

Mosaica Education, Inc.  
**Manual for School-Based Employees**



**July 18, 2008**

This employee handbook was compiled for the employees of schools managed by  
Mosaica Education, Inc.

## Welcome to Mosaica Education, Inc.

Thank you for joining Mosaica Education, Inc.! You have a great contribution to make to the education of children, and we hope that you will find your employment at Mosaica Education, Inc. (MEI) to be a professionally rewarding experience. We look forward to working together to create opportunities for children to be successful life-long learners.

You have joined an organization that has established an outstanding reputation for quality. Credit for this goes to everyone in the organization. We hope you, too, will find satisfaction and take pride in your work here. As a member of MEI's team, you will be expected to contribute your talents and energies to further improve the environment and quality of our schools.

This Employee Manual should provide answers to most of the questions you may have about our benefit programs and our policies and procedures. You are responsible for reading and understanding this Employee Manual. If anything is unclear, please discuss the matter with your supervisor.

I extend to you my personal best wishes for your success and happiness at Mosaica Education, Inc.

Sincerely,

*Michael J. Connelly*

Michael J. Connelly

CEO

Mosaica Education, Inc

***"Opening Portals of Opportunity"***

## Notice

This Employee Manual has been prepared to inform you of Mosaica Education, Inc (MEI) employment practices, and policies, as well as the benefits provided to you as a valued employee. This Employee Manual applies to all employees and all employee classifications. MEI relies on the accuracy of information contained in the Employment Application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### Some Things You Must Understand

The policies in this Employee Manual are to be considered as guidelines.

- MEI, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Manual at any time without prior notice as business, employment legislation, and economic conditions dictate.
- Any such action shall apply to existing as well as to future employees.
- Employees may not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work.
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.
- No one other than the Chief Executive Officer (CEO) may alter or modify any of the policies in this Employee Manual. Any alteration or modification of the policies in this Employee Manual must be in writing.
- No statement or promise by a supervisor, Chief Administrative Officer, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision.

This Employee Manual replaces (supersedes) any and all other or previous MEI Employee Manuals, or other MEI policies whether written or oral.

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## **What You Can Expect From MEI**

MEI believes in creating a harmonious working relationship between all employees. In pursuit of this goal, MEI has created the following employee relations objectives:

1. Provide an exciting, challenging, and rewarding workplace and experience.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religion, or a disability that does not prohibit performance of essential job functions.
3. Compensate all employees according to their effort and contribution to the success of our business.
4. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.
5. Provide sick leave, paid time off and holidays to all eligible employees.
6. Provide eligible employees with health and welfare benefits.
7. Take prompt and fair action of any complaint that may arise in the everyday conduct of our business, to the extent that is practicable.
8. Respect individual rights, and treat all employees with courtesy and consideration.
9. Maintain mutual respect in our working relationship.
10. Provide buildings and offices that are comfortable, orderly and safe.
11. Promote employees on the basis of their ability and merit.
12. Keep all employees informed of the progress of MEI, as well as the company's overall goals and objectives.
13. Promote an atmosphere in keeping with MEI's vision, mission, and goals.

## **What MEI Expects From You**

MEI needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude.

How you interact with fellow employees and those whom MEI serves, and how you accept direction can affect the success of your school. In turn, the performance of one school can impact the entire service offered by MEI. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability.

You are encouraged to grasp opportunities for personal development offered to you. This manual offers insight on how you can perform positively and to the best of your ability to meet and exceed MEI expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making MEI a company where you can approach your Chief Administrative Officer/Supervisor, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions in an appropriate manner to improve the quality of MEI.

Remember, you help create the pleasant and safe working conditions that MEI intends for you. The result will be better performance for the company overall, and personal satisfaction for you.

### **Open Communication Policy**

MEI encourages you to discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your supervisor to discuss any concern, problem, or issue that arises during the course of your employment. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable. **Please remember it is counterproductive to a harmonious workplace for employees to create or repeat rumors. It is more constructive for an employee to consult his/her supervisor.**

### ***What to do if you have a problem or grievance.....the appropriate protocol.***

1. Discuss the problem directly with the person involved.
2. Discuss the problem with your direct supervisor. MEI endorses an Open Door Policy in which employees are encouraged to communicate with their supervisor regarding issues directly affecting their job.
3. Discuss the problem with the Chief Administrative Officer. Employee concerns or questions that cannot be resolved by the direct supervisor should be redirected to the CAO or designee. The CAO or designee are fully qualified and possess the requisite leadership and decision-making skills to resolve most problems.
4. Discuss the problem with the Regional Vice President for the region in which your school is located. Employees are encouraged to bring forth any problem that has been discussed with the school leadership team but remains unresolved.
5. Call Mosaica Education, Inc. Director of Human Resources at 404-841-2305, Extension 111. to discuss the problem in the event that all attempts to resolve the issue at the school or regional level have failed.

**It is not appropriate to bring issues directly to the Board of Directors without first following the protocol described above.**

### **Outside Employment**

Employees may not take an outside job, either for pay or as a donation of her/his personal time, with a customer or competitor of MEI; nor may they do work on their own if it competes in any way with the services or curriculum we provide our customers. If your financial situation requires you to hold a second job, part-time or full-time, or if you intend to engage in a business enterprise of your own, MEI would like to know about it. Before accepting any outside employment or engaging in a business enterprise in addition to your job at MEI, you are encouraged to discuss the matter with your supervisor.

### **Suggestions**

We encourage all employees to bring forward their suggestions and good ideas about how our company can be made a better place to work, and our service to customers enhanced. When you see an opportunity for improvement, please talk it over with your supervisor. (S)he can help you bring your idea to the attention of the people in the company who will be responsible for possibly implementing it. All suggestions are valued and listened to. When a suggestion from an employee has particular merit, we provide for special recognition of the individual(s) who had the idea.

# Employment

## **At-Will Employment**

Your employment with MEI is at-will. This means that neither you nor MEI has entered into a contract regarding the duration of your employment. You are free to terminate your employment with MEI at any time, with or without reason. Likewise, MEI has the right to terminate your employment, or otherwise transfer or demote you at any time, with or without reason, at the discretion of MEI.

No employee of MEI can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the Chief Executive Officer.

## **Termination of Your Employment**

MEI will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from MEI,
2. Fail to return from an approved leave of absence on the date specified by MEI, or
3. Fail to report to work or call in for one (1) work day.

You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of MEI policies. However, your employment is at-will, and you and MEI have the right to terminate your employment for any or no reason. MEI also has the right to discipline employees (including termination) at its discretion.

## **Confidential Information**

Upon accepting employment with MEI, you were asked to sign a Confidentiality Agreement, which generally provides that you will not disclose or use any MEI confidential information, either during or after your employment. We sincerely hope that our relationship will be long-term and mutually rewarding. However, your employment with MEI assumes an obligation to maintain confidentiality, even after you leave our employ.

If you are questioned by someone outside the company or your department and you are concerned about the appropriateness of giving them certain information, you are not required to answer. Instead, as politely as possible, refer the request to your Chief Administrative Officer / supervisor or designee.

No one is permitted to remove or make copies of employee files or student files nor is anyone permitted to remove or make copies of reports, documents or MEI Curriculum without prior written approval. Disclosure of confidential information could lead to termination, as well as other possible legal action.

## **Student Records**

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

1. Parents of a minor or of a student who is a dependent for tax purposes
2. The student (if 18 or older or attending an institution of postsecondary education)
3. School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the CAO for assistance.

## **Customer Relations**

The success of MEI depends upon the quality of the relationships between MEI, our employees, students, parents and the general public. In a sense, regardless of your position, you are MEI's ambassador. The more goodwill you promote, the more our families will respect and appreciate you, MEI and MEI's services.

Below are several things you can do to help give customers a good impression of MEI. These are the building blocks for our continued success.

1. Act competently and deal with parents and students in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on requests and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

These policies apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

## **Equal Employment Opportunity**

MEI is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, veteran status, or any other factor protected by law. MEI complies with the law regarding reasonable accommodation for handicapped and disabled employees. MEI's Chief Executive Officer has issued this policy stating MEI's views on this matter:

*It is the policy of MEI to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). MEI will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. MEI will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on MEI.*

Equal employment opportunity notices are posted near employee gathering places as required by law. Additionally, they are posted on lunchroom bulletin boards or on-line at [www.mosaicaeducation.com](http://www.mosaicaeducation.com). These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Management is primarily responsible for seeing that MEI's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

Employees who have complaints or concerns about any type of discrimination against themselves or others are required to immediately report this conduct in writing to their supervisor or, in the alternative, to the Chief Administrative Officer. Every effort will be made to keep such reports as confidential as possible although it is understood that an investigation will normally require the involvement of third parties.

MEI will not permit any retaliatory conduct against an employee who comes forward with a complaint or concern about discrimination or who assists in the investigation process nor will any such employee be discharged, disciplined, or in any way adversely affected in his/her terms or conditions of employment.

**Any employees involved in discriminatory practices will be subject to termination.**

### **Harassment/Abuse Policy**

**Employee-to-student.** Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between MEI employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification
- Telephoning students at home or elsewhere and engaging in inappropriate social relationships
- Engaging in physical contact that would reasonably be construed as sexual in nature
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits

In most instances, sexual abuse of a student by an employee violates the student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to their supervisor or CAO. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse also will be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact their CAO or supervisor.

### **Reporting suspected child abuse**

Child Abuse is a very serious matter and all Mosaica employees must take appropriate action to promptly report any suspected Child Abuse or neglect. Initially, employees should report any suspicions to the Chief Administrative Officer of the school. In appropriate cases, suspected Child Abuse or neglect should also be promptly reported to a law enforcement agency, Child Protective Services or other appropriate state agency.

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. State laws usually specify that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the school/company is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by the school's board for a violation of the Code of Ethics.

## **Harassment**

MEI intends to provide a work and school environment that is pleasant, professional, and free from intimidation, hostility or other offenses that might interfere with work/learning performance. Harassment of any sort - verbal, physical, visual - will not be tolerated, particularly against any student and students and employees in protected classes. These classes include, but are not necessarily limited to race, color, religion, sex, age, height, weight, familial status, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law. **Should an harassment issue arise the Human Resource Department must be notified.**

## **What Is Harassment?**

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, gestures, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical contact or assaults, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against a student, their parent or employee for discussing or making a harassment complaint.

## **Responsibility**

All MEI employees have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

## **Reporting**

Employees who have complaints or concerns about any type of harassment against themselves or others are required to immediately report this conduct in writing to their supervisor, or in the alternative, to the Chief Administrative Officer. Every effort will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties.

MEI will not permit any retaliatory conduct against an employee who comes forward with a genuine complaint or concern about harassment or who assists in the investigation process nor will any such employee be discharged, disciplined, or in any way adversely affected in his/her terms of conditions of employment.

## **Policy Statement on Sexual Harassment**

### *What Is Sexual Harassment?*

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women or two men. Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing offensive pictures to another employee.

Generally, two categories of sexual harassment exist. The first, "quid pro quo," may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment includes, but is not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors. It is also against MEI policy to download inappropriate pictures or materials from computer systems.

MEI prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual.

MEI will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

Employees who have complaints or concerns about sexual harassment against themselves or others are required to immediately report this conduct in writing to their supervisor, or in the alternative, to the Chief Administrative Officer. Every effort will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties.

MEI will not permit any retaliatory conduct against an employee who comes forward with a genuine complaint or concern about sexual harassment or who assists in the investigation process nor will any such employee be discharged, disciplined, or in any way adversely affected in his/her terms of conditions of employment.

### **How You Were Selected**

MEI is confident that as a result of the mutual selection process undertaken, your employment will prove to be beneficial to MEI as well as yourself and we look forward to having you join us. We carefully select our employees through written applications, personal interviews and reference checks. After all available information was considered and evaluated; you were selected to become a member of our team! This selection process helps MEI find and employ people who are committed to the success of our students; people who want to do a job well; people who can competently perform all duties assigned within their job category or classification; and people who are comfortable with MEI and who can work well within its structure

### **Employee Background Check**

All employees must comply with state requirements such as, but not limited to, fingerprinting, certification, Child Abuse Index, Criminal Record Statement, tuberculin tests, First Aid/CPR, and physician's reports. Employees are also required to provide Criminal Background Checks and transcripts to verify units earned, in-service hours and certificates held. These requirements should be completed prior to beginning employment, and the information must be submitted to the Chief Administrative Officer or supervisor. Any cost is the responsibility of the employee including fees for criminal background checks which will be automatically deducted from the employee's paycheck.

Mosaica reserves the right to require that each employee undergo a post-employment criminal background check as a condition of continued employment. In addition, each employee must advise the CAO of her/his school if s/he is arrested for or convicted of any offense, (other than a minor traffic violation) within 3 days of her/his arrest or conviction. Failure to give prompt notice is grounds for termination of employment.

## **Standards of Conduct**

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to MEI and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that (S)he can fully depend upon fellow workers to follow the rules of conduct, our organization will be a better place to work for everyone.

Some examples of unacceptable workplace behavior include, but are not limited to:

- Abuse, discourteous treatment, or inappropriate contact with students, parents, the public or fellow employees
- Insubordination - Refusal to perform or follow reasonable work requests, instructions, directions, or prescribed work procedures
- Theft, embezzlement or unauthorized removal of MEI property or the property of others
- Acts involving dishonesty or breach of trust, such as fraud
- Conviction of a felony
- Working for a competitor or establishing a competing business
- Possession, selling or use of illegal substances while on or off duty
- Reporting to work with or working under the influence of intoxicants or drugs that have not been prescribed for medical reasons (see Drug Free Workplace Policy)
- Falsification of any MEI records and documents, including employment applications, time sheets, etc.
- Abuse, destruction, waste or unauthorized use of equipment, facilities, materials, or programs
- Abusive or vulgar language
- Any unapproved absence or departure from the assigned work area
- Unacceptable job performance
- Altercations with any students, parents, the public, fellow employees or Administration
- Failure to report to work on time; excessive absenteeism or tardiness (see Attendance/Absence or Lateness policy)
- Failure to call in as required
- Sleeping while on duty
- Failure to comply with regulatory requirements or safety rules and regulation
- Traffic violations while operating a MEI vehicle
- Revealing, disclosing, or making available to unauthorized persons any information classified as confidential
- Failure to provide honest and accurate information to a supervisor or responsible agent of Mosaica
- Possession, use and distribution of dangerous or unauthorized materials, such as explosives, firearms, knives or other dangerous weapons while on duty or on MEI premises or MEI sponsored activities
- Fighting, threatening violence, intimidation or harassment toward any individual directly or indirectly associated with Mosaica
- Smoking on MEI grounds and/or at MEI sponsored activities where students are present
- Attempts to disrupt or undermine the business interests of Mosaica or to encourage others to do so
- Unauthorized solicitation from parents, students, the public or fellow employees
- Any conduct on or off the job which the MEI in its sole discretion believes will adversely affect the image of Mosaica Education, Inc.

- Refusal to work mandatory overtime
- Any act that jeopardizes the health, safety, or well-being of a child, staff member or visitor
- Working for or engaging in other business transactions or activities for the purpose of personal gain during normal school business hours (6:30 a.m. – 6:00 p.m.)
- Engagement in unethical or questionable practices and procedures
- Other violations of MEI policies

Employees who violate any of these rules or who demonstrate other inappropriate behavior will be subject to appropriate discipline, the severity of the disciplinary action will be based upon circumstances of the infraction and may include termination.

MEI reserves the right to suspend any employee, with or without pay, to investigate violations of any of the above workplace behavior.

### **Immigration Law Compliance**

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, MEI will terminate your employment.

## **Work Schedule**

### **Attendance**

The presence or absence of each employee is of critical importance to the successful operation of the Company. Therefore, Mosaica expects all of its employees to be on time, ready to begin work at the beginning of their schedule, and to work the full allotted time they are assigned each day.

Mosaica reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.

With the exception of exempt (salaried) employees, employees are not allowed to perform work at home or away from the Company unless specifically authorized for each occurrence by their Supervisor. Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not allowed to perform work while on scheduled non-paid lunch break, unless specifically assigned by the supervisor. Attendance at Company sponsored functions is not compensated unless the supervisor has required you to attend and work at the function. Employees violating these rules may be subject to disciplinary action up to and including, termination.

### **Absence or Lateness**

From time to time, it may be necessary for you to be absent from work. MEI is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Paid time off has been provided for this purpose.

### **Calling In/Reporting an Absence**

If you are unable to report to work, or if you will arrive late, you must immediately contact your Chief Administrative Officer / supervisor or designee. If you know in advance that you will need to be absent, please request this time off directly from your Chief Administrative Officer / supervisor.

When you call in to inform MEI of an unexpected absence or late arrival, ask for your Chief Administrative Officer / supervisor or designee. If you're arriving to work late, let the Chief Administrative Officer / supervisor or designee know when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, you must have a relative or medical professional call-in on your behalf. (Relative must provide medical documentation). **Calling in does not excuse an absence or tardy.**

**Absence from work for one (1) day without notifying your Chief Administrative Officer / supervisor or designee will be considered a voluntary resignation.**

If you are absent because of an illness for three (3) or more successive days, your Chief Administrative Officer / supervisor or designee may request that you submit written documentation from your health care provider, on office stationery, stating the reason for your absence and the date that you are able to resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early with or without letting your Chief Administrative Officer / supervisor or designee know will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

The Chief Administrative Officer / supervisor or designee will make a note of any absence, lateness or early departure and their reasons, in your personnel file. Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

**Note:** Information on the types of leaves offered and their qualification criteria are included in the "Time Off" section of this Employee Manual.

## Employment Classifications

At the time you are hired, you are classified as full-time, part-time or temporary. In addition, you are classified as either non-exempt or exempt. All other policies described in this Employee Manual and communicated by MEI apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" employees. If you are unsure of which job classification your position fits into, please ask your Chief Administrative Officer / supervisor.

### **Full-Time Employees      12 Month**

An employee who works at least 30 hours per week and is employed for a 12-month schedule is considered a full-time employee.

### **Full-Time Employees      Instructional Staff (Teachers and Instructional Aides)**

An employee who works at least 30 hours per week (such as a Teacher or Instructional Aide) and is employed for the full school year is considered a full-time employee.

### **Part-Time Employees**

An employee who works less than 30 (the minimum number of hours specified to be classified as a full-time employee) hours per week is considered a part-time employee.

### **Regular Employees**

Employees hired to work on a regular basis for an indefinite period of time are classified as "regular" employees. Such employees may be either full- or part-time.

### **Temporary Employees**

From time to time, MEI may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees, interns and seasonal employees are considered temporary employees.

A temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period.

Temporary employees are not eligible for benefits described in this Employee Manual, except as granted on occasion, or to the extent required by provision of state and federal laws. Those temporary employees classified as "non-exempt" (see the section titled "Non-Exempt and Exempt Employees") who work more than forty (40) hours during any work week will receive overtime pay.

### **Non-Exempt and Exempt Employees**

At the time you are hired, you will be classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek. These employees are referred to as "non-exempt" in this Employee Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

**Note:** See Wage and Salary Policies in the section of this Employee Manual titled "Compensation" for a full description of overtime payment policies.

In general, exempt employees are Chief Administrative Officers, executives, teachers, professional staff, technical staff, partnership development representatives, officers, directors, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

### **Personnel Records and Administration**

The task of establishing policies for handling personnel records and related administration at MEI has been assigned to the Vice President for Human Resources. Questions regarding insurance, wages, and interpretation of policies may be directed to Human Resources.

### **Your Personnel File**

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, notify your Chief Administrative Officer / supervisor or designee immediately.

1. Legal name
2. Home address
3. Home and/or cellular telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any MEI vehicles
9. Military or draft status
10. Exemptions on your W-4 tax form or state form where applicable
11. Training Certificates
12. Professional License

Upon experiencing a change in family status, notify your Chief Administrative Officer / supervisor within 31 days for benefit modifications, if necessary.

You may see information that is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Contact your Chief Administrative Officer/supervisor in writing to schedule an appointment to review your personnel file.

### **Your Medical Records File**

All medical records, if any, will be kept in a separate confidential file. MEI maintains this information in the strictest confidence and may not use or disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure.

# Compensation

The goal of MEI's compensation program is to attract potential employees, meet the needs of all current employees and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and MEI needs.

## Wage and Salary Policies

### **Compensation Philosophy**

It is MEI's desire to pay all regular employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with individual and company performance and in compliance with all applicable statutory requirements.

MEI applies the same principles of fairness to all employees, regardless of organizational level, race, color, height, weight, familial status, citizenship status, national origin, ancestry, gender, age, religion, creed, physical or mental disability, marital status, veteran status, or any other factor protected by law.

### **Basis for Determining Pay**

Several factors may influence your rate of pay. Some of the items MEI considers are the nature and scope of your job, what other employers pay their employees for comparable jobs (external equity), what MEI pays their employees in comparable positions (internal equity), and individual as well as MEI performance. It is MEI's goal to have a current Job Description on hand that broadly defines your job responsibilities.

### **Pay Period**

Standard pay periods are the 1st through the 15th and the 16th through the end of the month. Pay dates are generally five (5) working business days after the end of the pay period but at some locations it may be seven (7) business days after the end of the pay period.

Any arrangement to have your paycheck picked up by someone other than yourself will have to be made in advance, with your prior written authorization and supervisor's approval. No paychecks will be cashed by Mosaica.

### **Direct Deposit**

Where available, direct deposit of paychecks is provided for employees who complete and submit the Direct Deposit Authorization Form to the supervisor. Mosaica urges employees to use direct deposit. Direct Deposit Authorization Forms are available from your supervisor. Each employee is responsible for notifying his/her individual bank with any instructions regarding the money deposited by the Company.

### **Mandatory Deductions From Paycheck**

MEI is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from your Chief Administrative Officer / supervisor immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever MEI is ordered to make such deductions.

**Note:** Please see "Wage Garnishments" later in this section for further information.

### **Payroll Advance**

It is the policy of MEI not to grant wage or salary advances to any employee.

### **Error in Pay**

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your Chief Administrative Officer / supervisor or designee immediately. (S)he will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

### **Overtime Pay**

If you are a non-exempt employee, you will be eligible to receive overtime pay of one and one-half (1 1/2) times your regular hourly wage for **approved** hours worked over 40 hours in one (1) week. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Please note if you are a non-exempt employee on an approved flexible work arrangement, overtime hours will be computed only on those hours worked in excess of a 40-hour workweek.

**All overtime must be approved in advance by your Chief Administrative Officer / supervisor or designee.**

### **Compensatory Time Off**

MEI does not offer compensatory time off ("comp time") to any MEI employee in lieu of overtime pay for overtime hours worked.

### **Time Records**

By law, we are obligated to keep accurate records of the time worked by employees. This is done by time sheets / clock cards / other written documentation.

You are responsible for accurately recording your hours worked and signing the record. No one may record hours worked on another's time record or timesheet. Tampering with another's time record is cause for disciplinary action, up to and including termination of employment of both employees. In the event of an error in recording your time, notify your Chief Administrative Officer / supervisor or designee immediately.

### **Wage Garnishments**

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage garnishments. However, when court-ordered deductions are to be taken from your paycheck, you will be notified. MEI acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

**Note:** Please see the Mandatory Deductions From Paycheck Policy earlier in this section for further information.

## **Performance and Compensation Reviews**

### **Performance Reviews**

MEI conducts a formal review at least one time per year for each employee. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

During a formal performance review your Chief Administrative Officer / supervisor may cover the following areas:

- The quality of your work.
- Meeting established objectives
- Strengths and areas for improvement.
- Attitude and willingness to work.
- Initiative and teamwork.
- Attendance.
- Customer service orientation.
- Problem solving skills.
- Ongoing professional growth and development.
- Overall professionalism
- Additional areas may also be reviewed as they relate to your specific job.

Your review provides a golden opportunity for collaborative, two-way communication between you and your Chief Administrative Officer / supervisor. This is a good time to discuss your interests and future goals. Your Chief Administrative Officer / supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals - perhaps he/she can recommend further training or additional opportunities for you. The performance review gives your Chief Administrative Officer / supervisor an opportunity to suggest ways for you to advance and make your job at MEI more fulfilling.

Your Chief Administrative Officer / supervisor can answer any questions you may have about the performance review process.

### **Compensation Reviews**

Salary reviews are conducted annually. Increases will be based on, but not limited to, job performance, continued training and education, leadership abilities, positive attitude, willingness to accept additional responsibilities, record of attendance and overall professionalism.

## **Other Compensation Programs and Policies**

### **Payment for July Pay Periods**

To be eligible to receive pay for the two pay periods in July the **teaching staff** must have successfully completed the full school year up to and including the last day of school.

### **Promotion and Transfer Policy**

MEI has a policy of providing our employees with every opportunity for advancing to other positions within the company. To qualify for a promotion or transfer, you must have held your current position for a minimum of six (6) months, and be in good standing. Approval of promotions or transfers depends largely upon training, experience, and work record. Promotions and transfers are made without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, or any other factor protected by law.

It is our policy to advise all employees about advancement opportunities. Please submit your request for consideration for a specific position directly to your Chief Administrative Officer / supervisor. You are encouraged to discuss any contemplated transfer with your current supervisor. All employees must give a minimum of two weeks notice to their current supervisor. Reference checks will be conducted prior to any offer being extended.

## Benefits Programs

MEI is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible for other benefits that will enhance your job satisfaction. We are certain you will agree the benefits program described in this Employee Manual represents a very large investment by MEI.

MEI will periodically review the benefits program and will make modifications as appropriate to the company's condition. MEI reserves the right to modify, add or delete the benefits it offers.

### **Eligibility for Benefits**

Full-time MEI employees are eligible for all of the benefits described in this Employee Manual provided you meet the eligibility requirements for each particular benefit. Coverage is available to you and your dependents as defined in the benefit explanation materials.

Part-time employees will be eligible for only those benefits specifically outlined in this Employee Manual and as required by law.

Temporary employees and employees working less than 30 hours per week on a regular basis are not eligible for benefits.

### **Insurance Coverage**

All benefit-eligible employees may participate in the Company's benefits programs which include: medical, prescription, vision, dental, life and long-term disability insurance. Initial medical benefits forms must be completed within 10 days of your date of hire. It is your responsibility to complete and return the forms to your supervisor. Your supervisor and the Human Resource Department have current rates and information available.

**Full-time employees:** Mosaica will contribute 100% of full-time employees' single premium coverage during employment by Mosaica. Dependent coverage is available at the expense of the employee through a payroll deduction plan. Employees do get the advantage of group discount rates for dependent coverage. Employees are eligible for coverage the first day of the month following 30 days of employment. Eligible employees who choose not to obtain medical insurance through Mosaica are eligible to receive a cash in lieu (CIL) payment of \$70/pay period. The employee ***must*** submit required documentation of health coverage elsewhere.

**Part-time employees:** Part-time employees are not eligible for these benefit programs.

### **Retirement Plan:**

Mosaica offers a 401(k) Retirement Plan to all **eligible** employees. All employees who work twenty (20) hours a week or more and who commenced employment on or after January 1, 2007 are automatically enrolled in the Mosaica Education, Inc. 401K Retirement Plan on the first day of the quarter following their employment and 2% of the employee's eligible salary will be deducted as a contribution to the Plan. All other employees working 20 hours or more per week are eligible to participate in the Mosaica 401(k) Retirement Plan and may enroll effective January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup> of each year. This plan is designed to help each employee to prepare for retirement years by deferring a portion of his or her pay to an investment account. Employees may defer salary in increments of 1% to 100% of eligible compensation up to the maximum allowed by law. MEI will make a contribution in an amount equal to \$0.25 on every dollar you put in, up to a maximum of 4% of your salary.

The Company's matching contributions will become vested per the vesting schedule described below. Employee contributions are 100% vested.

<u>Years of Employment Service</u>	<u>Vested Percentage</u>
1	20%
2	40%
3	60%
4	80%
5	100%

Example of Cumulative Vesting Chart (based on \$1000 annual personal contribution)

<b>Year</b>	<b>Annual Salary</b>	<b>Personal Contribution</b>	<b>MEI Contribution</b>	<b>Total</b>	<b>Vested Amount</b>
One	30,000	1,000	250	1,250	1,050
Two	31,000	1,000	250	2,500	2,200
Three	33,000	1,000	250	3,750	3,450
Four	34,000	1,000	250	5,000	4,800
Five	35,000	1,000	250	6,250	6,250

The funds of this plan will be invested according to your designated investment options within the guidelines of the plan. For more information contact the Human Resources Department.

**Participants in a state-sponsored Retirement Plan for Public Employees or in a plan which qualifies as a 403(b) Plan are not eligible to participate in the Mosaica 401k Retirement Plan.**

### **Time Off (Paid and Unpaid)**

Both paid and unpaid time off may be granted to eligible employees, according to the following policies. Please consult with your Chief Administrative Officer / supervisor or the Human Resources Department for further information.

#### **Paid Time Off**

In the interest of maintaining a healthy balance between work and home, MEI offers eligible regular full-time and part-time employees (on a pro-rated basis) paid time off.

#### **Approval Process**

Unless there are extenuating circumstances, all requests for scheduled paid time off must be submitted in writing and approved at least two (2) weeks in advance by the Chief Administrative Officer. Every effort will be made to ensure that an employee's time off may be taken at a time of his or her choosing. To ensure minimum disruption, however, work schedules must be coordinated. Work requirements and length of service will be considered in the event of a conflict. Paid time off may not be taken during the first week of school, immediately before or after a holiday, on a scheduled professional development day, or during the two week period prior to the end of school. **Employees may not request paid time off after notice of resignation.**

#### **Paid Time Off - Instructional Staff (Teachers/Instructional Aides)**

#### **Personal Days**

Employees hired on or before the Pre-Service Training for the new school year will earn two (2) personal days that school year. Employees hired after Pre-Service Training will earn one (1) personal day for that school year.

Employees must receive permission from the CAO/supervisor to take personal time. The granting of requested time off will be at the sole discretion of the CAO/supervisor taking into consideration the needs of the school and other relevant circumstances.

Time off pay for hourly and salaried employees will be equivalent to the pay such employees would have received for the hours they are normally scheduled to work during their time off from work. Time off is not counted towards hours worked for the purposes of calculating overtime.

*Employees who resign or are terminated for any reason during their employment will not receive payment for earned, unused time off benefits. Time off benefits will not accrue while an employee is on leave of absence, unless otherwise required by law. See school-based calendar for school holidays and other company-paid closings.*

### **Sick Leave**

Before being paid for an unscheduled absence (i.e., a sick day) an employee must have accrued sick days. Instructional staff will accrue one sick day per month from August to May. An employee may be subject to corrective action if there is an appearance or actual abuse of this policy.

Employees should give as much advance notice as reasonably possible, when requesting a sick day. When an employee is off from work as a result of the use of sick leave, (s)he may be required to provide a statement from their health care practitioner. Mosaica may require employees using sick leave of three (3) or more days to provide the Company with a note from a health care practitioner authorizing the employee's return to work. Unused sick leave benefits are not payable upon resignation or termination from Mosaica. Sick leave benefits will not accrue while an employee is on unpaid leave of absence. Unused sick days may be carried over to the next year to a maximum of 10 days. At no point will an employee's sick leave balance exceed 10 days.

### **Paid Time Off – 12-Month Full-time Staff (e.g., CAO/Program Facilitators/Secretarial/Custodial)**

**Note:** *this category includes any other full-time employee in a position that has traditionally been categorized as a 12-month role. These employees receive benefits to the extent they are regularly scheduled to work 30 hours or more per week.*

Eligible employees will receive holiday pay for scheduled Company holiday closures. If a holiday falls on a weekend, it will be recognized on the Friday before or the Monday after.

Full-time Instructional Assistants (IAs) who are paid on an hourly basis will receive payment for Holidays even though they are not 12-month employees.

### **Holidays**

Mosaica recognizes the following holidays

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day - Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day
- Two (2) Floating Holidays to be scheduled in advance in consultation with the CAO

Employees must work the last scheduled day before and the first scheduled day after the holiday to be paid for the holiday, except when the employee is:

- off at Chief Administrative Officer's request for any reason
- off due to closure of the Company because of inclement weather

Eligible employees qualify for holiday pay upon employment.

Holiday pay for hourly and salaried employees will be equivalent to the pay that employees receive for their normally scheduled hours. Holiday pay will not count toward overtime. The holiday will only be treated as a paid holiday if it falls on a day you are regularly scheduled to work. Employees on leaves of absence for whatever reason will not be eligible for holiday pay.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday.

If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay.

### **Vacation**

Full and part-time employees who are employed on a 12-month schedule are eligible to accrue vacation time on a calendar year basis as outlined on the schedule below. Employees working at least 20 but less than 40 hours per week will be paid at a prorated rate consistent with the average number of hours normally worked. Temporary staff is not eligible for paid vacation days. **Unused vacation time may not be carried over past December 31 of each year and will not be paid out.**

**Instructional Assistants receive time off in accordance with the school calendar; therefore they do not receive or accrue any vacation time.**

<b><u>Vacation Allotment</u></b>	<b><u>Monthly Accrual</u></b>
<b>12 days/year</b>	<b>1 day/month</b>

### **Sick Leave**

Twelve-month full-time employees will accrue one-half day per full month worked. Employees should give as much advance notice as reasonably possible, when requesting a sick day. When an employee is off from work as a result of the use of sick leave, (s)he may be required to provide a statement from their health care practitioner. Mosaica will require employees using sick leave of three (3) or more days to provide the Company with a note from a health care practitioner authorizing the employee's return to work. Unused sick leave benefits are not payable upon resignation or termination from Mosaica. Sick leave benefits will not accrue while an employee is on unpaid leave of absence. **Unused, earned sick days may be carried over to the next year to a maximum of 10 days.**

**Any employee with an unexcused absence the day before a holiday or the day after a holiday will not be paid for the holiday.**

### **Other Paid Time Off**

#### **Funeral (Bereavement) Leave**

MEI provides all school staff regularly scheduled to work 30 hours or more per week (part time employees on a prorated basis) with up to three (3) working days upon request to make arrangements for and attend funeral services of the employee's spouse, domestic partner, child, foster child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse.

#### **Jury Duty**

Employees should notify their supervisor immediately upon receipt of a notice to report for Jury Duty and a copy of the notice should be provided to the supervisor. Jury Duty is paid; however, any

compensation that an employee receives for performing Jury Duty by the court must be signed over to the school. It is often possible to request and receive postponement of jury duty to the summer months thereby not impacting the learning environment at the school.

### **Unpaid Leaves**

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with MEI. It is the policy of MEI to allow its eligible employees to apply for and be considered for certain specific leaves of absence.

Failure to return to work as scheduled from an approved leave of absence or to inform your Chief Administrative Officer / supervisor of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be submitted in writing to your Chief Administrative Officer / supervisor. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

There are several types of unpaid leaves for which you may be eligible.

### **Family / Medical Leave of Absence**

MEI will not discriminate against employees as a result of the approved use of family care or medical leave or a proper request for such leave. Requests for family care and medical leave will be considered without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status or veteran status.

Eligible employees will receive up to twelve (12) weeks of unpaid, job-protected leave for the following family and medical reasons pursuant to the Family / Medical Leave Act:

1. The birth of an employee's child and to care for the newborn child;
2. The placement and care for a newly adopted or recently-placed foster child;
3. To care for a spouse, child, or parent (but not parent-in-law) who has a serious health condition; or
4. An employee's own serious health condition that renders the employee unable to perform one or more of the essential functions of his or her job.

This Family / Medical Leave of Absence Policy shall be administered in accordance with applicable state and federal laws as follows:

1. Employees are eligible if they have been actively employed for twelve (12) months, and worked at least 1250 hours (an average of twenty-five (25) hours per week) during those twelve (12) months. This twelve- (12) month period "rolls back" from the date of leave to the prior twelve- (12) month period.
2. Employees may request one (1) or more family or medical leaves. However, the total amount of leave taken cannot exceed twelve (12) weeks in any twelve (12) month period. This twelve (12) month period is calculated backwards from the date an employee uses any family and medical leave.
3. You may request intermittent leave or reduced schedule leave to care for a family member with a serious health condition or if you have a serious health condition that warrants such a request.
4. Employees shall be required to give thirty (30) days advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with two (2) weeks advance notification of your intended return date. Failure to do so may delay your return date.

5. In appropriate circumstances, we may require you to be examined by a Company designated physician, at MEI's expense. In the event of a serious health condition to the employee or his or her child, spouse, or parent, creating a need for unforeseeable family or medical leave, the employee must provide us with notice, as soon as practicable, of any needed time off, and a written doctor's certificate.
6. For purposes of this policy, a child is defined as a natural, adopted, foster, stepchild or a legal ward.
7. A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
8. A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving 1) inpatient care in a hospital, nursing home, or hospice; or 2) outpatient care requiring continuing treatment or supervision from a health care professional.
9. Leave of absence rights available to you under other sections of our policy shall be counted towards the total time off available under this section.
10. A Family Care Leave that relates to the birth or adoption of a child must be completed within twelve (12) months of the birth or adoption.
11. Upon completion of a leave granted under this section, you shall be reinstated to your original position, or an equivalent one, unless MEI notifies you that you are a key employee.
12. If, due to your own medical circumstances, you are no longer able to perform your original job, you may apply to transfer to alternate suitable work, if available.
13. While on a leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of twelve (12) weeks leave during any one (1) year period. If your leave extends beyond twelve (12) weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules. If an employee fails to return to work after expiration of the leave, the employee may be required to reimburse the Company for health insurance premiums paid during the leave.
14. Other accumulated fringe benefits such as retirement, service credits, sick pay, vacation pay, and the like, shall be preserved at the level accrued as of commencement of the leave, but shall not accrue further during any such leave period.
15. The pay allowances while on disability leave are based on an employee's length of service, as well as the state in which (s)he is employed. Disability laws may vary from state to state, and at all times our disability leave policy will be in compliance with the laws of the state in which you are employed.
16. If additional family care or medical leave is required you must, prior to expiration of the family care or medical leave, submit additional certification to MEI.
17. Should you seek a leave of absence for reasons other than described above, we will evaluate such a request based on particular circumstances present at that time, including but not limited to your current and anticipated work responsibilities, performance, and company needs. MEI reserves the right to refuse such a request at its sole discretion.

### **Disability (Including Pregnancy) Leave of Absence**

For employees ineligible for FMLA leave or whose FMLA has expired, MEI may grant an unpaid leave of absence for illness, disability or pregnancy. To request a disability leave of absence from your Chief Administrative Officer /supervisor, you should submit, or have someone submit for you, a statement of ill health or disability from your health care practitioner. (Pregnancy is treated, for the purposes of this policy, the same as an illness or disability.) An approved disability leave may be granted for up thirty (30) days. If necessary, you may request extensions in thirty (30) day increments for a maximum of ninety (90) days. Whenever possible, you are required to give as much notice as possible of your pending need for a disability leave of absence.

In the case of pregnancy, please inform your Chief Administrative Officer / supervisor as soon as possible of the date you and your health care practitioner anticipate that you will begin your leave. Your job status will be protected in that we will make every effort to hold your position open for up to twelve weeks, or return you to a similar position if one is available, for which you may be qualified.

At the time the disability leave begins, any accrued personal leave or sick leave will be used. Vacation time previously accrued (but not used) at that time will also be paid if the employee so desires. These benefits do not continue to accrue during a leave of more than thirty (30) days. This policy applies to all employees. You should check with your supervisor or the Human Resource Department to determine your insurance coverage during a leave of absence.

Employees who must remain away from work for more than the period of time allowed above will be considered terminated from employment. They are welcome to re-apply subject to MEI's usual hiring policies.

Employees who develop an illness or physical condition that requires medical treatment or restrictions and precautions will be required to submit a health care practitioner's statement. This statement must give approval that continued full-time employment in his or her present position will not jeopardize his or her health or the safety of others, in the event (s)he continues to work. A similar statement is required upon return from a disability leave.

Should your attendance or job performance suffer during the period preceding and/or following a disability leave, we will accommodate you to the extent provided by law.

### **Military Reserves or National Guard Leave of Absence**

Employees who serve in U. S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued personal leave and unused earned vacation time to the leave if they wish, however, they are not obliged to do so. You are expected to notify your Chief Administrative Officer / supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

### **Accepting Other Employment or Going Into Business While on Leave of Absence**

If you accept any employment or go into business while on a leave of absence from MEI, you will be considered to have voluntarily resigned from employment with MEI as of the day on which you began your leave of absence.

### **Employee Assistance Plan**

MEI provides an Employee Assistance Plan (or EAP) through Reliance Standard Life Health Management Systems of America. The EAP is a professional counseling and referral service designed to help employees with family, emotional or other personal problems. It is free to all employees, voluntary and strictly confidential.

# Safety

## **General Employee Safety**

MEI is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

MEI will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your Chief Administrative Officer / supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each Chief Administrative Officer / supervisor make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

MEI requires that you communicate with your Chief Administrative Officer / supervisor regarding safety issues.

## **Reporting Safety Issues**

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your Chief Administrative Officer / supervisor or designee. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents that occur during the workday. The State Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards that might be present on the job. Should you have any questions or concerns, contact your Chief Administrative Officer / supervisor or designee for more information

## **Parking Lot**

You are encouraged to use the parking areas designated for our employees. Remember to lock your car every day and park within the specified areas.

Courtesy and common sense in parking will help eliminate accidents, personal injuries and damage to your vehicle and/or to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your Chief Administrative Officer / supervisor or designee. MEI cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents.

## **Safety Rules**

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all MEI activities. We want to protect you against injury and illness, as well as minimize the potential loss of production.

Below are some general safety rules to assist you in making safety a regular part of your work. Your Chief Administrative Officer / supervisor may post other safety procedures in your department or work area.

### **Trash Disposal**

Keep sharp objects and dangerous substances out of the trashcan. Items that require special handling should be disposed of in approved containers.

### **Cleaning Up**

To prevent slips and tripping, clean up spills and pick up debris immediately.

### **Preventing Falls**

Keep aisles, work places and stairways clean, clear and well lighted. Walk, don't run. Watch your step.

### **Falling Objects**

Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

### **Work Areas**

Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Keep drawers closed. Open only one drawer at a time.

### **Report Injuries**

Immediately report all injuries, no matter how slight, to your Chief Administrative Officer / supervisor or designee.

### **Ask Questions**

If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted a Chief Administrative Officer / supervisor. Employees will not be asked to perform any task that may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform your Chief Administrative Officer / supervisor at once.

We strongly encourage employee participation and your input on health and safety matters. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is MEI's responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth. Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

### **Weapons**

MEI believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, MEI prohibits all persons who enter school property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy will be police officers, security guards or other persons who have been given written consent by MEI to carry a weapon on the property.

Any employee disregarding this policy will be subject to immediate termination.

## **Fire Prevention**

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your Chief Administrative Officer / supervisor or designee if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

## **In Case of Fire**

If you are aware of a fire, you should:

- Dial 911 or the local fire department.
- If possible, immediately contact your Chief Administrative Officer / supervisor.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

## **Emergency Response Plan**

All schools will provide an Emergency Response Plan that will be reviewed at least annually by the school staff and made available in an area easily accessed by school employees. All staff are responsible for reviewing the ERP and assisting the school's administration in its implementation.

## **Emergency Evacuation**

If you are advised to evacuate the building, you should:

- Stop all work immediately.
- Proceed with students to nearest exit, including emergency exit doors making sure all students are accounted for.
- Contact outside emergency response agencies, if needed.
- Exit quickly, but do not run. **Do not stop for personal belongings.**

Proceed, in an orderly fashion, to a parking lot near the building. Be present and accounted for during roll call.

Do not re-enter the building until instructed to do so.

## **Housekeeping**

Neatness and good housekeeping are signs of efficiency. You are expected to keep your classroom neat and orderly at all times - it is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave, materials, or other objects on the floor that may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your Chief Administrative Officer / supervisor immediately.

### **Office Safety**

Office areas present their own safety hazards. Please be sure to:

- Leave desk, file or cabinet drawers firmly closed when not in use.
- Open only a single drawer of a file cabinet at a time.
- Arrange office space to avoid tripping hazards, such as telephone cords or calculator electrical cords.
- Remember to lift things carefully and to use proper lifting techniques.

### **Security**

Maintaining the security of MEI schools and offices is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave MEI's premises make sure that all entrances and windows are properly locked and secured.

### **Smoking**

In consideration of the reports of the Surgeon General of the United States and in keeping with Mosaica's intent to provide a safe and healthy work environment, smoking as well as the use of any tobacco related product is prohibited throughout the work place as well as anywhere else on the Company grounds ( including school parking lot) at all times.

## Workplace Policies

This Employee Manual is designed to answer many of your questions about the practices and policies of MEI. Feel free to consult with your Chief Administrative Officer / supervisor for help concerning anything you don't understand.

### **Communications**

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all MEI methods of communication, including this Employee Manual, bulletin boards, discussions with your Chief Administrative Officer / supervisor, memoranda, staff meetings, newsletters, training sessions, and company e-mail and intranet.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits. In addition, you may receive letters from MEI. There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information, which will keep you up-to-date on the events here at MEI.

All appropriate federal and state regulations will be posted in a public area.

### **Ethical Professional Conduct and Standards**

Because Mosaica seeks public confidence and trust, all employees of MEI and MEI-managed schools are expected to maintain the highest standards of personal and professional conduct. The decisions employees make and the work employees perform must meet the most demanding ethical standards and demonstrate the highest levels of achievement for their specific responsibilities. These standards include the following:

- ❖ A commitment to the individual student and the belief that each student deserves a first rate education and is distinguished as a capable, unique person with particular interests, needs and abilities; the welfare of children is the first concern of the school community.
- ❖ A commitment to offer students a rigorous program of study dedicated to core subjects and the Paragon Curriculum; the program and learning environment are characterized by truthfulness, equal opportunity, respect, integrity and fairness.
- ❖ A commitment by the company and school leadership teams to provide the type of management that ensures excellence in teaching and learning, community support, and efficiency in operation, including the proper use of school assets (personnel, time, property, equipment and funds).
- ❖ A commitment to support a company and school culture that focuses on high academic standards, good citizenship, responsibility, respect for others, and community involvement in a safe and secure environment.
- ❖ A commitment to maintain just and courteous professional relationships with students, parents, staff members, and others.
- ❖ A commitment to keep professional knowledge and skills current.
- ❖ A commitment to show respect for persons, confidences and information designated as "confidential".

- ❖ A commitment to transact all business with the properly designated authorities of the school and company.
- ❖ A commitment to refrain from using school contacts and privileges to promote partisan politics, sectarian religious views, or self-serving propaganda of any kind.
- ❖ A commitment to act in a collaborative manner with other individuals, working together in a spirit of tolerance and understanding.
- ❖ A commitment to direct constructive criticism to the particular supervisor who has the decision-making responsibility for improving the situation and to always follow the stated communication protocol.
- ❖ To serve as a role model who acknowledges through actions and behaviors the critical value of human relationships in achieving personal and professional goals and organizational purpose.

## **Mosaica Education, Inc. Code of Conduct**

Mosaica Education, Inc. (the “Company”) is committed to conducting its business in accordance with the highest standards of business conduct, and to full and accurate financial disclosure in compliance with applicable laws, rules and regulations. This Code of Conduct which applies to all employees worldwide, including part time, temporary and contract employees sets forth specific policies to guide you in the performance of your duties.

If you have any questions about the Code or its application to a specific situation, you should contact your supervisor, your Human Resources representative, or the General Counsel.

### **We Comply with the Law**

As employees, officers and directors of a global company, each of us must comply with the letter and spirit of every applicable local, state, federal and foreign law or regulation. Violations of these laws can be extremely costly and can subject us to criminal penalties. Each of us is responsible for understanding the laws and regulations that relate to our jobs. Certain laws demand the attention of all of us. These include the following.

**Securities Laws** – You may not buy, sell or recommend to others any company’s stock if you have “material inside information.” Engaging in securities trading while in possession of such information is a violation of both civil and criminal law. Material inside information is any information that, if it were made public, could affect any investor’s decision to buy or sell the stock of a company. All such information should be kept strictly confidential.

**Antitrust Laws** – Antitrust laws generally prohibit agreements with competitors, suppliers or customers that constitute unlawful restraint of trade or price discrimination. This is a complex area, and those whose activities cause them to confront these issues, such as those in sales, must familiarize themselves with the antitrust laws.

**Laws Governing International Activities** - If you are involved in international activities, you must be familiar with the Foreign Corrupt Practices Act. This Act generally prohibits payments to foreign officials to induce actions by them and requires us to maintain accurate books and records and a system of internal controls. We are prohibited from taking any action in support of an international boycott not sanctioned by the U.S. government. If you are involved in our international operations, including the transmission of technical data over the Internet or other electronic means, you must be familiar with the export laws and our policies and procedures.

**Employment Laws** – We are committed to providing a work environment that is free from all forms of discrimination, including sexual harassment and discrimination based on race, color, religion, gender, national origin, age, disability or other protected status. We provide equal opportunity in all of our employment practices and seek to ensure that each one of us is treated with fairness and dignity.

**Occupational Health and Safety and Environmental Laws** – We are committed to providing a healthy and safe work environment. Each of us must abide by Company standards in safety matters, do our part to maintain a healthy and safe work environment and take the necessary steps to ensure our own safety and the safety of others. We do not condone, and we will not tolerate, illegal drug use or abuse of alcohol. We also respect and protect the environment. Therefore, each of us must adhere to environmental laws and regulations.

### **We Avoid Conflicts of Interest**

A conflict of interest exists when an individual's duty of loyalty to the Company is, or is perceived to be, prejudiced by actual or potential personal benefit from another source. Conflicts of interest may result directly through our activities or indirectly through the activities of a family member, a person sharing our household or a person with whom we are associated. You may not solicit or accept salaries, fees, commissions or any other type of compensation from any individual or organization that conducts or seeks to conduct business with Mosaica Education or one of our schools, and you may not have a material financial or other interest in those who deal with Mosaica Education or our schools without written approval from the Company's Chief Executive Officer or the Chairman of the Board. Mosaica's officers and employees may not make a loan or extend credit to or receive a loan or credit from those who deal with Mosaica except from banking institutions in the ordinary course of business. You must not directly or indirectly attempt to influence any decision of the Company in order to derive a personal or financial benefit. In case of doubt, ask.

### **We Protect Confidential Information**

Data, information and documents pertaining to Mosaica Education may be used only in the performance of our duties and may be disclosed or communicated to persons outside of the Company only to the extent that the information is needed by them in connection with their business relations with Mosaica Education, Inc. Each of us is required to keep this information confidential during our employment or other relationship with Mosaica Education, Inc. and after our employment or other relationship terminates. This information includes our student and personnel records, school design and curriculum, our educational technology, any other intellectual property we use, business and financial information pertaining to sales, earnings, balance sheet items, business forecasts, business plans, acquisition strategies and other information of a confidential nature. Any contact from the media should be referred to the Chief Executive Officer, and none of us should speak with the media without the prior approval of senior management.

### **We Use Email and the Internet for Work-Related Activities**

Mosaica Education, Inc. respects the individual privacy of each of us, but these privacy rights do not extend to our work-related conduct or to the use of Mosaica Education or school equipment and facilities, including telephones, email and Internet systems. Mosaica may access and monitor your use of these systems at any time for any business purpose. While we permit the incidental and occasional use of telephones and email for personal use, those messages are treated like work-related messages, and Mosaica may monitor or disclose them, regardless of content. You may not engage in Internet chat rooms or similar Internet communications regarding Mosaica Education, Inc., its schools, or the students who attend them and you may not use the telephones, email and Internet systems for any improper or illegal purpose.

### **We Do Not Make or Accept Improper Payments or Gifts**

Improper payments include anything of more than nominal value given to any person to obtain preferential treatment for either Mosaica Education, Inc. or an employee. You may not solicit or accept gifts or favors of more than nominal value from persons who deal or seek to deal with the Company. Likewise, you may not give such gifts or favors to these persons.

### **We Do Not Use Mosaica Education, Inc. Assets or Funds for Political Contributions**

Except where permitted by law and approved by the Chief Executive Officer or Chairman of the Board, none of us may use funds or assets of Mosaica Education, Inc. to support a political party, committee or candidate. We will not reimburse you for political contributions. If you wish to participate in political activities, you must do so during non-work hours and away from Mosaica Education, Inc. property.

### **We Respect Mosaica Education, Inc. and Each Other**

Respect for Mosaica Education, Inc. means not only avoiding misuse of company funds and property. It includes identifying misuse and waste by others, creating and maintaining accurate books and records, safeguarding all types of information about Mosaica Education, Inc. and the schools it manages, complying with internal controls and procedures and avoiding conduct that interferes with functioning in your position to the best of your ability. Respect for others means respecting their property, their self-esteem and their contributions to the overall success of Mosaica Education, Inc. and our schools.

### **We Acknowledge Special Ethical Obligations for Financial Reporting**

It is of critical importance that our financial statements and those of the schools and other programs we manage be accurate and timely prepared. Depending on their positions with the Company, employees, officers or directors may be called upon to provide information to ensure that the Company's and its schools' reports and public communications are complete, fair and understandable. Mosaica Education expects all of its personnel to take this responsibility seriously and to provide prompt and accurate answers to inquiries related to disclosure requirements and compliance reports. The Chief Executive Officer, Chief Financial Officer and Finance Department personnel have a special role both to adhere to these principles themselves and also to ensure that a culture exists throughout the organization that ensures the fair and timely reporting of our financial results and condition. The Chief Executive Officer, Chief Financial Officer and Finance Department personnel, in addition to adhering to all other provisions of this Code of Conduct, are responsible for promptly bringing to the attention of the Audit Committee of the Board any material information that affects the disclosures made by the Company in its financial statements and for otherwise assisting the Audit Committee and the Board in fulfilling their responsibilities.

### **Your Responsibility**

Adherence to the Code is the obligation of each employee, officer and director. Any failure to comply with the Code will not be tolerated and will result in disciplinary action, which may include termination of employment.

If you have any questions about the Code or how it applies to a particular situation or transaction, you should contact your supervisor, your Human Resources representative or the General Counsel.

If you learn of a situation that you believe may be in conflict with the Code, you should contact your supervisor, your Human Resources representative or the General Counsel immediately. We will keep the information that you provide during an investigation confidential to the greatest extent possible.

## **Whistleblower Hotline**

In order to provide employees, officers and directors a means to report potential wrongdoing, Mosaica Education, Inc. has established a whistleblower hotline telephone number (212-232-0305 ext. 234) and an email address (internalaudit@mosaicaeducation.com).

All allegations will be taken seriously, whether the reporting person is identified or chooses to remain anonymous. The Audit Committee of the Mosaica Board of Directors will receive a report of each complaint and a follow-up report on actions taken.

We will investigate fully any suspected violation of this Code. All of us are required to cooperate fully with any investigation and to provide truthful, complete and accurate information. If requested, we will endeavor keep the information that you provide during an investigation confidential to the extent possible consistent with a full and fair investigation of the allegation.

### **Non-Retaliation**

Any form of retaliation or adverse action against any employee, officer or director for reporting in good faith a suspected violation of this Code or for assisting in a complaint investigation will not be tolerated and is prohibited.

### **Waivers**

Any waiver of this Code for executive officers or directors may be made only by resolution of the Board of Directors or a committee thereof. Any waiver for other officers or employees may be made only by the Chief Executive Officer.

## **Whistleblower Policy**

### **What is a Whistleblower?**

A "Whistleblower" is a person who reveals potential wrongdoing within an organization to those in positions of authority.

### **SCOPE:**

This policy applies to all Mosaica Education, Inc. employees worldwide, including part time, temporary and contract employees. It also applies to employees of schools managed by Mosaica or one of its subsidiaries.

### **PURPOSE:**

Mosaica Education, Inc. is committed to high standards of ethical, moral and legal business conduct. In line with this commitment and Mosaica's commitment to open communication, this policy aims to provide an avenue for employees to raise concerns and receive assurance that they will be protected from reprisals for whistleblowing in good faith.

### **POLICY:**

The whistleblowing policy is intended to cover serious concerns that could have a material impact on Mosaica, such as actions that:

- May lead to incorrect financial reporting;
- Are unlawful;
- Are not in line with company policy, including the Code of Conduct; or
- Otherwise amount to serious improper conduct.

### **SAFEGUARDS:**

#### **Harassment or Victimization**

Harassment or victimization of the complainant will not be tolerated.

#### **Confidentiality**

Every effort will be made to protect the complainant's identity consistent with the obligation to investigate complaints thoroughly and fairly.

## **Anonymous Allegations**

We encourage employees to put their names to allegations because follow-up questions and other investigatory procedures may not be possible unless the source of the information is known.

Nonetheless, concerns expressed anonymously will be investigated, with consideration given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

## **Malicious Allegations**

Malicious allegations may result in disciplinary action.

## **PROCEDURE:**

### **Process For Raising A Concern**

#### **Reporting**

The whistleblowing procedure is intended to be used for serious and sensitive issues.

Serious concerns relating to financial reporting, unethical or illegal conduct should be reported as follows:

- Whistleblower Hotline  
212-232-0305, ext.234 or  
[internalaudit@mosaicaeducation.com](mailto:internalaudit@mosaicaeducation.com)
- Mailing address alternative for written documents:  
  
Director of Internal Audit  
Mosaica Education, Inc.  
42 Broadway, Suite 1039  
New York, New York 10004

Employment-related concerns should continue to be reported through your normal channels such as your supervisor. In those instances where you do not wish to discuss employment-related concerns with your supervisor, please contact your local HR representative or Director of Human Resources at 404-841-2305, Extension 111.

#### **How a Complaint Will Be Handled**

The action taken will depend on the nature of the concern. The Audit Committee of the Mosaica Education Board of Directors receives a report on each complaint and a follow-up report on actions taken.

#### **Initial Inquiries**

Initial inquiries will be made to determine what type of investigation may be appropriate and the form that it should take. Some concerns may be resolved by agreed action without the need for investigation.

#### **Report to Complainant**

The complainant will be given the opportunity to receive follow-up on their concern in two weeks:

- Acknowledging that the concern was received;
- Indicating how the matter will be dealt with;
- Giving an estimate of the time that it will take for a final response;
- Telling them whether initial inquiries have been made;
- Telling them whether further investigations will follow, and if not, why not.

#### **Further Information**

The amount of contact between the complainant and the body investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from the complainant.

#### **Information on Outcome**

Subject to legal constraints the complainant will receive information about the outcome of any investigations. ***Mosaica Education, Inc. reserves the right to modify or amend this policy at any time as it may deem necessary or necessary.***

## Professional Code of Ethics in Testing

Mosaica Education, Inc. (MEI) and the Charter Schools in its network form an academic community dedicated to creating and maintaining an environment for learning that promotes respect, integrity, and human diversity. We are committed to the individual student. We recognize that each student is a capable, unique person with particular interests, needs, abilities and family background, who deserves a first-rate education. We are firmly committed to the collection of high quality, independent and unbiased measures of student academic performance and knowledge. This Code of Ethics defines the principles that are the foundation for fair and accurate test administration and data collection.

Why test?

### The Student:

- ☆ To identify starting points for monitoring year-to-year academic development
- ☆ To help develop a personalized learning plan
- ☆ To determine how best to adapt materials and instructional practices to address each student's needs
- ☆ To identify academic strengths and weaknesses in order to guide the learning process toward achievement of curriculum goals, including possible early intervention strategies
- ☆ To track on-going skill development in incremental measures

### The School Community:

- ☆ To obtain information on which to base instructional decisions
- ☆ To determine instructional gaps that need to be addressed
- ☆ To offer content and teaching strategies that will ensure student mastery of the school's academic standards
- ☆ To use results as one of many sources of data collection by which to gauge school effectiveness
- ☆ To promote student learning

### **Ethics Statement**

Everyone associated with the education of children, including Mosaica Education's corporate staff and leadership team, the schools administrative and leadership teams, the classroom instructional staff and the support staff, has the obligation to provide a classroom atmosphere based on the principles of firm, fair and consistent practices, respect for individual children and the development of responsible citizenship. Everyone associated with the education of children will conduct himself or herself according to professional, ethical principles. Moreover, each professional in this organization will serve as a role model who acknowledges through actions and behaviors the critical value of human relationships in achieving personal and professional goals. We will all abide by the tenets of our organizational purpose of opening portals of opportunity for all students and the families that we serve.

### **Ethics in testing**

#### **The CAO and school leadership team will:**

- ☆ Ensure that school personnel understand the content and protocols of state and local testing policies
- ☆ Implement the school's testing policies/ procedures to ensure that all students are tested fairly
- ☆ Work with the Regional VP, the Director of Curriculum Implementation and MEI's special program coordinator to oversee the ordering and administration of the appropriate national standardized test. This will ensure compliance with the requirements of the school's charter and with NCLB, and will allow the school to take advantage of cost savings and superior customer service.
- ☆ Plan and schedule test administration times according to calendar blocks specified by the examination form. This is vital for norm-group validity
- ☆ Ensure that tests are utilized only for the purposes for which they are designed

- ☆ Inventory shipments and report any discrepancies
- ☆ Ensure test security before, during and after test administration by storing test materials in a secure, locked area
- ☆ Limit access to test materials to school personnel authorized for that purpose. No other personnel should be allowed to handle the materials in any way prior to the administration of the test. Under no circumstances should anyone, include those who have authorized access to handle test materials be allowed to review the tests or analyze test items prior to test administration.
- ☆ Ensure that personnel with access to test materials do not use those materials for personal gain
- ☆ Identify, and train personnel, proctors, and backup personnel for test administrations and appropriate testing procedures and protocols
- ☆ Assign trained proctors, as needed, for test administrations
- ☆ Ensure that test materials are not distributed until immediately prior to the test administration
- ☆ Ensure that each building level test coordinator and test administrator is trained in the implementation of procedural modifications used during test administration
- ☆ Ensure that students who need accommodations in testing receive them
- ☆ Ensure that the need for test modifications is thoroughly documented and that modifications are limited to the documented need
- ☆ Ensure student confidentiality
- ☆ Ensure the appropriate test-taking atmosphere is provided uniformly and consistently throughout the school

**Teachers will:**

- ☆ Provide instruction that meets or exceeds the standard course of study that addresses the needs of the specific students in the class
- ☆ Help students to improve test-taking skills by:
  - Promoting student understanding as to why tests are administered
  - Maintaining a positive attitude, with awareness that students are highly influenced by the attitude of the teacher
  - Familiarizing students with test question formats and test terminology throughout the regular course of classroom instruction
  - Teaching them test-taking strategies and providing practice sessions to help them understand:
    1. How to mark the answers in a booklet or in the document
    2. Why it is vital to follow along with the teacher
    3. How to pace themselves
    4. What to do when they don't know an answer to a question
  - Teaching proactive and ethical ways to prepare for test-taking
  - Empowering students to recognize what they have learned and mastered to prepare for the test thus lessening their test-taking anxiety and helping them to recognize their test readiness
  - Explaining that even though they will do their best, they may not know the answers to all questions
- ☆ Maintain test security and accountability of test materials
- ☆ Administer tests according to the directions in the administration manual and other materials developed by the test publisher
- ☆ Administer tests to all eligible students
- ☆ Read the directions exactly the way they are written in the manual
- ☆ Monitor student test taking behavior as they are involved in the tasks
- ☆ Supervise proctors during the testing sessions to maintain standardization
- ☆ Maintain the time limitations, as prescribed in the administration manual
- ☆ Ensure that no student or class group is given an advantage
- ☆ Ensure that no student or class group is put at a disadvantage
- ☆ Ensure that all students have the same opportunity to demonstrate their achievement of the content presented by the test
- ☆ Maintain accurate records using the matrix provided with test material
- ☆ Report all testing irregularities to the school test coordinator or CAO
- ☆ Provide a positive test-taking climate
- ☆ Ensure that testing materials and procedures are not used for personal gain

## **Analysis and Reporting**

- ☆ Test scores will be used appropriately and school personnel will analyze and report test data ethically and within the limitations prescribed by state and local mandates and MEI guidelines
- ☆ Confidentiality of individual students' results will be maintained at all times
- ☆ Test items or associated materials on a secure test shall not be shared with the public
- ☆ Data analysis of test scores for decision-making purposes shall be based upon appropriate standards

Unethical Testing Practices include, but are not limited to, the following:

- ☆ Encouraging students to be absent the day of testing
- ☆ Undermining the importance of the test, so as to skew the data
- ☆ Using secure test items for instruction
- ☆ Changing student responses at any time
- ☆ Interpreting, explaining, or paraphrasing the test directions or the test items
- ☆ Reclassifying students solely for the purpose of avoiding mandated testing
- ☆ Not testing all eligible students
- ☆ Failing to provide needed modifications during testing, if available
- ☆ Modifying scoring programs including answer keys, equating files, and lookup tables
- ☆ Modifying student records solely for the purpose of raising test scores
- ☆ Misleading the public concerning the results and interpretations of test data
- ☆ Using testing materials and procedures for personal gain

## **Computer Software (Unauthorized Copying)**

MEI does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless the manufacturer does not provide a backup copy. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including \$250,000, and jail terms of up to five (5) years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

1. MEI licenses the use of computer software from a variety of outside companies. MEI does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, MEI employees shall use the software only in accordance with the software publisher's license agreement.
3. MEI employees learning of any misuse of software or related documentation within the company must notify their Chief Administrative Officer / supervisor or MEI legal counsel immediately.
4. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. MEI employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

## **Telephone, Computer, Electronic Mail, and Voice Mail Usage Policy**

MEI makes every effort to provide the best available technology to those performing services for MEI. In this regard, MEI has installed, at substantial expense, equipment such as telephones, computers, electronic mail, and voice mail. This policy is to advise those who use our business equipment on the subject of access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received by MEI's employees with the use of MEI's equipment.

This policy also sets forth policies on the proper use of the telephone, computer, voice mail, and electronic mail systems provided by MEI.

MEI property, including telephones, computers, electronic mail and voice mail, should only be used for conducting company business.

Incidental and occasional personal use of company computers and our voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below.

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Although MEI provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information, voice mail and electronic mail messages are to be considered as company records.

MEI also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, MEI must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because MEI reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that MEI or its designated representatives will not have a need to access and review this information. Individuals using MEI's business equipment should also have no expectation that any information stored on their computer - whether the information is contained on a computer hard drive, computer disks or in any other manner - will be private.

MEI has the right to, but does not regularly monitor voice mail or electronic mail messages. MEI will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means. The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by MEI if necessary within or outside of MEI. Given MEI's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

MEI's CEO will review any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

## **Telephone Use**

When at work and on duty, telephones are to be used for school/job-related purposes and for personal emergencies only. Personal emergencies are interpreted as critical quality of life activities, for example, communicating with physicians and medical labs regarding health advisement issues, lab tests, etc. relating to yourself or a member of your immediate family and other reasons conforming to the character of the foregoing. To avoid misunderstandings regarding personal emergency calls, it is advisable to alert your supervisor, or their designee, regarding any special circumstances that may require personal use of business phones.

## **Property/Computer Distribution and Use Policy**

All MEI/charter school property issued to you, including all documents, records, data, notebooks, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, other documents or property, or reproductions of any aforementioned items, computer equipment, keys, petty cash and all other property belonging to Mosaica Education, Inc. or this charter school must be returned to MEI at the time of your termination. You will be asked to sign an Exit Certification Form upon termination stating that you have returned all property issued to you from MEI. You may be held responsible for any lost or damaged items.

## **School Employee Use of Technology Policy and Ethics Agreement**

### **Technology**

- All employees are responsible for appropriate technology use of the company's and the school's computing network, services and resources for the sole purpose related to their employment. This use is a privilege that can be revoked and sanctioned at any time.
- All employees should know that computer files, data, email and voice mail are not private and are subject to monitoring to insure the security and integrity of the system. The network should not be used to transmit confidential information about students, employees, or school affairs.
- Employees should obey the school's computing and technology policies and regulations. Failure to do so will cause disciplinary action, revocation of the user account, and legal action as appropriate
- The school's administrative team will provide to all employees using the network, copies of related policies, regulation and school guidelines.
- Employees are responsible and accountable for receiving scheduled training and staff development.
- Employees should keep personal account numbers, home addresses and phone numbers private. Employees will use the system only under the account provided through the school.
- Employees will not use the system for personal gain, advertisement, and political and commercial use.
- Employees will follow copyright law, and will not engage in unethical practices forbidden by the school or the law. Copyright material may be downloaded for personal use only in accordance with copyright law.
- Employees will not use the system to transmit obscene, threatening, disruptive or sexually explicit material. Transmission of dangerous information that can cause bodily harm, harassment and defamation is strictly prohibited.
- Vandalism, including uploading, downloading, or creating computer viruses and malicious attempts to destroy or disrupt school equipment, data or any other user will result in the cancellation of user privilege, school disciplinary action and legal prosecution.
- Employees will not read other user's email or files or interfere with other user's ability to transmit and receive email. Employees will not try to delete, copy, modify or forge other user's mail, date or files.
- All employees will report any breach of security or abuse of the network to the appropriate staff.

## Ethics Statement

- Employees will only use the network and services for the purpose of MEI employment.
- Authorized functions will include: log on identification, password, workstation identification, user identification, and file's protection procedures.
- Employees will not disclose sensitive and security information related to the system and will not release or share unauthorized and personal information about others or myself over the system.
- Employees are responsible to know the policies related to the ethical use of e-mail
- Employees will read and will follow the policies for web page design.
- Employees agree to follow all laws; policies and procedures related to security, copyright, privacy, licensing, and computer ethics rules as described under the school guidelines.
- Any policy violation with the terms of this agreement is the employee's responsibility to report through appropriate channels.
- Employees understand the terms of this agreement and accept responsibility for following the school's ethics code for technology use. Furthermore, employees who should violate this agreement will be subject to disciplinary action and possibly legal prosecution.

## Dress Code and Personal Appearance

A neat, clean, and professional appearance by the entire staff is very important to the environment of the company and the school. Wearing acceptable clothing, keeping fingernails at an appropriate length, etc., are necessary to maintain professional standards, and yet we recognize the need for comfortable clothing for our teaching staff.

Our expectation is that all clothing should be in good repair, wrinkle free and clean. Some examples of acceptable clothing would be: pants, shirts, skirts, dresses, sweaters, culottes and sensible shoes (high heels only under 2"). A jacket or sweater must be worn over all sleeveless dresses or shirts. ***If questions arise regarding appropriateness of dress and grooming the decision of the supervisor/CAO and will be final.***

The following types of clothing are examples of, but not limited to, what is *not* acceptable: tube-tops, halter tops, blue jeans, cut-off's, shorts, shirts with unacceptable logos, torn or frayed clothing, denim, revealing clothing, sweat pants, flip flops, open toed shoes, excessively long dangling jewelry. Other than earrings, jewelry for body piercing should not be worn at work. Body tattoos that are visible and considered by the supervisor to be offensive will need to be covered while at work or attending school functions. Please understand that you are expected to dress and groom yourself in accordance with accepted professional and business standards including hair color and style. Men are required to wear collared shirts and neckties. Pique/polo shirts with the company or school logo paired with pants/skirts may be worn on days or occasions designated by the supervisor/CAO.

## Drug-Free Workplace Policy

Employees who violate any of the following work rules will be subject to discipline up to and including discharge.

- a. Use, possession, manufacture, distribution, dispensation, or sale of illegal drugs or alcohol, on employer premises, in employer-supplied vehicles, or during working hours.
- b. Being under the influence of an illegal drug or alcohol on employer premises, in employers supplied vehicles, or during work hours. "Being under the influence" of alcohol is defined as a blood alcohol content of .04; "being under influence" of an illegal drug is defined as testing positive at a specified level.
- c. Refusing consent to testing or refusing to submit a urine, blood, breath, or other sample when requested by management.
- d. Refusing to submit to an inspection when requested by management.

- e. Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled.
- f. Conviction under any criminal drug statute, or failure to inform the employer within one (1) day after a conviction.
- g. Use or possession of an illegal drug during non-work time.

All applicants and employees will be subject to pre-employment and reasonable suspicion substance abuse testing.

Under certain circumstances the employer will consider continuing the employment of an employee who has violated a substance abuse rule on a one time only basis, or of an employee who has volunteered that (s)he has a substance abuse problem, provided the employee has entered into an approved treatment or counseling program. A determination of continued employment will be based upon consideration of the nature of the rule violated, the specific circumstances involved, as well as the employee's overall work record. A second rule violation will result in automatic employment termination.

Employees who enter into a drug or alcohol treatment or a counseling program may, at the employer's discretion, be required to comply with more stringent testing or other requirements than found in this policy.

#### **No Solicitation/ Distribution Policy**

Non-employee visitors have a limited right of access to our facilities and should only be on our property for purposes directly related to company business or, in the case of parents, their children's education. Visitors who are not visiting for the purpose of directly dealing with company business or their child should report to the Administrative Office and will only be allowed visitation for purposes of proper sales or maintenance and repair. Non-entities may not solicit or distribute literature on MEI or Academy property for any purposes. Exceptions to this policy can be obtained only through administrative approval to non-employee representatives of a limited number of charitable non-profit organizations.

Employees may not engage in solicitation or in the distribution of literature during working time in working areas. Working time means the period scheduled for the performance of job duties, not including meal times, break times, or other periods when employees are properly not engaged in performing work-related duties. Employees on their meal times, break times, or other non-working times may not solicit or distribute literature to other employees during the working time of such employees.

Bulletin boards on employer property are to be used for official purposes only to notify employees about information approved in advance by management. Only those management employees designated by Mosaica, Education, Inc. may post material on, or remove material from, official bulletin boards.

#### **Expense Reimbursement**

You must have your Chief Administrative Officer / supervisor's written authorization (usually by way of a requisition or purchase order) prior to incurring an expense on behalf of MEI or the Academy. To be reimbursed for all authorized expenses, you must submit an expense report accompanied by itemized, original receipts and it must be approved by your Chief Administrative Officer / supervisor. Please submit your expense report each week, as you incur authorized reimbursable expenses. In order for MEI to keep records and accounting accurate and current, expense reports older than three (3) months may not be honored.

### **Personal Use of Company Property**

In some instances, employees may be allowed to borrow certain MEI or Academy equipment for their own personal use while on our premises unless it conflicts with Board policy. In no instance may this be done off our premises, or without prior management approval. You understand and agree that MEI is not liable for personal injury incurred during the use of company property for personal projects. As a MEI employee, you accept full responsibility for any and all liabilities for injuries or losses that occur, or for the malfunction of equipment. You are responsible for returning the equipment in good condition, and you agree that you are required to pay for any damages that occur while using the equipment for personal projects.

### **Relatives**

Mosaica recognizes that it may employ members of the same family. However, one family member may not directly or indirectly supervise another or process, review, or audit the work of another without written approval from the supervisor of the highest-ranking employee. Furthermore, confidential information may never be shared among family members employed by Mosaica. Confidential information includes, without limitation, student and employee confidential information, "know how", trade secrets, customer lists, operational methods, curriculum development, research projects and any other business affairs of Mosaica not generally known to the public.

### **Violence in the Workplace Policy**

MEI has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect MEI/Academy or which occur on MEI/Academy property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at MEI, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on MEI/Academy premises, regardless of the relationship between MEI and the parties involved.
2. All threats or acts of violence occurring off MEI's premises involving someone who is acting in the capacity of a representative of MEI.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. Intentional destruction or threatening to destroy MEI/Academy property.
4. Making harassing or threatening phone calls.
5. Harassing surveillance or stalking (following or watching someone).
6. Unauthorized possession or inappropriate use of firearms or weapons.

MEI prohibition against threats and acts of violence applies to all persons involved in MEI's operation, including but not limited to personnel, contract, and temporary workers and anyone else on MEI/Academy property. Violations of this policy by any individual on MEI/Academy property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to your Chief Administrative Officer / supervisor.

## **Corrective Action**

Because of our mission to provide a world-class education through teaching and example, MEI maintains the highest standards of conduct and job performance for all its employees. We value and acknowledge every employee's effort to meet those standards.

We also recognize, that on occasion there will be individual lapses in conduct and/or performance. The principle purpose of the corrective action process is corrective, not punitive. When appropriate, employees are provided a reasonable opportunity to improve if appropriate. Corrective action may be initiated at any time during an employee's service with the school.

⇒ **Performance** is how an employee performs his or her job

⇒ **Conduct** is how an employee behaves on the job

The corrective action process generally consists of four steps:

1. Verbal Warning
2. Written Warning
3. Final Warning
4. Termination of Employment

In some situations circumstances may warrant skipping one or more steps in the process. The Regional Vice President and the Human Resources Department will be consulted prior to this occurring. Corrective action is an ongoing process taking prior infractions into account. The process does not start over each time a different problem arises.

Every effort will be made to investigate completely the circumstances prior to taking corrective action.

All corrective action will remain in effect for the period of the warning. If there are no further infractions during the warning period, the corrective action will be considered inactive for the purposes of this procedure. Documentation will not be discarded, but will be retained in the confidential section of the employee's personnel file.

**An employee with a current corrective action on file is not eligible for promotions or transfers during the warning period. An employee with a current Written or Final Warning is ineligible for a salary increase.**

All employees will be treated in a fair and consistent manner with regard to any corrective action taken.

## **Separation of Employment**

### **Termination of Employment**

MEI operates under the principle of at-will employment. This means that neither you nor MEI has entered into a contract regarding the duration of your employment. You are free to terminate your employment with MEI at any time, with or without reason. Likewise, MEI has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of MEI.

If you find it necessary to resign, you should provide at least two weeks (instructional staff and leadership staff must provide three weeks) advance notice in writing to your supervisor indicating the last day of work. This date will be considered the effective date of your resignation.

Company property such as keys, computers, credit cards, forms, money, etc., must be returned by each employee and access codes and passwords disclosed to the Chief Administrative Officer/designee prior to the last day of work.

If you have Direct Deposit your final pay will be issued as a live check. If you are not able to pick up your final paycheck in person, then your check will be mailed to your last known address. It is your responsibility to notify the school of any address, telephone or other changes in contact information. Please note that your failure to submit changes in a timely manner may lead to a delay in you receiving your final paycheck, tax (W-2), and benefits information.

### **Insurance Conversion Privileges**

According to the Federal Consolidated Omnibus Budget Recalculated Act (COBRA) of 1985, in the event of your termination of employment with MEI, except for gross misconduct or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense.

At your exit interview or shortly after termination, you will receive a letter that defines how you can continue the medical, dental and vision insurance coverage you currently have as an employee who is eligible for continuation. Consult your Chief Administrative Officer / Benefits Coordinator for additional details.

### **Exit Interview**

In the event of your resignation, your CAO or MEI management will make every attempt to conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about the school. During the exit interview, you can provide insights into areas for improvement that MEI can make.

In the event you would like to submit this information confidentially you may request an Exit Survey Form. Once you have completed the form it should be forwarded to the Human Resources Department.

### **Return of Company Property**

All MEI/charter school property issued to you, including all documents, records, data, notebooks, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, other documents or property, or reproductions of any aforementioned items, computer equipment, passwords, keys, petty cash and all other property belonging to Mosaica Education, Inc. or the Academy must be returned to the Chief Administrative Officer/supervisor at the time of your termination of employment. You will be asked to sign an Exit Certification Form upon termination stating that you have returned all property. You may be held responsible for any lost or damaged items.

**Former Employees**

Depending on the circumstances, MEI may consider a former employee for re-employment. Such applicants are subject to MEI's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with MEI.

**Post-Employment Inquiries**

The school will not respond to oral requests for references. In the event your employment with the school is terminated, either voluntarily or involuntarily, your Chief Administrative Officer / supervisor, may be able to provide a reference to potential employers only if you have completed and signed a release form.

As an employee of MEI, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, please forward the information request to your Chief Administrative Officer / supervisor or designee.

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# Receipt and Acknowledgment of the MEI Employee Manual

Please read the following statements, sign below and return to your  
Chief Administrative Officer /Supervisor.

## **Understanding and Acknowledging Receipt of the MEI Employee Manual**

I have received a copy of the Mosaica Education, Inc. (MEI) Employee Manual and have read, understood and agree to abide by the outlined policies. I understand that the policies and benefits described in it are subject to change at the sole discretion of MEI at any time.

## **At-Will Employment**

I further understand that my employment is at-will, and neither myself nor MEI has entered into a contract regarding the duration of my employment. I am free to terminate my employment with MEI at any time, with or without reason. Likewise, MEI has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of MEI. No employee of MEI can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the Chief Executive Officer.

## **Confidential Information/Non-Solicitation**

I am aware that during the course of my employment confidential information will be made available to me. I understand that this information is proprietary and critical to the success of MEI and must not be given out or used outside of MEI's premises or with non-MEI employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to disclose, utilize, or exploit this information with any other individual or company and will return all proprietary materials, without retaining any copies, to Mosaica Education, Inc.

In addition, and without limiting the foregoing provisions, I hereby further agree that during my employment and for a period of three years from any termination of my employment, I will not solicit or aid in the solicitation of:

- (1) any schools managed by MEI or its affiliates
- (2) any schools that MEI or its affiliates are discussing or proposing to manage

to use or employ any other management company or manager or to operate without a management company or manager.

I also agree for such three-year period not to solicit any employees or consultants of MEI or its affiliates to join any other school or organization that manages or provides services to schools.

## **Business Conduct, Professional Conduct and Ethics In Testing**

I have received and read MEI's policies relating to Ethical Conduct and Standards, Code of Conduct, Whistleblower Policy and Professional Code of Ethics in Testing. I understand and will agree to abide by these policies.

## **Acknowledgement**

By signing this acknowledgement, I hereby confirm my understanding and agreement to abide by all policies set forth by Mosaica Education, Inc.

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

\_\_\_\_\_  
Position

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

\_\_\_\_\_  
Date