

AMERICAN COLLEGE OF THE

BUILDING ARTS

American College of the Building Arts

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1. Introduction

1.1 Handbook Disclaimer

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Organization. Employment with American College of the Building Arts is "AT-WILL." This means employees of American College of the Building Arts may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with American College of the Building Arts for any set period of time.

This handbook may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Organization reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

The Organization also has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.

1.2 Welcome Message

Dear Valued Employee,

Welcome to the American College of the Building Arts! We are pleased with your decision to join our team.

American College of the Building Arts is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Organization.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or the N/A.

Welcome aboard. We look forward to working with you!

Sincerely,

The N/A

1.3 Changes in Policy

Change at American College of the Building Arts is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by American College of the Building Arts, and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the N/A.

1.4 Employee Acknowledgment of Handbook

I acknowledge that I have received and reviewed the employee handbook. I understand and recognize that there may be changes to the information, policies, and benefits in the handbook. I understand that American College of the Building Arts may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that handbook changes can only be authorized by American College of the Building Arts management.

I understand that I became an employee of American College of the Building

Arts voluntarily. I understand and acknowledge that there is no specified length to my employment and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that the Organization may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand that it is my responsibility to read and comply with all policies included within the employee handbook. I further understand that I should consult my supervisor regarding any questions I may have.

Employee signature:

Printed Name:

Date:

Organization Representative:

2. General Employment

2.1 At-Will Employment

Employment with American College of the Building Arts is "at-will." This means employees are free to resign at any time, with or without cause, and American College of the Building Arts may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with American College of the Building Arts for any set period of time.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by American College of the Building Arts, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the President and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between American College of the Building Arts and any of its employees.

2.2 Immigration Law Compliance

American College of the Building Arts is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with American College of the Building Arts within the past three years, or if their previous I-9 is no longer retained or valid.

American College of the Building Arts may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, American College of the Building Arts provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

2.3 Equal Employment Opportunity

American College of the Building Arts is an Equal Opportunity Employer. Employment opportunities at American College of the Building Arts are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Organization will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. The Organization will also accommodate sincerely held religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation, or have any questions about your rights and responsibilities, contact your N/A. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

American College of the Building Arts strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. American College of the Building Arts will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.4 Employee Grievances

It is the policy of American College of the Building Arts to maintain a harmonious workplace environment. American College of the Building Arts encourages its

employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the N/A.

After receiving a written grievance, American College of the Building Arts may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with American College of the Building Arts's Sexual and other Unlawful Harassment Policy.

American College of the Building Arts assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

2.5 Internal Communication

Effective and ongoing communication within American College of the Building Arts is essential. As such, the Organization maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, American College of the Building Arts uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy. To avoid confusion, employees should not post or remove any material from the bulletin boards.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

2.6 Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with American College of the Building Arts.

Unless an alternative work schedule has been approved by American College of the Building Arts, employees will be subject to the Organization's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

American College of the Building Arts's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

2.7 Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address American College of the Building Arts's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, American College of the Building Arts will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Organization or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; **or**
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or Kamilla Urban directly. Employees should also review their state and local requirements for any additional reporting guidelines.

American College of the Building Arts will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the N/A or any state or local agency responsible for investigating alleged violations.

2.8 Equal Employment Opportunity (South Carolina Employees)

American College of the Building Arts is an Equal Opportunity Employer. Employment opportunities at American College of the Building Arts are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

- Race
- Color
- Religion
- Sex (including childbirth, pregnancy, lactation, or related medical conditions)
- National origin
- Age
- Disability
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment,

promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

American College of the Building Arts strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. American College of the Building Arts will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.9 Staff Meetings

American College of the Building Arts strongly believes in open communication among management and all employees. As such, American College of the Building Arts will conduct weekly staff meetings. These meetings will provide an opportunity to inform employees of recent American College of the Building Arts activities and initiatives, discuss project development and improvement, and recognize employees for outstanding effort and achievement. A calendar event will be distributed to all employees required to attend, specifying the time and date for the meeting. American College of the Building Arts reserves the right to postpone or cancel such staff meetings at its discretion.

2.10 Open Door Policy

American College of the Building Arts welcomes the opportunity to discuss business-related concerns and suggestions. To this end, it is our policy to maintain an open door to our employees. Employees should feel free to discuss any questions, problems, complaints or suggestions with their supervisors or any member of management.

2.11 Conflict of Interest

A conflict of interest occurs when an employee's personal interests interfere, or appear to interfere, with their ability to make sound business decisions on behalf of

the Organization. American College of the Building Arts employees have a responsibility to avoid any real or potential conflicts of interest as outlined in the guidelines below.

Conflict of interest includes, but is not limited to, the following scenarios:

- An actual or potential conflict of interest may occur when an employee is in a position to influence a decision or have business dealings on behalf of American College of the Building Arts that might result in a personal gain for the employee or for one of the employee's relatives or friends.
- A conflict of interest may also occur when an employee has financial interest in a business or venture that may be in conflict with American College of the Building Arts's interests.

While American College of the Building Arts does not automatically assume that there is a conflict of interest when an employee has a relationship with another company, by informing us that there is the possibility of an actual or potential conflict of interest, we can establish safeguards to protect everyone involved. All inquiries will be kept confidential to the maximum extent possible.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions or concerns regarding this policy should be directed toward your supervisor or the N/A.

2.12 Faculty Training and Preparation for Teaching

As each new faculty member is hired, they meet with the Provost who assesses their teaching experience and background. The Provost then conducts a training session with each faculty member based on assessed needs. Training sessions include topics such as syllabus construction, curriculum construction, lesson design, educational goals and standards for each discipline, classroom management, conflict resolution, student assessment, and general pedagogical information including Bloom's Taxonomy.

Professional Development sessions are conducted in conjunction with the Medical University of South Carolina, which are designed specifically to address needs identified by the Faculty or the Provost.

3. Employment Status & Recordkeeping

3.1 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, American College of the Building Arts classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with American College of the Building Arts or if your job responsibilities change, you will be informed by the N/A of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

Full-Time:

Full-time employees are regularly scheduled to work greater or equal to 40 hours per week. Generally, regular full-time employees are eligible for American College of the Building Arts's benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time:

Part-time employees are regularly scheduled to work less than 40 hours per week. Regular part-time employees may be eligible for some American College of the Building Arts benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Temporary:

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Temporary employees generally are not entitled to [American College of the Building Arts benefits, but are eligible for statutory benefits to the extent required by law. Employment beyond any initially

stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by American College of the Building Arts Management, of a change.

3.2 Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the N/A of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or the N/A as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

3.3 Expense Reimbursement

American College of the Building Arts reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the N/A.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to the N/A for approval.

The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

3.4 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization.

Notice of Voluntary Separation

Employees who intend to terminate employment with American College of the Building Arts shall provide American College of the Building Arts with at least two weeks written notice. Such notice is intended to allow the Organization time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Return of Company Property

Any employee who terminates employment with American College of the Building Arts shall return all files, records, keys, and any other materials that are the property of American College of the Building Arts prior to their last date of employment.

Final Pay

American College of the Building Arts will provide employees with their final pay in accordance with applicable federal, state and local laws.

Benefits Upon Termination

All accrued and/or vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.

Certain benefits, such as healthcare coverage, may continue at the employee's expense, if the employee elects to do so. American College of the Building Arts will notify employees of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, contact American College of the Building Arts's N/A.

4. Working Conditions & Hours

4.1 Company Hours

American College of the Building Arts is open for business from Monday - Friday 07:00 AM to 07:00 PM. This excludes holidays recognized by American College of the Building Arts. The standard workweek is 40 hours.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

4.2 Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by American College of the Building Arts management.

When a decision is made to close the office, employees will receive official notification from their supervisor.

4.3 Parking

American College of the Building Arts provides parking for employees in the building parking lot. There should be ample space for all employees. Employees may only park in open spaces or those designated for use by American College of the Building Arts. Vehicles parked in spaces designated for private use will be towed at the owner's expense.

4.4 Workplace Safety

American College of the Building Arts is committed to providing a clean, safe, and

healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. American College of the Building Arts and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Complaint and Reporting Procedure:

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

Kamilla Urban

urbank@acba.edu

8435775245

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

American College of the Building Arts expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or the N/A.

4.5 Security

The purpose of American College of the Building Arts's security policy is to protect Organization assets and to maintain a safe working environment for all employees.

Facility Access :

All regular American College of the Building Arts employees will be issued a key to gain access to American College of the Building Arts facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible.

Upon separation from American College of the Building Arts, and at any other time upon American College of the Building Arts's request, all keys must be returned to your supervisor.

Closing Procedures :

The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes.

Employees are not permitted on company property after hours without prior written authorization from the N/A.

4.6 Meal & Break Periods

In accordance with state and local laws, non-exempt employees will be provided with meal and break periods. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will be unpaid.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. If for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

American College of the Building Arts will schedule meal and break periods in order to accommodate Organization operating requirements.

4.7 Break Time for Nursing Mothers

American College of the Building Arts accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Organization will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the N/A.

5. Employee Benefits

5.1 Health Insurance Continuation

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal law that requires most employers sponsoring group health plans to offer a temporary continuation of group health coverage when coverage would otherwise be lost due to certain specific events.

Through COBRA, employees and their qualified beneficiaries have the right to continue group health insurance coverage after a "qualifying event." The following are qualifying events:

- Resignation or termination of the employee
- Death of the covered employee
- A reduction in the employee's hours
- For spouses and eligible dependents, the employee's entitlement to Medicare
- Divorce or legal separation of the covered employee and his or her spouse
- A dependent child no longer meeting eligibility requirements under the group health plan

Under COBRA, the employee or beneficiary pays the full cost of health insurance coverage at American College of the Building Arts's group rates plus an administration fee.

Notification Requirements:

The employee, or family member, has the responsibility to inform the N/A of a divorce, legal separation, or a child losing dependent status. The employee, or a family member, has 60 days after the qualifying event to provide such notice, unless a longer period is permitted under rules of the plan. American College of the Building Arts has the responsibility to notify the Plan Administrator of the employee's death, termination of employment, or reduction in hours.

Once the notification has been made to the Plan Administrator, the Plan Administrator will inform the employee that he or she has the right to choose continuation of coverage. If employees choose to continue coverage, American College of the Building Arts is required to provide coverage that is identical to the coverage provided under the plan to similarly situated employees or family

members.

Period of Coverage:

Continuation of coverage is extended from the date of the qualifying event for a period of 18 to 36 months. The length of time for which continuation coverage is made available (i.e., the "maximum period" of continuation coverage) depends on the type of qualifying event that gave rise to the employee's COBRA rights.

An employee's continuation of coverage may be cut short for any of the following reasons:

- American College of the Building Arts no longer provides group health coverage to any of its employees
- The premium for the employee's continuation coverage is not paid in full on a timely basis
- The employee becomes covered under another group health plan that does not contain any exclusion or limitation with respect to any pre-existing condition
- The employee becomes entitled to Medicare

This policy provides a summary of health insurance continuation benefits. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Organization reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For further details on health insurance continuation available through American College of the Building Arts, as well as copies of the plan documents, contact the N/A.

5.2 Holidays

American College of the Building Arts observes the following paid holidays:

- New Year's Day

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- Christmas Eve
- Day after Christmas
- Martin Luther King, Jr. Day
- New Year's Eve
- Day before Thanksgiving

Due to the nature of our business, American College of the Building Arts may require employees to work on a holiday. Employees required to work on holidays will be paid holiday pay in accordance with applicable laws.

5.3 Paid Time Off (PTO)

Paid Time Off (PTO) is an all-purpose time off policy for eligible employees to use for vacation, illness, injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy: Full-time employees only

Upon entering an eligible employment classification, employees will begin to earn PTO according to the following schedule:

- After 0 year(s) of service employees are eligible for 15 PTO Days.
- After 2 year(s) of service employees are eligible for 20 PTO Days.
- After 4 year(s) of service employees are eligible for 25 PTO Days.
- After 6 year(s) of service employees are eligible for 30 PTO Days.
- After 8 year(s) of service employees are eligible for 35 PTO Days.

Unless American College of the Building Arts is required by state or local law to

carry over unused PTO to the following year, employees must use their earned time prior to December 31 of the calendar year; otherwise the time will be forfeited. For details on carryover or other provisions of this policy, contact N/A.

Paid time off is paid at your base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differential.

Employees with an unexpected need (i.e. sudden illness or emergency) to request PTO should notify their direct supervisor as early as possible. Employees must also contact their direct supervisor on each additional day of absence.

Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirements of the laws in the state(s) in which American College of the Building Arts operates. The PTO policy outlined above does not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy.

5.4 Bereavement Leave

Bereavement leave provides paid time off for eligible employees in the event of a death in their immediate family. Employees in the following employment classification(s) are eligible for bereavement leave: Full-time and part-time employees

An immediate family member for purposes of American College of the Building Arts's bereavement leave policy includes the following:

- Spouse
- Child (including foster children and step-children)
- Parent (including legal guardian and step-parent)
- In-laws (including mother and father-in-laws and brother and sister-in-laws)
- Grandparent
- Grandchild
- Sibling
- Same-sex partner

Eligible employees are entitled to 3 days paid time off for a death in the immediate family.

Because of the deep impact that death can have on an individual or a family, additional unpaid time off may be granted on a discretionary basis. Such arrangements must be approved by the employee's supervisor.

To be eligible for paid time off for bereavement, employees are expected to notify their supervisors at the earliest opportunity so that the supervisor can try to arrange coverage for the employee's absence. In addition, American College of the Building Arts may require verification of the need for the leave.

5.5 Military Leave

American College of the Building Arts grants employees unpaid time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the N/A.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

American College of the Building Arts complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the N/A.

5.6 Jury Duty

American College of the Building Arts encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either American College of the Building Arts or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. . If exempt employees miss work because of jury duty, they will receive their full salary, unless they miss the entire workweek. However, American College of the Building Arts may offset any jury-duty fees received by an exempt employee against the salary due for that workweek.

5.7 Workers' Compensation

Employees who are injured on the job at American College of the Building Arts are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by American College of the Building Arts. No premium is charged for this coverage and no individual enrollment is required. American College of the Building Arts will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor

immediately upon occurrence. Supervisors will then immediately contact the N/A to obtain the required claim forms and instructions.

5.8 Pregnancy Accommodation Policy (South Carolina Employees)

Employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth, or pregnancy-related health conditions may request a reasonable accommodation as is necessary.

Where appropriate, American College of the Building Arts will provide eligible employees with reasonable accommodations in order to perform the essential functions of the job. Reasonable accommodations may include, but are not limited to:

- More frequent or longer breaks, including restroom breaks
- Providing private non-bathroom space for expressing breast milk
- Providing seating or allowing an employee to sit more frequently if the job requires standing
- Acquisition or modification of equipment, devices, or workstation
- Job restructuring, or light duty, if available
- Temporary transfer to a less strenuous or hazardous position, if qualified
- Modified food or drink policies
- Assistance with manual labor and lifting limitations
- Modified work schedules

Depending on the nature of the accommodation requested, employees should be prepared to verify the need for the accommodation requested.

If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The Organization will not retaliate against an employee who requests, declines, or uses a reasonable accommodation under this policy. Employees should speak with the N/A to discuss their need for a reasonable accommodation or for questions regarding this policy.

5.9 Family and Medical Leave

American College of the Building Arts Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides information regarding FMLA eligibility and administration. Questions regarding FMLA should be directed to the N/A.

Eligibility Requirements:

Employees eligible for leave under the FMLA are those who: (1) have worked at least 12 months for American College of the Building Arts; (2) have worked for at least 1,250 hours during the 12 month period immediately preceding the start date of the requested leave; and (3) are employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Note: A covered company is one which has employed 50 or more employees for at least 20 workweeks in the current or preceding calendar year.

Basic FMLA Leave Entitlement:

The FMLA grants up to 12 weeks of unpaid leave to eligible employees for the following reasons: (1) to care for the employee's child following birth or placement for adoption or foster care; (2) to care for the employee's spouse, son, daughter or parent (but not in-law) who has a serious health condition; (3) for the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or child birth) that makes the employee unable to perform one or more of the essential functions of the employee's job; or (4) because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter, or parent is a covered military member who is a member of a regular component of the Armed Forces on active duty or who has been notified of an impending call or order to active duty status for deployment to any foreign country in the regular or reserve components of the Armed Forces, including the National Guard or Reserves.

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 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 incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Additional Military Family Leave Entitlement:

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be 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. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A covered servicemember means a member of the Armed Forces, including a member of the National Guard or Reserves, and/or a veteran of the Armed Forces, including a veteran of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. Such veteran is considered a covered servicemember if he/she was a member of the Armed Forces, including the National Guard and Reserves, at any time during the five-year period preceding the date on which the veteran undergoes medical treatment, recuperation or therapy.

Intermittent Leave and Reduced Leave Schedules:

FMLA leave usually will be taken for a period of consecutive days, weeks or months.

However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember.

Protection of Group Health Insurance Benefits:

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

Restoration of Employment and Benefits:

At the end of FMLA leave, subject to some exceptions including situations where job restoration of “key employees” will cause the Organization substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Organization will notify employees if they qualify as “key employees”, if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

Notice of Eligibility for, and Designation of, FMLA Leave:

Employees requesting FMLA leave are entitled to receive written notice from American College of the Building Arts telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: (1) their rights and responsibilities in connection with such leave; (2) the Organization's designation of leave as FMLA-qualifying or non-qualifying, if not FMLA-qualifying, the reasons why; and (3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

American College of the Building Arts may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Organization's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, American College of the Building Arts and the employee can mutually agree that leave be retroactively designated as FMLA leave.

Notice of the Need for Leave:

Employees who take FMLA leave must timely notify American College of the Building Arts of their need for FMLA leave. The following describes the content and timing of such employee notices.

Content of Employee Notice:

To trigger FMLA leave protections, employees must inform the N/A of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Organization to determine that the leave is FMLA-qualifying.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Organization's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Organization has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

Timing of Employee Notice:

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Organization notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

Medical Certifications:

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. It is the employee's responsibility to provide American College of the Building Arts with timely, complete and sufficient medical certifications. Employees must provide the requested certifications within 15 calendar days following the Organization's

request, unless it is not practicable to do so. Where American College of the Building Arts informs an employee that the certification is incomplete or insufficient, American College of the Building Arts will give the employee with at least seven days to cure the deficiencies. American College of the Building Arts may deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days notice of medical leave, they should submit the medical certification before leave begins.

With the employee's permission, American College of the Building Arts may contact the employee's health care provider to authenticate or clarify completed medical certifications. If the employee fails to authorize such contact, and medical certification remains unclear, American College of the Building Arts may deny FMLA leave. If American College of the Building Arts has reason to doubt the employee's initial medical certification, American College of the Building Arts may require the employee to obtain a second opinion at American College of the Building Arts's expense.

Recertification:

Depending on the circumstances and duration of FMLA leave, American College of the Building Arts may require the employee to provide recertification of the medical condition giving rise to leave. American College of the Building Arts will notify the employee if recertification is required and the employee will have at least 15 calendar days to provide recertification.

Return to Work:

Unless American College of the Building Arts advises otherwise, employees returning to work from FMLA leave taken because of their own serious health condition must provide medical certification that they are able to return to work and perform the essential functions of their job, with or without accommodation.

Certifications Supporting Need for Military Family Leave:

Upon request, the first time employees seek leave due to qualifying exigencies

arising out of the active duty or call to active duty status of a covered military member, the Organization may require employees to provide: (1) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service; and (2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, American College of the Building Arts may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember.

Health Insurance Continuation:

During FMLA leave, employees are entitled to continue group health plan coverage under the same terms and conditions as if they had continued to work, however they may be responsible for their portion of the group health premium. Contact your N/A to determine your benefits rights and responsibilities while on FMLA leave.

Substitution of Paid Leave for Unpaid FMLA Leave:

Employees must use any accrued paid time while taking unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves; the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement.

Coordination of FMLA Leave with Other Leave Policies:

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law which provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please contact the N/A.

No Retaliation:

American College of the Building Arts will not interfere with, restrain or deny the exercise of any right provided under the FMLA. American College of the Building Arts will not discharge or discriminate against any individual for opposing any practice made lawful by the FMLA or for being involved in any proceeding relating to the FMLA. Contact your supervisor or HR Administrator immediately if you feel your rights under this policy have been violated. American College of the Building Arts will conduct a prompt and thorough investigation of any FMLA complaint and take appropriate remedial action, up to and including termination.

6. Employee Conduct

6.1 Standards of Conduct

American College of the Building Arts's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Organization's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does *not* include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Organization's products, services, customers or processes. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way

restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding American College of the Building Arts's standards of conduct, please direct them to your supervisor or the N/A.

6.2 Recruitment and Admissions Personnel Code of Conduct

1. Student recruitment, enrollment, and admissions duties will be conducted in an ethical and professional manner and in keeping with organizational policies and procedures as well as relevant accreditation requirements.
2. Student recruitment, enrollment, and admissions duties will be geared toward the enrollment of qualified applicants who are likely to complete and benefit from the training provided by the college and not geared toward enrolling students simply to obtain enrollments.
3. Student recruitment and admissions personnel will only provide truthful and accurate statements, descriptions, and explanations regarding the college and its personnel, training, facilities, equipment, services, and accredited status.
4. Student recruitment and admissions personnel will work to ensure that students are fully informed and able to make considered enrollment decisions without undue pressure.
5. Student recruitment and admissions personnel will only assist prospective students in the areas that fall within the purview of their position and will not assist prospective students in admissions testing or alter or falsify any enrollment documents or required test scores.
6. Student recruitment and admissions personnel will not make explicit or implicit promises of employment or exaggerated statements regarding employment or salary prospects to prospective students.
7. Student recruitment and admissions personnel will participate in relevant training provided by the school to enhance their skills as school representatives.
8. Student recruitment and admissions personnel will not assist prospective students in providing false or misleading information on any application.
9. Student recruitment and admissions personnel will not recruit prospective students in or near welfare offices, unemployment lines, food stamp

centers, homeless shelters, or other circumstances or settings where such persons cannot be reasonably expected to make informed or considered enrollment decisions.

10. Student recruit and admissions personnel will not discredit other schools or influence any student to leave another school by: falsely imputing to another school dishonorable conduct, inability to perform contracts, or questionable credit standing; making other false representations; falsely disparaging the character, nature, quality, value, or scope of another school's program of instruction or services; or demeaning another school's students.
11. Student recruitment and admissions personnel acknowledge having received a copy of the ACCSC Standards of Accreditation and having read the sections pertaining to recruitment, advertising, and admissions.

6.3 Disciplinary Action

Disciplinary action at American College of the Building Arts is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. American College of the Building Arts reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

American College of the Building Arts recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior

authorization

- Indiscretion regarding personal work history, skills, or training
- Divulging American College of the Building Arts business practices or any other confidential information
- Any misrepresentation of American College of the Building Arts to a customer, a prospective customer, the general public, or an employee

6.4 Confidentiality

American College of the Building Arts takes the protection of Confidential Information very seriously. "Confidential Information" includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers' personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Organization's intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with American College of the Building Arts and as a direct result of your job responsibilities with American College of the Building Arts. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Organization to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Organization, and not otherwise available to persons or companies outside of American College of the Building Arts, may result in disciplinary action, up to and including termination of employment. If you leave the Organization, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way

restrict employees' rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the N/A.

6.5 Workplace Violence

American College of the Building Arts strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be investigated promptly and will be kept confidential to the maximum extent possible. American College of the Building Arts will not tolerate any form of retaliation against any employee for making a report under this policy.

American College of the Building Arts will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

6.6 Drug & Alcohol Use

American College of the Building Arts is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for American

College of the Building Arts is allowed to consume, possess, sell, purchase, or be impaired by alcohol or illegal drugs, as defined under federal and/or state law, on any property owned by or leased on behalf of American College of the Building Arts, or in any vehicle owned or leased on behalf of American College of the Building Arts or while on Organization business.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform their job.

Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

American College of the Building Arts will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the N/A immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, American College of the Building Arts employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, American College of the Building Arts reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with American College of the Building Arts, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between American College of the Building Arts and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

6.7 Sexual & Other Unlawful Harassment

American College of the Building Arts is committed to a work environment in which all individuals are treated with respect. American College of the Building Arts

expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Organization's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Organization

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Complaint Procedure:

American College of the Building Arts strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

Kamilla Urban

urbank@acba.edu

8435775245

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

American College of the Building Arts expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

6.8 Telephone Usage

American College of the Building Arts telephones are intended for the sole use of conducting company business. Personal use of the Organization's telephones and individually owned cell phones during business hours should be kept to a minimum or for emergency purposes only. We ask that personal calls only be

made or received outside of working hours, including during lunch or break time. Long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

6.9 Personal Property

Employees should use their discretion when bringing personal property into the workplace. American College of the Building Arts assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on American College of the Building Arts premises.

6.10 Use of Company Property

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Organization, and is subject to reassignment and/or use by the Organization without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files.

American College of the Building Arts has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property.

Personal use of company property:

Company property is not permitted to be taken from the premises without proper written authority from company management.

Company Tools:

All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

Care of Company Property:

Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

6.11 Smoking

American College of the Building Arts provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

6.12 Visitors in the Workplace

To ensure the safety and security of American College of the Building Arts and its employees, only authorized visitors are permitted on Organization premises and in Organization facilities.

All visitors must enter through the main reception area and sign in and out at the front desk. All visitors are also required to wear a "visitor" badge while on American

College of the Building Arts premises. Authorized visitors will be escorted to their destination and must be accompanied by a representative of the Organization at all times.

6.13 Computer, Email & Internet Usage

Computers, email, and the Internet allow American College of the Building Arts employees to be more productive. However, it is important that all employees use good business judgment when using American College of the Building Arts's electronic communications systems (ECS).

Standards of Conduct and ECS

American College of the Building Arts strives to maintain a workplace free of discrimination and harassment. Therefore, American College of the Building Arts prohibits the use of the Organization's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Organization's policy against discrimination and harassment.

Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For the Organization's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Organization's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

American College of the Building Arts purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, American College of the Building Arts does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. American College of the Building Arts prohibits the illegal duplication of software and its related documentation.

ECS Guidelines

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Organization that violate the Organization's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Organization-owned software without permission.
- Sending or posting the Organization's confidential material, trade secrets, or non-public proprietary information outside of the Organization. *Wages and other conditions of employment are not considered confidential material.*
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of American College of the Building Arts.

Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by American College of the Building Arts are the property of American College of the Building Arts. Employees have no right of personal privacy when using American College of the Building Arts's ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be

directed to your supervisor or the N/A.

6.14 Company Supplies

Only authorized persons may purchase supplies in the name of American College of the Building Arts. No employee whose regular duties do not include purchasing shall incur any expense on behalf of American College of the Building Arts or bind American College of the Building Arts by any promise or representation without express written approval.

7. Timekeeping & Payroll

7.1 Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Organization. American College of the Building Arts expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Organization's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees, who are going to be absent for more than one day, should contact their supervisor on each day of their absence. American College of the Building Arts reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, American College of the Building Arts will presume that the employee has voluntarily resigned. American College of the Building Arts will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

7.2 Timekeeping

It is the Organization's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons. Any errors in time records, must be immediately reported to your supervisor.

Absent prior authorization, non-exempt employees are not permitted to start work until their scheduled starting time or work past their scheduled ending time.

American College of the Building Arts strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees.

It is the responsibility of all employees to submit and approve their time records each week.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

7.3 Paydays

American College of the Building Arts employees are paid on a Semi-monthly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the

employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized statement of wages when the Organization makes direct deposits.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

7.4 Payroll Deductions

American College of the Building Arts makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the N/A immediately. American College of the Building Arts will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

7.5 Direct Deposit

All employees of American College of the Building Arts may elect to have their pay directly deposited into their bank accounts. Direct deposit saves employees the hassle of going to the bank on paydays in order to cash or deposit their paychecks.

Employees choosing this benefit must complete a Direct Deposit Authorization Form. To obtain this form, contact your supervisor or the N/A.

If you elect direct deposit, your paychecks will be directly deposited into your bank account and you will receive an itemized statement of wages.

7.6 Garnishments

American College of the Building Arts will comply with all federal and state required withholdings from your paycheck upon court order or for the purpose of child support, or repayment of unpaid student loans or federal, state, local municipality or school taxes.

Upon receipt of a notice of wage demand, American College of the Building Arts will follow all procedures with regard to notification and compliance as is required by law. All garnishments will abide by applicable withholding limits as prescribed by law.

American College of the Building Arts does not discriminate or take any adverse action against an employee whose wages are subject to garnishment.