. Request for bereavement leave should be made to the center director or supervisor as soon as possible. BBMA reserves the right to request written verification of an employee's familial relationship to the deceased and attendance at the funeral service as a condition of bereavement pay.

### Jury Duty

BBMA agrees that it is the civic duty as a citizen to report for jury duty whenever called. If an employee is called for jury duty, the time off will be unpaid, unless the employee chooses to use PTO.

Employees must notify a supervisor within a week after receipt of the jury summons.

## Workers' Compensation

On-the-job injuries are covered by our workers' compensation insurance policy, which is provided at no cost to the employee. If injured on the job, no matter how slightly, report the incident as soon as possible to the center director, and call the Nurse Triage number for immediate care at: [1-833-385-1317](tel:1-833-385-1317). Please follow all other company procedures related to incident response and reporting and cooperating with the company's insurance carrier, when applicable. Failure to follow company procedures may affect the ability to receive workers' compensation benefits.

Employees that have been injured on the job may be ordered by their workers' compensation physician to remain off work until the injury is healed. If an employee qualifies for workers' compensation leave and FMLA leave, the two leaves will run concurrently. If FMLA leave is exhausted and the employee remains on workers' compensation leave, the workers' compensation leave policy will govern the leave including, but not limited to, any right to be reinstated.

Unless otherwise required by applicable law, a workers' compensation leave of absence will ordinarily not be extended beyond six months. Once the leave of absence has exceeded six months, the team member will ordinarily be placed on inactive status.

The company has adopted a formal return to work policy, which is incumbent on the employee to adhere to and follow at all times. These guidelines are established to keep employees safe and ensure timely return to work in a safe manner.

The medical plan coverage that was provided to an employee immediately prior to taking workers' compensation leave will be maintained for personnel on approved leave (that commenced from active status) as if the employee had been actively employed during such leave. Therefore, employees must pay their portion of the group health premium through a method determined by the company upon leave. The company's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If the employee does not return to work within 30 calendar days at the end of the leave period (unless the employee cannot return to work because of a serious health condition or other circumstances beyond their control), he or she will be required to reimburse the company for the cost of the premiums paid to maintain coverage during the leave.

Once an employee is placed on inactive status, medical plan coverage will be continued only if COBRA coverage is properly elected, and all required premiums are paid on a timely basis.

## Family and Medical Leave Act

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

It is important to note that there are many requirements, qualifications and exceptions under both federal and state leave laws and each employee's situation is different. All questions related to leaves should be addressed Human Resources.

The FMLA requires private employers with 50 or more employees to provide eligible employees with 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 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.

**Employee Eligibility.** An eligible employee is someone who: 1) has worked for BBMA for at least 12-months, and 2) has worked for BBMA for at least 1,250 hours in the previous 12-months; and 3) works at a location where BBMA employs 50 or more employees within 75 miles.

**Basic Leave Entitlement.** The FMLA provides up to 12-weeks of unpaid, job-protected leave to eligible employees for the following reasons: 1) 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. Leave taken for the birth, adoption or foster child placement must be concluded within one year following the child's birth or placement. When BBMA employs both parents of the child(ren), the employees will be limited to 12-weeks combined within a 12-month period.

**Military Family Leave Entitlement.** 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 seven days of leave); 2) attending certain military events and related activity; 3) arranging urgent childcare 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 fifteen 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. Military caregiver leave is only available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. In other words, the employee is not entitled to 26 weeks of military caregiver leave, and then another 12 weeks of medical leave for his, her or their own health condition, during that 12-month period. Rather, during that single 12-month period, the employee may take up to 26 weeks of leave, *total*, under the FMLA for any qualifying purpose. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise on the temporary disability retired list for a serious injury or illness (the FMLA definition of which differs for current service members and veterans); or a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

**Benefits and Protections During FMLA Leave.** During FMLA leave, BBMA will maintain the employee's health coverage under any group health plan on the same terms as if the employee had continued to work if the employee continues to pay their required portion of the cost of such benefit. If paid leave is substituted for unpaid FMLA Leave, BBMA will deduct the employee's share of the health plan premium as a regular payroll deduction. If the employee's leave is unpaid, the employee must pay the employee's share of the premium in a timely fashion through a method determined by BBMA upon leave.

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 continually employed during the FMLA 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 ten percent of BBMA's employees within a 75-mile radius of the worksite. BBMA will make a good faith attempt to provide leave to all employees unless it causes "substantial and grievous economic injury."

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

Any leave beyond the statutory leave entitlement is company-provided leave, and not FMLA leave. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control) they may be required to reimburse BBMA for the cost of the premiums BBMA paid for maintaining coverage during their unpaid FMLA leave.

**Definition of a Serious Health Condition.** A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care 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. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy or a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of Leave.** An employee does not necessarily 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 to not unduly disrupt the company's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis. To request a leave of absence, employees should contact Human Resources to request any continuous, intermittent, reduced work schedule leave or workplace accommodation.

**Substitution of Paid Leave for Unpaid Leave.** FMLA leave is unpaid. BBMA requires the use of accrued paid leave while taking FMLA leave or any other type of leave except for Military leave. Accordingly, BBMA requires nonexempt, part-time, temporary and per diem employees to use any accrued PTO during an unpaid FMLA; regular full-time exempt employees may use PTO in accordance with the PTO policy as applicable to them. To use paid leave for FMLA leave, employees must comply with the Company's normal PTO request procedures. An employee cannot use accrued PTO to extend a FMLA leave, unless otherwise mandated by applicable law. Any benefits received from company-provided disability benefits also do not extend FMLA leave.

**Employee Responsibilities.** Employees must provide 30 days advanced notice of the need to take FMLA leave when the need is foreseeable. When 30 days advanced notice is not possible, the employee must provide notice as soon as practicable and generally must comply with BBMA's normal call-out procedures. BBMA may delay leave to employees who do not provide proper advanced notice, absent unusual circumstances preventing the notice. During an approved continuous leave, employees are required to periodically contact Human Resources to provide leave status updates. During an approved intermittent leave, employees are required to report qualifying hours to Human Resources and their manager within 24 hours of the missed intermittent time.

Employees must provide sufficient information for BBMA 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 health care provider, or circumstances supporting the need for military family leave. Employees also must inform BBMA if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees are also required to provide a certification and periodic recertification supporting the need for leave. Employees must return completed certification and documentation within 15 calendar days otherwise the leave request may be subject to delay or denial. BBMA 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. BBMA may delay or deny approval of leave for lack of proper medical certification.

**Company responsibilities.** BBMA 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, BBMA will provide a reason for the ineligibility.

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

**Other Provisions.** In accordance with applicable law, hourly amounts may be deducted for unpaid intermittent or reduced schedule FMLA leave from the salary of exempt salaried employees, without affecting the employee's 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 BBMA has approved the employment and the employee's reason for FMLA leave does not preclude the outside employment.

**Enforcement and Overlap with Other Laws.** The FMLA makes it unlawful for any employer to: 1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; 2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. If employees believe their FMLA rights have been violated, they should contact Human Resources immediately. BBMA will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights. To the extent permitted by applicable law, the FMLA runs concurrently with any state or local law for leaves taken for the same qualifying purposes.

## **Military Leave**

BBMA is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact the HR Department.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact the HR Department to request leave as soon as they are aware of the need for leave.

## **Military Spouse Leave**

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to their local manager within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

## **Discretionary Unpaid Leave of Absence**

The Company will consider, on a case-by-case basis, requests for leave that do not fall under specific BBMA leave policies or a state leave law. Requests for personal leave may be approved or denied in the sole discretion of BBMA, subject to applicable law. Personal leaves under this policy will be unpaid, except that employees will ordinarily be required to exhaust any available PTO first or concurrent with the personal leave, to the extent permitted by applicable law.

Medical documentation may be required to support a request for personal leave. Personal leaves will ordinarily be limited to one month, absent special circumstances.

Upon completion of your personal leave, the Company, at its discretion, place you in your former position or in another position. However, the Company does not guarantee that you will be placed in any position after a personal leave, except where applicable law requires otherwise.

To request a personal leave, contact Human Resources. Requests for personal leave should be requested 30 days in advance when possible, or with as much notice as possible under the circumstances.

## **Benefit Continuation During Unpaid Leaves of Absence**

The medical plan coverage that was provided to an employee immediately prior to leave will be maintained for personnel on approved leave (that commenced from active status) as if the employee had been actively employed during such leave. Therefore, employees on an unpaid leave must pay their portion of the group health premium through a method determined by the company upon leave. The company's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If the employee does not return to work within 30 calendar days at the

end of the leave period (unless the employee cannot return to work because of a serious health condition or other circumstances beyond their control), he or she will be required to reimburse the company for the cost of the premiums paid to maintain coverage during the leave.

If an employee is placed on inactive status, medical plan coverage will be continued only if COBRA coverage is properly elected, and all required premiums are paid on a timely basis.

### **Benefit Enrollment**

Full-time employees become eligible for company-sponsored and voluntary benefits on the first day of the month following completion of 60 days of employment. Please refer to the employee benefits guide provided by the HR Department for more detailed information.

### **Employee Benefits Offered**

Each employee will receive an electronic copy of the Employee Enrollment and Plan Information Guide with the most up-to-date employee benefit information. This includes information about health, dental, and vision Insurance plan options along with other voluntary benefits such as short-term and long-term disability, life insurance, accident coverage and critical illness/cancer plans. In the event of any conflict between the information described in the document above and the information that appears in the master insurance policies between BBMA and its insurance carriers, the master policies/documents shall govern in all cases. BBMA reserves the right to amend or terminate any of its benefit programs or to require or increase employee premium contributions toward any benefits with or without advance notice at its discretion. Whenever an amendment is made to any of the benefits programs, the plan administrator will notify plan participants of all approved amendments or plan terminations as may be required by applicable federal law.

### **Fingerprint/Records Check Reimbursement**

It is the responsibility of the employee to obtain state and FBI fingerprint/records checks as required by state licensing agencies. The cost of the state and FBI fingerprint/records checks may be reimbursed to employees following 90 days of employment when an appropriate request is submitted. A check request form along with a copy of the receipt must be submitted within 30 days of eligibility. It is the employee's responsibility to submit the request for reimbursement to his or her center director.

### **Wells Fargo Rapid Paycard**

Full and part-time employees that do not have a bank account will have the opportunity to sign up for a Rapid Paycard through Wells Fargo Bank. Employees who elect to do so will have their paychecks sent to their Rapid Paycard account.

### **On-Demand Pay with PayActiv**

Full and part-time employees will have the opportunity to sign up for daily access to earned wages through Paycor. Through this method, employees can opt for a PayActiv debit card, or can link an existing bank account to the site. This benefit will be accessible to employees who are on any type of leave or are actively employed.

## **IV. Employee and Employer Responsibility for Safety**

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### **Accident Reports**

When accidents occur, it is important that employees immediately report such incidents or accidents, no matter how minor they may seem, to the center director or leader. BBMA leadership will take appropriate action and will make a record of the incident and report it to the parent (if a student or student's belongings are involved.)

## **Mandated Reporting**

Big Blue Marble Academy requires caregivers in childcare settings to report any and all signs of suspected abuse. A caregiver is an individual who provides care to a child or vulnerable adult with or without compensation, on a temporary, permanent, full-time or part-time basis. All employees are required by both the company and state regulatory agencies to report any suspected signs of child abuse.

## **Inspection of Work Area**

BBMA may search, without advance notice, desks, cabinets, toolboxes, vehicles, including personal vehicles brought onto BBMA property, bags, or any other property on BBMA premises or in BBMA vehicles.

## **Personal Belongings**

For the safety of the children in their care, employees may only bring backpacks, purses, or bags into a center location if they are clear plastic. Zip-top style bags are acceptable, or a non-disposable style. Purses, book bags, and other bags that are not clear plastic may not be brought into the building. This policy does not apply to visiting members of management or to guests.

Do not bring valuables to work. BBMA is not responsible for loss or damage to your personal items.

Center-based employees must keep personal medication, including over the counter medication, vitamins, supplements, medicated creams/lotion, etc., in the center director's office. Employees requiring EpiPens must work with management to safely store these devices for immediate use.

## **Visitors**

BBMA occasionally hosts visitors. When the center has advance notice of a visit, the center director will advise employees of the impending visit. However, all employees must be prepared for visitors to drop by at any time. When the visitors are touring BBMA facilities, employees should make every effort to continue their normal routine so that visitors can have an opportunity to see a typical day at the center.

Visitors are not allowed to walk through a center without a member of management accompanying them on their visit. Further, all visitors are required to sign in upon arrival. Any person walking around unattended should be reported to the center director immediately. Immediately contact the center director or another member of management with questions regarding a visitor.

Personal visits are not allowed during working hours.

## **Workplace Chemicals**

BBMA maintains a hazard communication program that includes lists of all chemicals in the workplace that may be hazardous. Centers maintain copies of Material Safety Data Sheets (MSDSS) on each chemical, which explain how to safely work with that chemical, and a written description of the program. Training will be provided before employees are assigned to work with, or be exposed to, a chemical that OSHA has declared "hazardous" in any way. Before using chemicals, employees should always read container labels or consult with the center director or leader about the MSDS, including what, if any, safety equipment should be used. Please evaluate any unusual or non-routine task using chemical hazards and approach the center director, regional director, or leader, if necessary. Immediately notify leadership of any chemical containers which are leaking or unlabeled, or if there are questions as to how to dispose of a chemical. If purchasing new chemicals, always obtain a copy of the MSDS and give it to a supervisor before using the chemical.

## V. Procedures

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### **Business Records**

BBMA and its employees maintain various types of written and electronic records related to BBMA business. All such records maintained on the premises and in the center's, systems are considered to be BBMA property and, thus, are subject to review or inspection by BBMA, its employees, or agents at any time without further advance notice. For these and other reasons, please do not use the computer systems or other business systems for personal matters or matters that are not related to the center's business.

### **Confidential Information**

Employees may, by virtue of their employment with BBMA, obtain access to sensitive, confidential, restricted and proprietary information about BBMA and its enrollees not generally known or made available to the public or competitors. BBMA has made reasonable efforts to keep this information confidential. Information may include, but not limited to, financial records, vendor records and files, referral or mailing lists, and similar information stored electronically or as printed documents.

Such confidential information shall be used solely by employees in the performance of their job duties for BBMA and shall not be used in any other manner whatsoever during their employment. Employees shall not, without the prior written consent of BBMA, use, disclose, divulge, or publish to others any such confidential information acquired in the course of their employment. Such confidential information is the exclusive property of BBMA and under no circumstances whatsoever shall employees have any rights to use, disclose, or publish to others such confidential information after the termination of their employment.

Unauthorized use or disclosure of confidential information may result in discipline, up to and including immediate termination of employment, prosecution, or other available action.

Upon termination of employment, employees must deliver to BBMA any and all confidential information whether stored electronically or in a written document, including but not limited to all copies of such documents prepared or produced in connection with their employment with BBMA that pertain to BBMA business or the employee's services for BBMA, whether made or compiled by the employee or furnished to the employee in connection with such services to BBMA. In addition, upon termination, employees must return to BBMA all BBMA property, documents, or electronic information. This policy does not limit the common law and statutory legal rights of BBMA.

### **Contact with Governmental Agencies**

Anyone who is contacted by a representative of a governmental agency or unit, including a process server, is not authorized to accept any document on behalf of BBMA and is not authorized to answer any questions on behalf of BBMA. The government representative should instead be referred to the center director or immediate supervisor. The purpose of this policy is to ensure that BBMA management receives all information pertaining to BBMA at the earliest date possible so it may fulfill any obligation imposed upon it by law or regulation. This policy is not designed to prohibit an individual's cooperation with a government investigation or to prohibit an employee from meeting his or her obligations under state or federal law.

### **Open-Door Policy**

BBMA is committed to providing a fair and respectful work environment. For this reason, it maintains an open-door policy, and each employee is encouraged to bring questions, problems, or complaints regarding work-related issues to the attention of his or her center director or immediate supervisor. If the center director or immediate supervisor is unavailable to provide assistance or if the employee is uncomfortable speaking with him or her regarding an issue or concern, please contact the regional director or the HR Department.

Please note: If a work-related issue or problem involves allegations of discrimination, harassment, bullying, or retaliation, the employee should follow the complaint process above, immediately following the Workplace Bullying policy.

Additionally, employees can use the NavEx platform to log an anonymous complaint, through either calling

## **Parent/Family Communication**

BBMA cannot succeed without open communication between its leaders, directors, teachers, and the families and children it serves. BBMA will take every opportunity to keep families informed, to answer their questions, and to offer them a chance to express concerns and complaints. Still, a parent may have a concern or complaint and may tell the closest person available instead of reporting it to the center director. If a parent or student expresses a concern or complaint about anything or anyone to an employee, the employee must report the complaint immediately to the center director. Parent concerns or complaints should not be discussed with other employees.

All electronic or phone communication with parents should be handled through company devices and systems. At no time is it appropriate to contact a parent via personal cell phone, personal email account, or social media. All relationships between BBMA employees and parents should remain strictly professional. Personal relationships, including friendships beyond the limits of an acquaintanceship, between employees and parents should be disclosed to the Center Director and HR Department immediately.

## **Respect and Manners**

Professional manners, including language and tone of voice, is expected when dealing with parents, children, visitors, and colleagues. Employees must not discuss personal matters with parents/families or colleagues. Please be attentive and cheerful when dealing with parents. If engaging in conversation with another employee and a family/parent or visitor walks in, please end the conversation and attend to the family immediately. Often, these few minutes that parents and visitors stop by are the only opportunity to create a favorable first impression.

## **Solicitation**

Solicitation or distribution of literature by persons other than employees or vendors contracted by management of BBMA is prohibited. Solicitation by employees during working time is prohibited. Working time is the time an employee is expected to be engaged in the duties of the position.

Under no circumstances should employees solicit parents, family members, or other employees for tips, loans, gifts, references, recommendations, or favors of any type outside of official company-sponsored drives or events.

## **Use of Company Property, Equipment, and Keys**

Employees are expected to learn and follow all operating instructions, perform preventive maintenance where applicable, and observe all safety practices regarding property and equipment. If unsure about the proper operation or maintenance of the center's property or equipment, ask the center director. Property and equipment that appears damaged, defective, unsafe, or in need of repair, should be reported promptly to the leader or center director. Employees causing damage to company property and equipment may be subject to disciplinary action, up to and including immediate termination of employment. This includes loss or damage due to carelessness, negligence, improper use, or unsafe practices. Monetary reimbursement to BBMA may also be required if applicable.

Employees who need keys to the office building, locked cabinets, or other secured storage or equipment will be issued those keys by a center director or other leader. BBMA prohibits making duplicate sets of keys or letting someone borrow a key assigned to the employee for any reason. In the event a key is lost, immediately notify a supervisor. If the loss of a key results in the lock being rekeyed, the employee may be asked to pay the cost. Keys must be safeguarded and must be returned immediately if employment is terminated.

## VI. Electronic Communications and Systems

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### Scope of this Policy

The Company provides various electronic resources for business-related communications and information storage.

“Company Systems” include all Company computers, electronic devices, networks, email systems, servers, hard drives, portable storage devices, Company-issued devices, voicemail, fax, cloud storage, software, applications, hardware, lobby communication systems, and other forms of electronic systems managed, used, operated by the Company in the course of its business.

“Communications” covered under this policy include (1) all communications sent, received, or stored through Company Systems, including email; and (2) all business-related: emails, voicemails, internet use, electronically stored documents, app-based communications, chats, IMs and DMs, texts, information posted on a lobby communication system, and other forms of electronic communications used for or relating to Company business, even if not sent or received using Company Systems.

### Acceptable Use

Company Systems are intended for business activities, including to communicate internally with co-workers or externally with parents, suppliers, vendors, advisors, and other business acquaintances for business purposes.

Incidental personal use of Company email and internet is permissible so long as: (a) it does not consume more than a trivial amount of resources, (b) does not interfere with employee productivity, and (c) does not preempt any business activity. Employees are forbidden from using Company Systems for charitable endeavors, private business activities, or amusement/entertainment purposes. Employees are reminded that the use of corporate resources, including electronic communications, should never create either the appearance, or the reality, of inappropriate use.

Unauthorized access to Company Systems or Communications is strictly prohibited, including any portions of Company Systems that an individual is not authorized to access. BBMA management has sole the discretion to remove or limit the access of any individual to Company Systems or to any portion of Company Systems. No employee is permitted to impersonate another person on Company Systems or in any Communication.

When using Company Systems and Communications, employees must not misrepresent, disguise, or conceal the employee’s identity or another’s identity in any way; make changes to electronic communications without clearly indicating that such changes were made; or use another person’s account without prior written approval of the account owner and without identifying as the author.

Employees must use good judgment and common sense when using Company Systems and Communications. Employees are prohibited from using Company Systems or Communications for gambling, pornography, defamation, copyright infringement, illegal purposes, or in any manner that violates any Company policy, including policies prohibiting harassment, discrimination, retaliation, threats, and violence. For example, employees must never use Company Systems or Communications for sexually explicit or otherwise offensive messages, images, cartoons, jokes, propositions, or slurs, even if meant in jest.

Use particular care in all Communications sent to or about parents, students, or other individuals outside of BBMA.

If you receive an inappropriate or harassing message on a BBMA system, you should not respond and you should promptly alert the center director or leader. BBMA retains the right to remove from Company Systems any material it deems inappropriate.

Employees must not use Company Systems or Communications:

1. In a manner that violates the terms of any telecommunications license or any laws governing trans-border data flow including, but not limited to, laws dealing with data collection, protection, privacy, confidentiality, and security;
2. In connection with any attempt to penetrate computer or network security of any BBMA or other system, or to gain unauthorized access or attempted access to any other person’s electronic communications systems or equipment;

3. In connection with any infringement of another person's intellectual property rights, including but not limited to copyrights; or
4. In connection with the violation or attempted violation of any law.

### **Rules for Use of Company Systems and Communications**

Company Systems and Communications are the property of the Company and may be monitored, searched, stored, or deleted by the Company at any time, with or without notice. Employees should have no expectation of privacy in Communications or their use of Company Systems.

Employees should not open suspicious emails, pop-ups, or downloads. Employees should not click on URLs embedded in messages unless confident of the identity of the sender. Beware of phishing scams and fictitious emails.

Employees should not connect personal thumb drives or other remote storage devices to any Company Systems without prior approval from the IT Department. Devices not issued or approved by the Company may carry viruses, even if you believe the device to be from a legitimate or reputable source. Contact the IT Department with any questions or concerns or if you believe you may have inadvertently created a potential security risk or if you become aware of any violation of this policy, even if accidental. If you are unsure, err on the side of notifying the IT Department.

### **Passwords**

Employees may not install password or encryption programs without the written permission of the corporate office and without turning over encryption keys to their center director or leader. All systems passwords and encryption keys must be available to BBMA, and employees may not use passwords that are unknown to BBMA. Further, employees are prohibited from the use of another employee's passwords and encryption keys to gain unauthorized use of the other employee's messages, information, or communications.

### **Employees Must Protect Nonpublic Information**

Employees must use caution when forwarding messages. BBMA's sensitive information must not be forwarded to any party outside BBMA without the prior approval of a center director or leader. Blanket forwarding of messages to parties outside BBMA is prohibited unless permission of BBMA leadership has been obtained.

### **Handling Information about Security**

As a general rule, information security policies and procedures should be revealed only to BBMA employees and selected outsiders (such as auditors) who have a legitimate business need for this information.

Employees must promptly report all information security alerts, warnings, suspected vulnerabilities, and the like to the BBMA corporate office. Employees are prohibited from using BBMA systems to forward such information to others, whether they are internal or external to BBMA.

### **Handling Private Information Requests**

All requests for private information coming from an outsider must be forwarded to BBMA's corporate office. Similarly, all requests for private information, including BBMA proprietary information, employment information, or student/family information that fall outside normal business procedures and that come from a source external to BBMA must be forwarded to the corporate office.

### **Intellectual Property Rights**

Employees must always respect copyrights and trademarks of third parties and their ownership claims in images, text, video, audio material, software, information, and inventions. Employees should not copy, use, or transfer proprietary materials of BBMA or others without appropriate authorization. Downloaded software and other copyrighted material may be subject to licensing obligations or restrictions. Even when software is labeled "freeware" or "shareware" there may be retained licensing restrictions that prohibit or limit the usage or commercialization of such items. If questions arise in this regard, contact a member of management.

All work product created during employment, or as a result of employment, with BBMA will be the property of BBMA and cannot be used for purposes other than your employment with BBMA without express written consent by BBMA.

### **Protection Against Loss or Unauthorized Access**

Any employee who becomes aware of any unauthored access or loss of Company information, such as by theft or loss of a Company laptop or storage device, must promptly notify the Center Director and Human Resources.

### **Lobby Communication Screens (TV)**

The computer monitors or TV screens in BBMA center lobby areas may only be used for pre-approved marketing presentations. All downloads and media used on these screens must be sent from the Big Blue Marble Marketing Department. Children's movies, personal photos (even those of children enrolled in the center), television shows, including news or weather channels, and streaming services are strictly prohibited. This also includes all downloads of music. Music for the lobby areas will be sent by Marketing Department and will be reflective of BBMA's global education. Disney music, radio stations, and other music streaming are not permitted on this equipment.

### **Usage of Tablets for Classroom Management and Parent Communication**

Tablets are only to be used in classrooms to access approved applications and systems, and are to only be used by employees who have received proper training. These devices are to be used only for activities related to the classroom, children, and licensing requirements in the centers. Tablet use for social media, personal email, games, or any other unauthorized use is prohibited. Management and corporate staff reserve the right to monitor and access all BBMA electronic devices.

### **Physical Security Systems and Video Monitoring**

BBMA utilizes recorded video monitoring in all of its facilities during normal business hours. Employees may be subject to electronic monitoring in other ways too while on BBMA premises, including through closed circuit TV, monitoring of Company Systems, monitoring of Communications, intercoms, etc. All employees are subject to being recorded through these monitors, and are liable for any incidents reported.

This monitoring serves many important purposes, including to comfort parents and students, to evaluate work performance, to protect property and individuals, and to promote safety and compliance. In areas where there is a reasonable expectation of privacy, such as bathrooms, dressing rooms, and locker rooms, no electronic monitoring will be allowed.

To protect confidentiality and privacy and to ensure security of our facilities, Employees are not permitted to use personal devices to record in the classroom or in the center at any time. Unauthorized recording may result in disciplinary action, up to and including termination.

### **Consequences of Violations**

Any violation of this policy may result in disciplinary action up to and including immediate termination of employment, as well as possible civil or criminal liability.

Any employee who becomes aware of a suspected violation of this policy should promptly report the matter to the center director or leader or other member of BBMA management. BBMA will not retaliate against anyone for making a good faith report of a suspected violation or for assisting in an investigation of possible violations.

## VII. General Conduct Expectations

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Whenever people gather to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. BBMA holds itself to a high standard of quality. By accepting employment, employees have a responsibility to BBMA and its families, and to their fellow employees, to adhere to certain rules of behavior and conduct. The purpose of these rules is to be certain that employees understand what conduct is expected and necessary. When everyone is aware that they can fully depend upon colleagues to follow the rules of conduct, then the organization will be a better place for everyone.

The company expects each person to act in a mature and responsible manner at all times. The following activities are a non-exhaustive list of unacceptable activities. Any employee engaging in these, or other unacceptable activities, may be subject to discipline up to and including termination. This list is not intended to be comprehensive, and other actions that are against company policy may also be subject to discipline, up to and including termination:

1. Negligence, gross carelessness, or willful indifference.
2. Willful destruction of property.
3. Disruptive behavior.
4. Any violation of state licensing regulations, procedures, or other applicable laws.
5. Any violation of BBMA rules or policies.
6. Willful insubordination or refusal to follow proper directions from a supervisor; refusing to perform work or follow instructions.
7. Arguing or fighting on company property with anyone.
8. Use of profane, threatening, or abusive language towards children, parents, families, visitors, or co-workers.
9. Inappropriate discipline of children.
10. Failure to report any conduct towards a child that is verbally or physically abusive or harmful.
11. Failure to report suspected child abuse.
12. Criminal conduct or acts of violence while on BBMA property or work premises, while on duty, or while representing BBMA.
13. Theft of any kind.
14. Dishonesty, including but not limited to falsifying or altering records or documents to include timecards or any document submitted for work purposes.
15. Failure to respond appropriately to any safety related issue for students or staff, including faulty or broken equipment, or the presence of dangerous items.
16. Failure to meet job duties or requirements.
17. Conducting a lottery or gambling on company premises.
18. Sleeping on the job.
19. Posting, removing, or altering notices on any bulletin board on company property without authorization.
20. Failure to immediately report damage or an accident involving company equipment.
21. Job abandonment.
22. Taking credit for the work of others.
23. Implementing corrupt or unethical practices.
24. Conflicts of interest

Please contact the center director for any additional clarification.

### Disciplinary Steps

It is the company's policy to encourage the highest standards of employee conduct and work performance. All employees are expected to be knowledgeable of these standards and procedures.

BBMA will impose the level of discipline it deems appropriate, which might or might not include progressive discipline. Depending on the violation, BBMA may proceed directly to any level of disciplinary action, including immediate termination, including for a first offense. While progressive discipline will be imposed in many circumstances, employees should have no expectation of progressive discipline.

The following are examples of disciplinary steps that may be taken:

Verbal Warning  
Written Warning or Performance Improvement Plan  
Final Written Warning  
Suspension or Termination

BBMA may impose a suspension with or without pay. BBMA may also suspend an employee pending investigation. Employees who are suspended pending investigation are unable to use any accrued PTO. Should the findings of an investigation be unsubstantiated, BBMA has the discretion to pay for that suspended time as it sees fit..

Disciplinary warnings will generally remain in effect for six months, but BBMA may always consider earlier violations when considering the appropriate level of discipline, even if a prior violation occurred more than six months earlier.

Employees who are terminated as part of a disciplinary process will typically be ineligible for rehire.

## VIII. Acknowledgment of Receipt of Handbook

By signing below, I understand and agree as follows:

I have been given a copy of the handbook and have been advised that it is my obligation to review the handbook and familiarize myself with its contents.

If I have any questions about any of the policies contained in the handbook, I will ask my center director or the HR Department for an explanation and answers to my questions.

I will abide by the policies, procedures, and rules contained in the handbook. A violation may result in disciplinary action, up to and including termination of employment.

This handbook supersedes and replaces all prior versions of the handbook and all prior versions of any policies in the handbook.

This handbook is not a contract and does not grant me any substantive rights. This handbook does not alter my at-will employment status or create an express or implied contract of employment for any period of time.

BBMA reserves the right to change, discontinue, disregard, or deviate from any of the policies and procedures in this handbook in its sole directions, with or without notice, at any time. The company has the sole right to interpret this handbook and its policies.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Indicate the U.S. State where you are working for BBMA

A signed copy of this acknowledgment should be kept in your employee file and sent to the HR Department.