

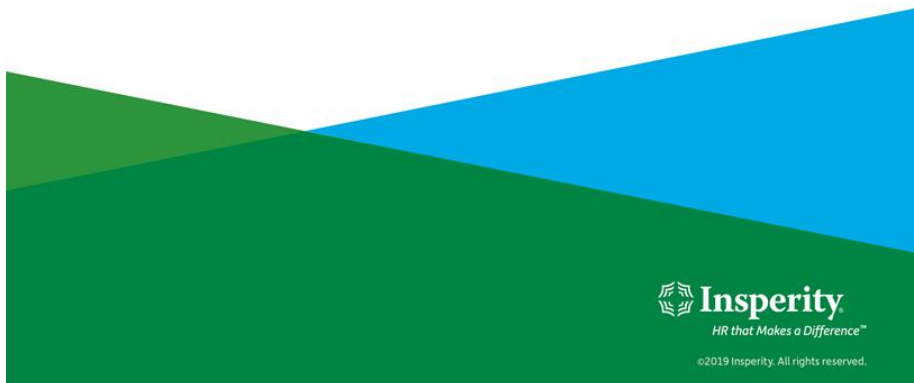
Employee Handbook for the Employees of



Employee Handbook

School Year 2025-2026

Board Approved: May 2025



ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with Insight School of Oregon - Painted Hills. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as major sources of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Insight School of Oregon - Painted Hills adheres to the policy of employment at will, which permits the Company or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Company representative other than the President may modify "at-will" status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally, and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Company documents. The information in these official Company documents takes precedence over anything stated in this handbook or by any manager.

This handbook states only general Company guidelines. The Company may, at any time, in its sole discretion, modify or vary anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the President.

This handbook supersedes all prior handbooks.

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Section 1 - WELCOME TO INSIGHT SCHOOL OF OREGON - PAINTED HILLS

1-1 WELCOME TO INSIGHT OF SCHOOL OF OREGON - PAINTED HILLS

Insight School of Oregon - Painted Hills (also known internally as “Online Oregon Schools,” and as ISOR-PH as established by the school board) consists of three full-time online schools providing education for students’ grades K through 12:

- Insight School of Oregon-Painted Hills (7-12)
- Destinations Career Academy of Oregon (9-12)
- Cascade Virtual Academy (K-12)

Students attending ISOR-PH come from all educational backgrounds and from all over the state. They also have many different reasons for choosing an online school to be the right fit for them.

ISOR-PH combines state-of-the-art online teaching techniques with highly qualified, Oregon-certified teachers to create an environment where students feel engaged, empowered, and challenged.

Our goal is to make a significant impact on the students we serve. We expect you to treat every student as if they were your own and approach each day with enthusiasm and a positive attitude. Plan to respond to our constituents, students, parents, and fellow staff in 24 hours, with no exceptions, and no excuses. Together, we can help every student reach their academic potential.

We hope you will find your employment at ISOR-PH a rewarding experience. We look forward to the opportunity of working together to create a successful school experience for our students and families.

[School Directory](#)

Section 2 - INTRODUCTION

2-1 INTRODUCTION

An interesting and challenging experience awaits you as an employee of ISOR-PH and Insperity (collectively “the Company”). We have written this handbook to answer some of the questions you may have concerning the policies of the Company. Please read it thoroughly and retain it for future reference. Should you have any questions regarding any policies, please ask the on-site supervisor or your Insperity Human Resources specialist for assistance.

In connection with your employment with ISOR-PH, Insperity handles the administrative responsibilities for Human Resources related issues such as payroll processing and benefits, and it supports ISOR-PH in many personnel issues. ISOR-PH handles the day-to-day activities related to its core operations. You should have already signed an Employment Agreement outlining your employment relationship with Insperity. Questions relating to payroll, benefits, or Human Resources issues should be directed to either the on-site supervisor or Insperity’s payroll or Human Resources specialist.

2-2 DEFINITIONS

- The term "Employee," as used throughout this handbook, refers to those individuals employed by both ISOR-PH and Insperity.
- The term "employment," as used throughout this handbook, refers to your employment with ISOR-PH and Insperity.
- The term "Company," as used throughout this handbook, refers to both ISOR-PH and Insperity.
- The term "client company," as used throughout this handbook, refers to the separate business entity that enters a contractual relationship with Insperity.

- The term "on-site supervisor," as used throughout this handbook, refers to Insperity's designated contact at ISOR-PH. The on-site supervisor may, at their discretion, delegate responsibilities contained in these policies to other supervisory personnel.

This handbook is not a contract guaranteeing employment for any specific duration. Your employment with Insperity is "at-will". Your employment with ISOR-PH is also "at-will" unless a duly authorized employment agreement with ISOR-PH provides otherwise. An "at-will" employment relationship means that both you and the Company have the right to terminate your employment at any time. No supervisor, manager, or representative of the Company, other than the Executive Director or an Insperity President or Vice President, has the authority to change your "at-will" status, enter into any agreement for employment for any specified period, or make any promises or commitments contrary to the foregoing.

ISOR-PH, however, maintains the ability to enter into employment agreements independent of Insperity. Such agreements are not duly authorized and enforceable unless they are in writing and signed by both you and the Executive Director of ISOR-PH. If you enter into a duly authorized employment agreement with ISOR-PH regarding any aspect of your employment, it is not binding on Insperity and does not alter the "at-will" nature of your employment with Insperity.

2-3 NOTICE TO EMPLOYEES

This Employee Handbook supersedes all previous Company handbooks and policies, other than the policy of "at-will" employment, which may only be changed by a written document signed by either the Executive Director or an Insperity president or vice president. In addition, this handbook supersedes all prior management memoranda to the extent that such memorandum contradicts a subject or policy covered herein.

This is a multi-state handbook. Please note that some policies found in the handbook are written to comply with Federal law guidelines. In the case where state laws differ from Federal laws, the more favorable law for employees will take precedence. For state-specific policies, please refer to the appropriate policies where noted.

2-4 INSPERITY ONLINE SERVICES

Visit Insperity online to access training, secure personal information, and work tools. Go to <http://portal.insperity.com> and click CREATE ACCOUNT. Follow the steps below to log in and begin using Insperity Premier™:

Step 1: Enter your last name and date of birth

Step 2: Enter one of the following to identify yourself:

- Your Social Security Number
- Your Individual Taxpayer Identification Number (ITIN)
- Your Insperity ID (this can be found on your pay stub)

Step 3: Enter the username and password of your choice. Then follow the remaining prompts to create the account.

Your personal information is accessible only to you through multiple layers of security and industry-standard data encryption. Since payroll information and other sensitive data are accessible through your account, it is important that you do not share your username and password with others.

Contact Insperity's Contact Center toll-free at 866-715-3552, Monday through Friday from 7:00 a.m. to 7:00 p.m., CST for questions about Insperity Premier™ and your Insperity benefits.

Employment Verifications

Requests for employment verifications, for current or former employees, should be directed to Insperity's Contact Center at 866-715-3552, option 5. Insperity will only release your last title and dates of employment, unless you have authorized in writing certain additional information to be provided.

2-5 CHANGE IN POLICY

The policies in this handbook are subject to change at the sole discretion of the Company. We will notify you of these changes by appropriate means. Changes will be effective on dates determined by

the Company, and you may not rely on policies that have been superseded. No supervisor or manager has any authority to alter the foregoing.

If you are uncertain about any policy or procedure, please check with the on-site supervisor.

Section 3 - GOVERNING PRINCIPLES OF EMPLOYMENT

3-1 "AT-WILL" EMPLOYMENT

Your employment with Insperity is "at-will". Your employment with ISOR-PH is also at will unless a duly authorized employment agreement with ISOR-PH provides otherwise. As an "at-will" employee, you have not entered into a contract regarding the duration of your employment, which means you are free to terminate your employment with the Company at any time, with or without reason. Likewise, the Company, at its discretion, has the right to terminate your employment, discipline, transfer, or demote you at any time, with or without reason, if not otherwise prohibited by law. As provided in the "Handbook Acknowledgement," nothing in this handbook creates or is intended to create a promise or representation of continued employment. This handbook supersedes all prior handbooks, written documents (except duly authorized employment agreements), or oral or implied representations that might otherwise contradict the "at-will" nature of your employment.

3-2 EQUAL EMPLOYMENT OPPORTUNITY

Insight School of Oregon - Painted Hills is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Insight School of Oregon - Painted Hills's management team is dedicated to this policy concerning recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their supervisor. Insight School of Oregon - Painted Hills will not allow any form of retaliation against employees who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact their supervisor. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted under this policy.

3-3 REASONABLE ACCOMMODATIONS & INTERACTIVE DIALOGUE

Insight School of Oregon - Painted Hills is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including, but not limited to, the Americans with Disabilities Act (ADA). To that end, we will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for whom Insight School of Oregon - Painted Hills has notice may require such an accommodation, without regard to any protected classifications, related to an individual:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment;
- Sincerely held religious beliefs and practices;
- Needs as a victim of domestic violence, sex offenses, or stalking;
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason required by applicable law, unless the accommodation imposes undue hardship on the operation of our business.

Any individual who would like to request accommodation based on any of the reasons set forth above should contact your supervisor or Insperity human resource specialist. Accommodation requests can be made in writing using a form that can be obtained from your supervisor or Insperity human resource specialist. If an individual who has requested accommodation has not received an initial response within five (5) business days, the employee should contact your supervisor or Insperity human resource specialist.

After receiving a request for accommodation or learning indirectly that the employee may require such accommodation, Insight School of Oregon - Painted Hills will engage in an interactive dialogue with the employee.

Even if the employee has not formally requested an accommodation, Insight School of Oregon - Painted Hills may initiate an interactive dialogue under certain circumstances, such as when Insight School of Oregon - Painted Hills has knowledge that the employee's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event Insight School of Oregon - Painted Hills initiates an interactive dialogue with an employee, it should not be construed

as Insight School of Oregon - Painted Hills's belief an individual requires an accommodation, but will serve as an invitation for the employee to share with Insight School of Oregon - Painted Hills any information the employee desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, Insight School of Oregon - Painted Hills will communicate openly and in good faith with the employee promptly to determine whether and how Insight School of Oregon - Painted Hills may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, Insight School of Oregon - Painted Hills will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the employee. Insight School of Oregon - Painted Hills is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitations.

As part of the interactive dialogue, Insight School of Oregon - Painted Hills reserves the right to request supporting documentation, to the maximum extent permitted by applicable law.

Insight School of Oregon - Painted Hills will endeavor to keep confidential all communications regarding requests for reasonable accommodation and all circumstances surrounding the employee's underlying reason for needing accommodation.

Insight School of Oregon - Painted Hills will not allow any form of retaliation against employees who have requested an accommodation, for whom Insight School of Oregon - Painted Hills has notice may require such an accommodation, or who otherwise engage in the interactive dialogue process.

Employees with questions regarding this policy should contact their supervisor or Insperity human resource specialist.

3-4 CLASSIFICATIONS OF EMPLOYMENT

For purposes of salary administration and eligibility for overtime payments and employment benefits, the Company classifies its employees as follows:

Full-time Regular Employees: *Employees* hired to work a normal, full-time workweek of thirty (30) hours or more regularly. Such employees may be "exempt" or "nonexempt" as defined below.

Part-time Regular Employees: *Employees* hired to work fewer than thirty (30) hours per week regularly. Such employees may be "exempt" or "nonexempt" as defined below.

Temporary Employees: *Employees* engaged to work full-time or part-time with the understanding that their employment will be terminated no later than upon completion of a specific project or assignment. A temporary employee may be offered, and may accept, a new temporary assignment and thus still retain temporary status. Such employees may be "exempt" or "nonexempt" as defined below. Individuals contracted from temporary employment agencies for specific assignments are considered employees of the respective agency and are not considered employees of the Company. Temporary agency employees are paid by the respective agency and should not be on the Company payroll.

Nonexempt Employees: Employees who are required to be paid at least minimum wage and overtime at the federal, state, or local prescribed wage rate, whichever is higher. Nonexempt employees are required to complete and provide accurate records of their hours worked.

Exempt Employees: *Employees* who are not eligible for overtime and in some cases also not subject to minimum wage regulations, in accordance with applicable federal, state, and local wage and hour laws. Executives, professional employees, outside sales representatives, certain computer professionals, and some administrative employees are typically exempt.

Licensed Employees – Employees who hold a specific license/credential per requirements for employment in a position.

Classified Employees – Management and office administrative employees employed on a 12-month calendar basis.

Administrator – Management employees requiring a license employed on a 12-month calendar basis.

3-5 NOTICE TO EMPLOYEES OF REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT

By May 30th of the current school year Administration will provide reasonable assurance of continued employment for the next school year to classified staff (includes all employees of a public school district except those for whom a teaching or administrative license is required as a basis for employment in a public school district).

3-6 YOUR EMPLOYMENT RECORDS

To obtain their position, employees have to provide personal information, such as an address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing their supervisor of any changes. Employees also should inform their supervisor of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problems.

To ensure that your personnel file is always up to date, notify your supervisor or your payroll specialist of any changes in your name, telephone number, home address, withholding instructions, number of dependents, beneficiary designations, or the individuals to notify in case of an emergency. Additionally, complete and forward an Employee Change of Personal Information form to your Insperity payroll specialist or you may update your file through the Insperity Premier™ at <http://portal.insperity.com>. Assistance may also be provided through the Insperity Contact Center at 866-715-3552, 7AM-7PM CT Monday-Friday.

3-7 EMPLOYMENT OF RELATIVES

The Company permits the employment of qualified relatives of employees so long as such employment does not, in the opinion of the Company, create actual or perceived conflicts of interest.

For purposes of this policy, "relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. The Company will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood or marriage are permitted to work in the same Company facility provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative.
- No relatives are permitted to work in the same department or in any other positions in which the Company believes an inherent conflict of interest may exist.

This policy applies to all categories of employment at the Company, including regular, temporary, and part-time classifications.

3-8 OUTSIDE EMPLOYMENT

Employee shall not engage in other employment that will materially impair in any way the Employee's ability to carry out his or her duties and responsibilities under this Agreement. The duties and responsibilities of Teachers working for the school are substantial and ensuring the school's students receive quality instruction is fundamental to the school's mission. Employees acknowledge the substantial nature and importance of the school's students receiving quality instruction. In furtherance of this School objective, Employee agrees that it will seek prior approval from the Board before it engages in activities pursued outside the school which:

1. will result in an Employee regularly receiving monetary compensation for more than 1.5 FTE (the equivalent of 60 hours of work per week) from all his or her employers (including the school); or
2. involves the Employee engaging in a business which together with employment at the school often results in the Employee exceeding the equivalent of a 60- hour work week.

Employees wishing to seek prior approval should initiate the process by submitting a written request to the School Administrator which outlines the extent of work or employment activities more than a 60-hour work week Employee proposes to pursue. Any written request should also describe all specific mitigating factors that would help explain why: given the facts– that exceeding a 60-hour work week, or its equivalent would not impact the Employee/Teacher’s delivery of quality instruction or ability to perform his or her other job duties. Once a written request is made, the School Administrator will confer with the Employee making the request and then forward the request with a recommendation to the Board for a decision.

3-9 TEACHER EVALUATION

Evaluation Policy: Staff will be evaluated in accordance with the Board approved Professional Educator Evaluation System.

Evaluators:

Licensed administrators will perform all staff formal evaluations.

Licensed administrators may use feedback from members of the administrative team for informal evaluations

Ethics:

The administration will adhere to the following ethical guidelines.

- **Consistency** – By adhering to the objective evaluation rubrics, we honor all staff and help to ensure that the process does provide meaningful feedback, improve instructional practice, lead to professional growth, and ultimately improve student learning. By using consistent data points, we help to ensure that the process is uniform. Evaluators who are concerned about a conflict of interest must work with Human Resources to have the employee evaluation assigned to another evaluator.
- **Confidentiality** – As an administration team we do not discuss the specifics of an evaluation with anyone outside of the administrative team. Items of concern that need to be addressed are brought to the staff member in question and members of the administrative team to provide instruction and support. For situations requiring additional supervision beyond that of

the administrative team, staff members will be referred to Human Resources for performance improvement support.

- **Collaborative** – The process is a team approach between the person being evaluated and the evaluator. Employees are encouraged to provide evidence to support the evaluation process. Evaluators should carefully review everything submitted and provide meaningful feedback. Goals are developed during the evaluation conference allowing the employee to take an active role in professional growth and goal setting. Members of the administrative team will work directly with staff to help them meet their growth goals.

3-10 PERFORMANCE EVALUATIONS

You will be evaluated with respect to the job that you are performing for the Company. As you demonstrate the ability to take on additional responsibilities, your talents will be utilized in the manner deemed most suitable to your demonstrated ability and the needs of the Company.

A written performance evaluation of each employee will be performed periodically. The evaluation will be conducted by your supervisor and will be reviewed with you. Any areas of specific achievement or need improvement will be noted and discussed with you.

A positive performance review does not guarantee either an increase in compensation or continuing employment. Raises, if given, may be based on several factors, such as ISOR-PH performance and profitability, department or group performance, and individual performance.

3-11 SEPARATION FROM EMPLOYMENT

An employee may be separated from employment either voluntarily or involuntarily by retirement, resignation, lack of work, termination, or reduction in enrollment.

Exit Interviews

Management may conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about ISOR-PH. During the exit interview, you can provide suggestions for areas for improvement for ISOR-PH and your specific position.

Return of Company Property

Any property issued to you by ISOR-PH, such as software, computer equipment, databases, files, pager, keys, parking passes or credit card must be returned at the time of your termination. All passcodes and passwords used for company equipment will be provided to your supervisor when returned. You will be responsible for any lost or damaged items.

3-12 MANDATORY VACCINATION POLICY

ISOR-PH has a duty to provide and maintain a workplace that is safe and free from health hazards; ISOR-PH, therefore, has implemented a vaccination policy that applies to all employees to protect against infectious diseases, which may be mitigated through vaccinations. This policy is intended to comply with all state and local laws and guidance provided by local health authorities and is subject to change to meet changes to state and local laws and future guidance from local health authorities.

Management will distribute a list of vaccines, dates and locations outlining when vaccines will be available and the deadline(s) for compliance.

Non-exempt employees will be required to get a vaccine during their regularly scheduled work shift. If vaccine dates/times do not coincide with your regular work shift, please inform your supervisor when you will be scheduling your vaccination. Employees will be paid for time taken to get vaccinated and mileage will be reimbursed, as applicable. ISOR-PH will pay for the cost of the vaccination.

Before expiration of the corresponding deadline, all employees must either:

- establish that they have received the designated vaccine(s); or
- obtain an approved exemption for accommodation.

Employees who have already received a vaccine will be required to present qualifying written documentation of immunization from the location administering the vaccination or from an authorized health care provider, as permitted under applicable state and local laws.

Requests for Exemption as Accommodation

For employees who require an exemption to the vaccine due to a qualifying medical condition, (including pregnancy or a nursing mother), or who object to being vaccinated on the basis of sincerely held religious belief(s) and practice(s), ISOR-PH will engage in an interactive process to determine if a reasonable accommodation can be provided. ISOR-PH will not provide accommodation if it creates undue hardship to the company or poses a direct threat to the health or safety of others in the workplace and/or to the employee requesting accommodation.

To request accommodation for one of the reasons listed above, please notify your Executive Director. Once your request is received, the Executive Director will engage in the interactive process to identify possible accommodation. ISOR-PH prohibits retaliation towards any employee for requesting an exemption from a vaccine.

Employees who request accommodation under this policy may be placed on temporary paid leave pending a review and determination of the request.

Compliance with this policy is a condition of employment at ISOR-PH. Employees who refuse to comply by either receiving a vaccine or an approved accommodation in alignment with the section above, will be deemed to have voluntarily resigned their position.

Confidentiality of Medical and Religious Information

ISOR-PH treats any medical information as a confidential medical record, and all reasonable precautions will be taken to prevent inappropriate disclosure of medical and religious information according to applicable laws.

3-13 FEDERAL CONTRACTORS: PAY TRANSPARENCY

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose

the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is: 1) in response to a formal complaint or charge; 2) in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the employer; or 3) consistent with the contractor's legal duty to furnish information.

Section 4 - EMPLOYEE CONDUCT

4-1 ANTI-HARASSMENT

Insight School of Oregon - Painted Hills and Insperity are committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment, even when not unlawful or directed at a protected category, is prohibited and will not be tolerated. All employees, including supervisors, co-workers, vendors, contractors, customers or other third parties, are expected to adhere to this policy.

Reported or suspected occurrences of harassment or discrimination will be promptly and thoroughly investigated. Following an investigation, Insight School of Oregon and Insperity will promptly take any necessary and appropriate disciplinary action.

Insight School of Oregon - Painted Hills and Insperity will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of harassment or discrimination complaints.

1. The term “harassment” includes harassment based on any category protected by federal, state or local law, which may include, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race (including hair texture and hairstyles), color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation.
2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - Submission to such conduct is an explicit or implicit term or condition of employment;
 - Employment decisions are based on an employee's submission to or rejection of such conduct; or
 - Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Complaint Procedure

Insight School of Oregon - Painted Hills and Insperity provide you with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment, and discrimination. Any employee who feels harassed or discriminated against is encouraged to immediately inform the alleged offender that the behavior is unwelcome. In many instances, the person is unaware their conduct is offensive, and this action alone may often resolve the problem. If the informal discussion with the alleged offender is unsuccessful in remedying the problem, or if you do not feel comfortable with such an approach, you should immediately report the conduct to your immediate supervisor, manager or company owner and the Insperity Anti-Harassment Hotline number at 844-677-3030. We cannot resolve harassment or discrimination problems unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct any problems. The report should include all facts available to you regarding the alleged harassment, sexual harassment, or discrimination.

When you call the Insperity Anti-Harassment Hotline, please be sure to leave your name, Insperity employee identification number or the last four digits of your social security number, and the name of the client company for which you work. If you wish to make an anonymous complaint, you may do so. However, the scope of our investigation may be limited based on the information you provide.

Confidentiality

All reports of alleged harassment, sexual harassment, or discrimination will be treated seriously. Confidentiality will be maintained to the extent possible. However, to conduct a thorough investigation, certain information may need to be disclosed to other individuals, including the alleged offender. Consequently, absolute confidentiality cannot be promised and cannot be guaranteed.

Investigative Procedure

Once a complaint of alleged harassment, sexual harassment, or discrimination is received, we will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

Following an investigation, Insight School of Oregon - Painted Hills and Insperity will promptly take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that an employee has acted in a manner that is not aligned with the goals of this policy. Insight School of Oregon - Painted Hills and Insperity may address any workplace issue discovered during an investigation. This may include some or all the following steps:

1. Restore any lost terms, conditions, or benefits of employment to the complaining employee.
2. Discipline the alleged harasser. This discipline may include written disciplinary warnings, transfer, demotion, suspension and/or termination of employment.

If the alleged harassment, sexual harassment, or discrimination is from a vendor, contractor, customer or other third party, Insight School of Oregon - Painted Hills and Insperity will take appropriate action to stop the conduct.

If you have made a complaint but feel that the action taken in response has not remedied the situation, you should make an additional complaint following the complaint procedure outlined in this policy.

Duties of Employees and Supervisors

All employees of the company, both management and non-management, are responsible for assuring that a workplace free of harassment, sexual harassment, and discrimination is maintained. Any employee may file a complaint regarding incidents experienced personally or incidents observed in the workplace. The company strives to maintain a pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment, sexual harassment, and discrimination from occurring. If a complaint of harassment, sexual harassment or discrimination is raised, the individual to whom the complaint is made (i.e., supervisor, manager, company owner) should act promptly to notify the Insperity Anti-Harassment hotline number so an investigation may promptly proceed. The company and Insperity may discipline any managers or supervisors who fail to follow this policy, which may include termination.

4-2 GUIDELINES FOR APPROPRIATE CONDUCT

As a team member, employees are expected to accept certain responsibilities, follow acceptable principles in matters of conduct, and always exhibit a high degree of integrity. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from any behavior that might be harmful to themselves, co-workers, supervisor, the Company, or that might be viewed unfavorably by current or potential customers or by the public at large. Employee conduct reflects on the Company. Employees are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that the Company considers inappropriate include, but are not limited to, the following:

- Falsifying employment or other Company records;
- Violating the Company's Anti-Harassment Policy;
- Violating state, federal or local laws and regulations;
- Violating security or safety rules or failing to observe safety rules or the Company safety practices; failing to wear required safety equipment; tampering with the Company's equipment or safety equipment;
- Soliciting gratuities from families or vendors;
- Exhibiting excessive or unexcused absenteeism or tardiness;
- Possessing firearms, weapons or explosives on Company property without authorization, in violation of Company policy or while on duty;
- Using Company property and supplies, particularly for personal purposes in an excessive, unnecessary or unauthorized way;
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on Company premises or when representing the Company; fighting, or provoking a fight on Company property, or negligent damage of property;
- Reporting to work under the influence of drugs or alcohol, and/or illegally manufacturing, possessing, using, selling, distributing or transporting drugs;
- Committing theft or unauthorized possession of Company property or the property of fellow employees; possessing or removing any Company property, including documents, from the premises without prior permission from management; using Company equipment or property for personal reasons without proper authorization; using Company equipment for profit;
- Giving confidential or proprietary Company information to competitors or other organizations, or to unauthorized Company employees; working for a competing business while an employee of the Company; breaching confidentiality of personnel information;
- Using obscene, abusive or threatening language or gestures;

- Acting in an insubordinate manner; Employees are expected to demonstrate respect and professionalism in all interactions with supervisors, colleagues, students, and families. Insubordination, which is defined as willful disobedience of lawful and reasonable directives or overt disrespect toward supervisory staff, is not acceptable
- Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same;
- Sleeping or loitering during working hours;
- Soliciting, selling, or collecting funds for any purpose while working time (not including meals and authorized breaks). Employees who are not on working hours shall not interfere with the work of employees who are on working time.
- Posting, removing or altering notices on any bulletin board on Company property without the permission of an officer of the Company or in violation of procedures related to same;
- Smoking in restricted areas or at non-designated times, in accordance with Company policy.

Should an employee's performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory based on violations either of the above or of any other Company policies, rules, or regulations, the employee will be subject to disciplinary action, up to and including termination. Before or during imposition of any discipline, employees may be given an opportunity to relay their version of the incident or problem at issue and provide any explanation or justification they consider relevant.

Where appropriate and as circumstances may dictate, supervisors will follow a process of progressive employee discipline. Examples of employee discipline include:

VERBAL COUNSELING - A "verbal counseling" is a verbal communication to an employee that their conduct is unacceptable, and that repeated or continued failure to conform conduct or performance to the Company standards will result in more severe disciplinary action. A record of the notice of the verbal counseling may be made and retained in the employee's personnel file.

WRITTEN COUNSELING - A "written counseling" describes the unacceptable conduct or performance of the employee and specifies needed changes or improvements. A copy of the written counseling generally will be retained in the employee's personnel file.

SUSPENSION - Suspension of the employee's employment may, at the sole discretion of the Company, be used prior to termination. The length of the suspension will vary based upon such factors as the severity of the offense, the employee's performance, and the employee's disciplinary record. An employee may be suspended for repeated instances of minor misconduct, failure to conform their conduct or performance to the standards of their position, or for a single serious offense. A record of the suspension generally will be retained in the employee's personnel file.

TERMINATION - If an employee fails to conform their conduct or performance to the standards required by the Company, the Company may, in its sole discretion, terminate the employee's employment.

Notwithstanding the potential for less severe discipline before termination, the Company reserves the right to administer discipline in such a manner as it deems appropriate to the circumstances, and may, in its sole discretion, terminate an employee without prior discipline or without following a particular order of discipline.

4-3 RETALIATION

Insight School of Oregon - Painted Hills prohibits retaliation in the workplace. All employees should feel secure when reporting, in good faith, claims to management for workplace harassment, discrimination, bullying or unethical actions or behaviors. Employees have a responsibility to report harmful and unethical behavior and conduct. Likewise, Insight School of Oregon - Painted Hills has a duty to keep the workplace a safe environment for all employees.

Upon receipt of receiving a complaint or allegation of inappropriate behavior or conduct, a member of management or will take prompt action to investigate the claim, which includes interviewing employees who are aware of facts or alleged incident, interviewing the employee named in the alleged claim, and any necessary follow up.

During this process, all information will be kept as confidential as possible; however, full confidentiality cannot be guaranteed.

Retaliation towards an employee who reports a claim or participates in an investigation is against the law and will not be tolerated. Reported and verified retaliation will lead to disciplinary action up to and including termination of employment.

4-4 WORKPLACE VIOLENCE

Insight School of Oregon - Painted Hills is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property.

Insight School of Oregon - Painted Hills does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, Insight School of Oregon - Painted Hills specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, Insight School of Oregon - Painted Hills does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Company employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Company premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede Insight School of Oregon - Painted Hills's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Company to be aware of any potential danger in its offices. Indeed, the Company wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

4-5 HARASSMENT, INTIMIDATION OR BULLYING

Harassment, intimidation or bullying means any act that:

1. Substantially interferes with a student's educational benefits, opportunities, or performance.
2. Takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop.

Cyberbullying means:

1. The use of any electronic communication device to harass, intimidate or bully.

4-6 EMPLOYEE SAFETY & HEALTH

It is the policy of the Company to provide its employees with a safe and healthy workplace and to follow procedures intended to safeguard all employees. Accident prevention and efficiency in production go together; neither should be given priority over the other.

Safety is everyone's responsibility. Every supervisor is expected to devote the time and effort necessary to always ensure the safety of employees.

Employee Responsibilities include:

- Obeying the safety rules.
- Following safe job procedures and not taking shortcuts.
- Keeping work areas clean and free from slipping or tripping hazards.
- Using prescribed personal protective equipment.
- Immediately report all malfunctions to a supervisor.
- Using care when lifting and carrying objects.
- Observing restricted areas and all warning signs.
- Reporting unsafe conditions to supervisors.
- Promptly reporting every accident and injury to one's supervisor.
- Following the care prescribed by the attending physician when treated for an injury or illness.
- Attending all employee safety meetings.
- Participating in accident investigations, service on safety committee or other loss control activities as needed.

Failure to observe these guidelines may result in disciplinary action, up to and including termination of your employment.

4-7 INFECTIOUS DISEASE CONTROLL

Insight School of Oregon - Painted Hills will take proactive steps to protect the workplace in the event of an infectious disease outbreak, national or local epidemic, or pandemic. It is the goal of Insight School of Oregon - Painted Hills during any period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Preventing the Spread of Infection in the Workplace

Insight School of Oregon - Painted Hills will make efforts to ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. Management will monitor and coordinate events around an infectious disease outbreak, as well as create work rules to promote safety through infection control.

Employees are expected to cooperate in this effort by taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious: frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. Insight School of Oregon - Painted Hills may provide alcohol-based hand sanitizers throughout the workplace and in common areas, as available.

Unless otherwise notified, Insight School of Oregon - Painted Hills' standard attendance and leave policies remain in effect. Individuals who believe they may face challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might consider arranging alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule. Employees are encouraged to contact the Employee Assistance Program (EAP) for childcare and dependent care resources. All contact between an employee and the EAP is confidential and designed to safeguard the participant's privacy rights. EAP's telephone number is 1-866-402-0003.

Limiting Travel

All nonessential travel should be avoided until otherwise notified. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related

travel outside the United States will not be authorized until further notice. Insight School of Oregon - Painted Hills will follow any official national or local state and health guidance.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources, and/or parking assistance may be considered on a case-by-case basis. Contact your supervisor for more information.

Telecommuting

Requests to work remote will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary remote work should be submitted to your supervisor for consideration.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. Insight School of Oregon - Painted Hills provides to compensate employees who are unable to work due to illness. Employees should refer to the company's handbook for additional information, or you may contact your Insperity Human Resource Specialist.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu and or other contagious communicable illnesses and diseases remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill may be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If you are sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we may request medical information to confirm

your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. We expect and appreciate your cooperation when medical information is requested. Medical certification may also be requested in accordance with any applicable leave of absence policies that may apply.

Confidentiality of Medical Information

Insight School of Oregon - Painted Hills treats any medical information as a confidential medical record. All reasonable precautions will be taken to prevent inappropriate disclosure of medical information according to applicable laws.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, Insight School of Oregon - Painted Hills may implement these social distancing guidelines to minimize the spread of the disease among employees in the workplace.

In the workplace, employees are requested to:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.
- Limit congregating in work rooms, pantries, copier rooms, or other areas where people socialize.
- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
- Encourage members and others to request information and orders via phone and e-mail to minimize person-to-person contact. Have the orders, materials, and information ready for fast pick-up or delivery.

Outside activities

For the safety and well-being of our employees, employees may be encouraged to the extent possible to use good judgment outside of work. For example:

- Avoid public transportation (walk, cycle, drive a car) or travel to destinations either early or late to avoid rush-hour crowding on public transportation.
- Avoid recreational or other leisure classes, meetings, activities, etc., where employees might encounter contagious people.

4-8 WORKPLACE ACCIDENTS

All accidents, injuries, potential safety hazards, safety suggestions and health and safety-related issues must be reported immediately to your supervisor and/or Human Resources. If you or another employee is injured, you should contact outside emergency response agencies if needed.

All first reports of injury claims must be reported within 24 hours. Call Insperity's dedicated claims reporting number at 866-863-5622 to report any work-related injury quickly and easily, 24 hours a day. This call will initiate proper claim handling by notifying a claim professional who will send the "First Report of Injury" notification to the state as required. You may also email the "First Report of Injury" report to reportaclaim@insperity.com or fax it to 501-221-5991. The Employee's Claim for Workers' Compensation Form (DWC-1) must be completed in all cases in which an injury requiring medical attention has occurred. If an injury does not require medical attention, the manager must still contact Specialty Risk Services and state that the injury is just a **Report Only**, in case medical treatment is later needed and to ensure that any existing safety hazards are corrected.

Federal law (Occupational Safety and Health Administration (OSHA)) requires that we keep records of all illnesses and accidents which occur during the workday. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also ensures your right to be informed about any health hazards that may exist in your workplace.

Should you have any questions or concerns, contact your manager, Human Resources and/or Insperity for more information.

No matter how insignificant an injury may seem at the time of occurrence, you should notify the onsite supervisor or Insperity immediately of any workplace accident or injury.

4-9 DRUG-FREE AND ALCOHOL-FREE WORKPLACE

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Company property, and to ensure efficient operations, Insight School of Oregon - Painted Hills has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who work for the Company.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances (including medical marijuana), drug paraphernalia or alcohol by an individual anywhere on Company premises, while on Company business (whether or not on Company premises) or while representing the Company, is strictly prohibited. Employees and other individuals who work for the Company also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

The Company maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any Company employee, including themselves.

Employees must notify the Company within five calendar days if they are convicted of a criminal drug violation in the workplace. Within ten (10) days of such notification or other actual notice, the Company will advise the contracting agency of such conviction.

All employees are hereby advised that full compliance with the foregoing policy shall be a condition of employment at the Company.

Any employee who violates the foregoing drug-free workplace policy described above shall be subject to discipline up to and including immediate discharge.

In the discretion of the Company, any employee who violates the drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate to the Company's satisfaction in an approved drug assistance or rehabilitation program.

In order to maintain a drug-free workplace, the Company has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, our drug-free workplace policy, the availability of any drug-free counseling, rehabilitation and employee assistance programs and the penalties that may be imposed for violations of our drug-free workplace policy. (Such education may include: (1) distribution of our drug-free workplace policy at the employment interview; (2) a discussion of our policy at the new employee orientation session; (3) distribution of a list of approved drug assistance agencies, organizations and clinics; (4) distribution of published educational materials regarding the dangers of drug abuse; (5) reorientation of all involved employees in cases in which a drug-related accident or incident occurs; (6) inclusion of the policy in employee handbooks and any other personnel policy publications; (7) lectures or training by local drug abuse assistance experts; (8) discussion by the Company's safety experts on the hazards associated with drug abuse; and (9) video tape presentations on the hazards of drug abuse.)

As a condition of continued employment, all employees must comply with this policy. An employee who engages in an activity prohibited by this policy shall be subject to disciplinary action, up to and including immediate termination of employment.

Contact the Employee Assistance Program (EAP) for information about the availability of treatment programs such as assistance provided by Insperity's health care plan coverage or drug and alcohol abuse rehabilitation and education programs.

This policy is not intended to replace or otherwise alter applicable U.S. Department of Transportation obligations, or any other federal, state or local agency drug testing regulations related to a particular industry.

Section 5 - HOURS AND COMPENSATION POLICIES

5-1 HOURS OF OPERATION

By being ready, willing, and able to always serve our students and families efficiently, we can provide quality education and potentially increase enrollments at ISOR-PH. Therefore, teacher's hours of responsibility are from 8:00 a.m.–5:00 p.m. each non-holiday weekday, excluding sick, school recess or other approved leave. The hours for support staff will be assigned by the supervisor from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding sickness, holiday or other approved leave. To facilitate the smooth flow of business and to adequately cover the phones, lunch breaks will usually be staggered and may change to meet the needs of the school.

5-2 PAYDAY

All employees will be paid on the fifth and twentieth of each month. For paydays falling on a Saturday or holiday, you will be paid the prior business day. For paydays falling on a Sunday, you will be paid the following business day.

Vacation pay* will be paid on the regular pay cycle. If you resign, final settlement of services or wages will be made no earlier than the next regular pay cycle, or in accordance with state law, whichever is sooner.

****Certified staff and classified staff working summers to not qualify for Vacation pay.***

If you are terminated, you will be issued a check on the next regular payday, or in accordance with applicable state law, whichever is earlier.

5-3 DIRECT PAYROLL DEPOSIT

Direct payroll deposit is the automatic deposit of your pay into the financial institution account(s) of your choice. You have the freedom to change your deposit selections at any time.

Please access additional information through the Employee Service CenterSM Insperity PremierTM at <http://portal.insperity.com> by clicking on the **My Account tab** and selecting **Paycheck Information**. You will see an option to Enroll or Change Direct Deposit.

5-4 ABSENTEEISM AND TARDINESS

ISOR-PH is able to serve our students and families based upon our estimates of performance and our history of reliability. Therefore, we expect all employees to assume diligent responsibility for their attendance and promptness. Continued dependability, quality and pride of service are factors over which each individual employee has a great deal of influence. If you are absent and cannot perform your duties on time, or if you produce substandard work, then we all pay the price by losing the confidence of our families.

The work schedule is constructed around company-provided vacation time (where applicable [\[GC1\]](#)), sick time, and paid time off, taking into account the maximum working hours and capabilities of the staff. It is extremely important that you be punctual in your arrival at work at the beginning of the workday or shift to which you are assigned. If you know that you will be absent or arriving late for work, notify your supervisor as soon as possible but within the first thirty (30) minutes of your work shift each day of your absence, unless you are granted a leave of absence. In the event of a sickness or accident while performing your duties, notify your supervisor immediately.

If you are absent for three (3) or more consecutive workdays due to personal illness, a statement from your healthcare provider may be required before you will be permitted to return to work and/or may need to file a Leave of Absence through Insperity.

Excessive unexcused absenteeism or tardiness is grounds for disciplinary action, up to and including termination. In evaluating absences, the Company may consider, among other factors, reasons related to an employee's absences, the nature of the employee's job, and whether the employee gave proper notice in connection with such absences. If you are absent for three (3) or more consecutive business days and fail to properly report your absences, this will be considered a voluntary resignation of your position, and the Company will process the separation of your employment.

5-5 EMERGENCY OFFICE CLOSING

It is the policy of the Company that offices be open during normal working hours to provide the service our students and families require and expect from us. The Company has the sole discretion in determining if the office is to be closed in the event of inclement weather, power or other utility failure, fire, flood, earthquake, or some other emergency.

The Company realizes its obligation to the employee's physical well-being and strives to maintain a safe place for employees to work. The occasional emergency that may arise needs to be handled efficiently and calmly. Your supervisor will advise of procedures to be followed when offices are closed because of inclement weather or when emergencies arise during the day. If the office is closed for a full day or more, the employees will not be paid, but they will have the option to use any accrued but unused paid time off or work remotely.

5-6 OVERTIME

Like most successful companies, Insight School of Oregon - Painted Hills experiences periods of extremely high activity; additional work may be required. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if necessary. Efforts will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their regular hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law. Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Monday and ends 168 hours later at 12 a.m. on the following Monday.

5-7 EXEMPT EMPLOYEE REDUCTION OF SALARY

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week in which they perform work. Their salary may be reduced only in the following circumstances:

1. Employees who are absent from work for at least a full day for personal reasons other than sickness or disability will not be paid for that day unless they have accrued paid time off under the ISOR-PH paid time off, personal, vacation or sick policy, if any. Their salary will not be reduced for less than a full day because of personal reasons. If an employee has exhausted their personal leave and takes approved unpaid leave, their salary may be reduced.
2. Employees who are absent for at least a full day because of sickness or disability will not be paid for that day unless they have accrued paid time off under the ISOR- PH paid time off, personal, vacation, sickness or disability policy and the absence qualifies for pay under such policy. Their salary will not be reduced for less than a full day because of sickness or disability.
3. Employees who are absent from work for jury duty, attendance as a witness or military leave may have their salary reduced by the amount of payment they receive in the form of jury fees, witness fees or military pay. Their salary will not be reduced by the number of hours or days they are absent unless they perform no work during a given week.
4. Employees who work less than the number of days they are regularly scheduled to work during their first and/or last week of employment will be paid a proportionate part of their full salary for the time worked.
5. Employees who take leave under the Family and Medical Leave Act will not be paid for that time unless they have accrued paid time off under the ISOR-PH paid time off, vacation, sickness, or disability policy, if any. Their salary will be reduced by the hours missed, even if it is for less than a full day.

Prohibited Reductions / Complaint Procedure

Any salaried exempt employee whose salary is reduced in violation of this policy will be reimbursed. If you feel your salary has been improperly reduced, please notify your Insperity human resource specialist. No employee will be penalized in any way for making such a complaint.

This policy is intended solely to implement FLSA regulatory requirements, will be applied and modified as necessary in accordance with such requirements, and is not to be considered in any type of contract.

5-8 ERRORS IN PAY

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, contact your ISORPH human resource specialist immediately. The Company will take the necessary steps to research the problem and to ensure that any necessary correction is promptly made.

Section 6 - OPERATIONAL POLICIES

6-1 APPEARANCE

All employees should have good judgment about dress and appearance. Employees should dress in a manner that is consistent with both their place of work and the type of work they perform. Clothing which is not acceptable includes items that are sloppy or unkempt. When participating in a school event, teachers and administrative staff should wear an ISOR- PH, CVA, or ORDCA name badge in clear view.

Please contribute to a positive work environment by maintaining high standards of neatness, grooming, and personal hygiene. Also, please keep in mind that some individuals may be allergic to such things as perfumes, colognes, and lotions. If you use such items, please use them in moderation and with consideration for those around you.

6-2 PERSONAL PHONE CALLS AND PERSONAL BUSINESS

During scheduled hours, you are requested to keep personal calls, including personal cell

phone calls, to an absolute minimum. No long-distance or toll calls such as directory assistance, other than Company business calls, are to be made from company telephones. If it is necessary that you make a toll call from work, you must charge it to your personal calling card, home number, or use your personal cell phone. Telephone records are subject to periodic review by management.

6-3 COMMUNICATIONS

Employees are expected to return any communications within one school day. This includes email, phone messages and any other communication you use within your job function.

Before releasing information for inbound inquiries, staff must follow established procedures as provided in school training and training provided by the K12 Academic Services Group to confirm the individual who is asking for the information has rights to the information.

Release of all student information is controlled by K12 policies, school policies, and FERPA. Training on FERPA is available on k12training.com as well as covered as needed by the school directly in its professional development plan.

6-4 USE OF COMMUNICATIONS AND COMPUTER SYSTEMS

Insight School of Oregon - Painted Hills's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Company policy. This includes voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the Insight School of Oregon - Painted Hills systems.

Insight School of Oregon - Painted Hills may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Company deems it appropriate to do so. The reasons for which the Company may obtain such access include but are not limited to maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during the employee's absence.

Further, Insight School of Oregon - Painted Hills may review Internet usage to ensure that such use with Company property, or communications sent via the Internet with Company property, is appropriate. The reasons for which the Company may review employees' use of the Internet with Company property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during the employee's absence.

The Company may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Company's policies prohibiting harassment, in their entirety, apply to the use of the Company's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the Company's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Insight School of Oregon - Painted Hills intends to prevent computer viruses and unauthorized use of copyrighted materials belonging to entities other than the company. You should obtain prior approval before downloading any software. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the company, up to and including immediate termination or legal action by the copyright owner.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

6-5 INTERNET CODE OF CONDUCT

Access to the Internet has been provided to staff members for the benefit of the organization and its clients. It allows employees to connect to information resources around the world. Every staff member has a responsibility to maintain and enhance the Company's public image, and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and are protecting the Company's public image, the following guidelines have been established for using the Internet.

Acceptable Use of the Internet

Employees accessing the Internet represent the Company. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Instant Messaging Systems and Internet Forums may be used to conduct official Company business or to gain technical or analytical advice. Databases may be accessed for information as needed. E- Mail may be used for business contacts.

Unacceptable Use of the Internet

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-company business, or any use of the Internet for personal gain, is strictly prohibited. Use of the Internet must not disrupt the operation of the Company network or the network of other users. It must not interfere with your productivity.

Communication Guidelines

Each employee is responsible for the content of all text, audio, or images that he/she places or sends over the Internet including, but not limited to, any Web-based sites or programs utilized through the Company. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language may be transmitted through the system. Employees who wish to express personal opinions on the Internet are to use non- Company Internet systems and should refrain from making any representations that would somehow attribute their personal opinions to the Company.

Software

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads require prior management approval.

Copyright Issues

Staff members while using the Internet may not transmit copyrighted materials belonging to entities other than the Company. One copy of copyrighted material may be downloaded for use in research.

Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the Company, up to and including immediate termination, or legal action by the copyright owner.

Passwords

While our systems may accommodate the use of passwords for security, the reliability of such systems for maintaining confidentiality cannot be guaranteed. Individual passwords do not prevent the Company from accessing your files. All employees are encouraged to use the *Password Corral* software program to keep track of/protect all passwords used for their position.

You are required, however, to disclose your password(s) to your supervisor because your system may need to be readily accessed by the Company when you are absent. Never disclose personal or system passwords to anyone other than authorized Company representatives.

Employees will not attempt to gain access to another employee's e-mail or voice mail messages. However, the Company reserves the right to access an employee's messages at any time, without notice, to the employee.

Security

All messages created, sent, or retrieved over the Internet are the property of the Company, and should be considered public information.

The Company accesses and monitors all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. You cannot change your computer password without permission from your supervisor.

Harassment

Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation will not be permitted.

Violations

Violations of any guidelines listed herein may result in disciplinary action, up to and including immediate termination. If necessary, the Company will advise appropriate legal officials of any illegal violations.

6-6 TITLE VI, TITLE IX, 504 AND APPROPRIATE STATE LAWS

The Insight School of Oregon - Painted Hills —, based upon federal and state law, does not discriminate regarding race, color, religion, sex, age, handicap, or national origin. ISORPH does not discriminate in its educational program or activities, which it operates, or in its hiring practices. ISORPH is in compliance with Title VI of the 1964 Civil Rights Act (Public Law 88 -352), which prohibits discrimination on the basis of sex; HEW regulation 504, which prohibits discrimination on the basis of physical or mental handicap; and the Oregon Administrative Rule 581- 21-0045, ORS 326.051, ORS 659.150, and all rules issued by the State Board of Education pursuant to these laws to the end that no person in Oregon shall on the basis of age, handicap, national origin, race, marital status, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity administered or authorized by the State Board of Education. If you have inquired about a possible complaint under the provisions of federal or state law, please reach out to the Insperity Anti-Harassment Hotline number at 844-677-3030.

6-7 CUSTOMER RELATIONS

The Company strives to consistently provide our students and families with a sound education experience and service that is of exceptional quality and value.

To realize our commitment to excellent service, we expect the following from each of our employees:

- Provide courteous service in a prompt and efficient manner.
- Establish and maintain positive relationships with students, families, and peers by gaining their trust and respect through professional, honest interaction.
- Handle complaints quickly and professionally. Never argue with a student or family. If you are unable to resolve the complaint to their satisfaction, review the situation with your supervisor.
- Communicate with students, families, and peers in a professional manner, whether in person, over the phone, or via e-mail.

Always remember that you are a representation of the school to our families and our reputation and their perception of the school is attributed to each employee.

6-8 GIFT AND FAVORS

No employee shall solicit or accept for personal use, or for the use of others, any gift, favor, loan, gratuity, reward, promise of future employment, or any other thing of monetary value that might influence, or appear to influence, the judgment or conduct of the employee in the performance of their job.

Employees can accept occasional unsolicited courtesy gifts or favors (such as business lunches, tickets to sporting events or cultural events, holiday baskets, flowers, etc.) so long as the gifts or favors do not exceed an aggregate value of \$50 from any single source in a calendar year, and do not influence or appear to influence the judgment or conduct of the employee. Please discuss any exceptions to this amount with your supervisor.

Employees are not to give, offer, or promise directly or indirectly anything of value to any representative with whom the Company has or may have a business/working relationship.

6-9 SOLICITATIONS AND DISTRIBUTION OF LITERATURE

It is the intent of the Company to maintain a proper business environment and prevent interference with work and inconvenience to others from solicitations and/or distribution of literature.

The following guidelines will apply throughout the organization:

- Group meetings for solicitation purposes during work hours or in work areas are prohibited. This guideline does not pertain to Company-sponsored meetings.
- The distribution or circulation of literature or other materials during work hours or in work areas is prohibited.
- Employees shall not engage in any solicitation from other employees for any purpose whatsoever during working hours or in work areas.
- Management must approve and post all information on the Company's bulletin boards.

Non-employees are prohibited from trespassing, soliciting, or distributing literature on Company premises.

6-10 COMPANY PROPERTY

To ensure the safety and welfare of employees and invitees, the Company reserves the right, on reasonable suspicion that Company policy is being violated, to conduct searches or inspections which includes, but is not limited to, employee's work area, desks, and any other property located on Company premises or work sites. Entry on Company premises or work sites constitutes consent to searches or inspections.

6-11 WEAPONS

Insight School of Oregon - Painted Hills strives to provide a safe and secure workplace for employees, clients, customers and visitors. The company has zero tolerance for, and forbids the possession of any type of weapon, firearm, explosive and/or ammunition while on company property or conducting company business. For the purposes of this policy, company property includes, but is not limited to, all company facilities, company-provided vehicles and equipment that are either leased or owned by the company or a company client.

Possession of firearms or other weapons may be cause for discipline, including, but not limited to, immediate termination of employment. In enforcing this policy, Insight School of Oregon - Painted Hills reserves the right to request inspections of any employee and their personal effects while on company property, to the extent allowable under applicable law. Any employee who refuses to allow

an inspection will be subject to the same disciplinary action as having been found in possession of firearms or other weapons.

In the event an employee lawfully possesses a firearm, the employee can store the firearm in the employee's personal vehicle while on company-provided parking areas; however, the firearm must be stored in the employee's locked vehicle, or locked to the vehicle, and hidden from plain view.

Employees share the responsibility of identifying violators of this policy. If you either witness or suspect another individual of violating this policy, you should immediately report this information to their onsite supervisor.

6-12 TRAVEL

BUSINESS EXPENSE AND TRAVEL

Insight School of Oregon - Painted Hills (ISORPH) will reimburse all actual and reasonable business-related expenses incurred by employees in performing their job duties according to the following guidelines:

Documentation Requirements

You are required to provide a daily record of expenses, which shows the date, business location (city and state), and business purpose. Itemized receipts must be attached for approved business-related expenses.

Travel Time – Non-exempt employees

Nonexempt employees will be compensated for time spent traveling if that travel is part of the employee's daily work activity, including travel from one job site to another or travel from a designated meeting place to a job site. Travel by an employee who will be away from home overnight is work time only during those periods the employee is engaged in company business, which typically will coincide with the employee's regular working hours. Such time counts as hours worked even if it occurs on a non-working day. If an employee uses his or her own car rather than available public transportation for travel away from home, the employee can count as hours worked either the time

spent driving or the time that would have been spent on public transportation during regular working hours.

Lodging

In certain cities and locales, ISORPH may have negotiated discounted room rates with specific hotels. You should make every effort to utilize lodging in locations where these arrangements exist. When a guaranteed reservation must be changed, every reasonable effort should be made to cancel the reservation on a timely basis to avoid additional fees.

Transportation

Every effort should be made to use the lowest priced transportation available. Reimbursement will be made for the following modes of transportation:

- Commercial airline travel will only be reimbursed for economy class unless approved by management.
- Negotiated discount rates for auto rental may be available. You should utilize these arrangements where possible.
- Personal auto used for business will be reimbursed at the current IRS mileage rate; however, the total amount for mileage must not exceed the economy class airfare for the same trip. The mileage reimbursement rate covers all vehicle expenses including gas, insurance, and depreciation.
- Local commuting costs between an employee's residence and work location are not allowable business expenses. If the distance between your residence and place of departure is further than the distance between your residence and work location, excess mileage is an allowed expense.

Meals

Reimbursement will be made for the reasonable cost of meals per day, including reasonable gratuities when away from home on company business or for approved business meetings.

Parking and Highway Tolls

All parking expenses and highway tolls related to business travel will be reimbursed.

Miscellaneous Expenses

Miscellaneous business expenses not described above (small supplies on an emergency basis, etc.) will be reimbursed.

While traveling to school, business purchases of miscellaneous supplies, software, or computer hardware must be pre-approved by the Executive Director prior to purchase. These items must be submitted on the employee expense report and itemized receipts attached.

Professional or Technical Organizations Dues

Dues for professional memberships must be pre-approved and processed through the School Office Manager.

Training, Conferences and Seminars

Registration fees or similar expenses for approved training courses, conferences, seminars, and conventions are reimbursable if pre-approved by your supervisor.

Donations or Contributions

Donations or contributions are not reimbursable as expense items.

Expense Advances

ISORPH does not provide cash advances for employee travel. Employees traveling regularly on business are encouraged to personally obtain a widely accepted credit card. Any interest charges incurred are considered personal expenses and will not be reimbursed.

6-13 PERSONAL VEHICLES

Employees may use their personal vehicles on official company business provided prior approval has been obtained from their supervisor. A mileage rate based on acceptable and current company guidelines will be paid to an employee who uses his personal vehicle on official company business. Minimum insurance requirements as specified by the company's insurance carrier must be in effect at the time the employee's personal vehicle is used, and the employee may be required to provide proof of insurance.

6-14 WIRELESS COMMUNICATION DEVICE USE GUIDELINES

It is the policy of ISOR-PH to provide a wireless communication device to those employees who have a job-related need for them. Such devices are the property of ISOR-PH, and their use must be properly documented. Accordingly, these guidelines must be followed:

- Employees provided with a wireless communication device for business use will be expected to carry such equipment on their person as directed by their supervisor.
- Employees are not permitted to use any wireless communication devices issued by ISOR-PH for personal use without prior written approval of their supervisor. ISOR-PH accesses and monitors electronic communications made using ISOR-PH issued devices.
- ISOR-PH will not pay for or reimburse an employee for expenses related to personal calls. Such expenses are the employee's personal responsibility. In the event ISOR-PH grants an exception to initially cover such personal expenses, such an exception is specifically conditioned on initial receipt of a related payroll deduction authorization form signed by the employee.
- Employees are responsible for lost or stolen wireless communication devices and must report such losses immediately.
- Upon termination of employment for any reason, the employee must return the company wireless communication device to ISOR-PH per the Employee cell phone policy.

Safety Issues

The Company values its employees and the safety of other third parties and accordingly expects employees to put safety first while driving. Drivers are prohibited from using wireless communication while driving unless the driver is using a hands-free device. Texting, which is meant to include

composing, sending, or reading, while driving, is strictly prohibited. Employees whose job responsibilities include regular or occasional driving and who are issued a wireless communication device for business use are expected to refrain from using this device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and park the vehicle in a safe location before placing or accepting a call.

If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free equipment, refrain from discussion of complicated or emotional discussions, and keep their eyes on the road. Special care should be taken in situations where there is heavy or erratic traffic, inclement weather or the employee is driving in an unfamiliar area. Additionally, employees are expected to know and follow all local and state laws relating to using communication devices, including but not limited to school and construction zones.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a wireless communication device for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their wireless communication device while driving will be solely responsible for all liabilities that result from such actions.

These are standard operating procedures, and any violation of the above guidelines by an employee will be subject to disciplinary action, up to and including termination of employment.

6-15 SAFE SCHOOLS CRISIS INTERVENTION PLAN GUIDANCE

As a virtual school, the crises and emergencies that we encounter are not normally building-based but are focused more on each individual child. As a school, we generally gather our information directly from a student, the community, or from the media. Our students are affected by things happening on a personal level in their own homes and in the community around them.

Since we cannot listen to their conversations in the halls or visit them during lunch duty, we have to pay closer attention to the news. We seek information for stories from the counties we know our students are living in and national stories that could have an impact on their families. We also take everything they write, speak, allude to, and sometimes hearsay as a serious situation to investigate. We are their “safe place.” We are their family of people that provide security and a safe place for them to vent, complain, ask for help, or just share their story.

Because we are virtual, as are the students, we are careful to place extra effort into building relationships with each other; making sure we have contact information for everyone and feel comfortable reaching out for help with a student in any situation. Our Community Resources team has pulled together a vast number of local resources that we can use to connect with our students when they experience any trauma, crisis, or just need additional support that we may not be able to provide.

Abuse and neglect of Oregonians is a tragedy not only for the victims, but also for their friends, families, and society. Online Oregon Schools have the responsibility to report these incidents to the proper authorities. The text below describes the process of documenting these reports and some frequently asked questions directly from the Oregon DHS’s website. (<http://oregon.gov/DHS>)

Any person acting as an agent for the school is responsible for reporting these issues. Here are some people who can help if you need assistance:

Kinsey Owen, Student Resource Coordinator

kowen@onlineoregon.org

Carrie Quinn, Executive Director

cquinn@k12.com

Hannah Belleque, K-8 Principal

hbelleque@k12.com

Korrinne Ross, Academic Administrator Special Programs

kross@k12.com

The Crisis Intervention Plan will be provided to all new employees by the Student Resource Coordinator and will be reviewed annually for existing staff members at the fall PD.

Any staff member can and is encouraged to upload the ISOR-PH Crisis Plan to their own laptop from SharePoint, so they have easy access if needed.

Section 7 - LEAVES OF ABSENCE

7-1 PERSONAL LEAVE

If employees are ineligible for any other Company leave of absence, Insight School of Oregon - Painted Hills, under certain circumstances, may grant a personal leave of absence without pay. A written request for personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However, personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management, and the request is granted. During the leave, employees will not earn vacation, personal days, or sick days. Insight School of Oregon - Painted Hills will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the Company in a timely manner, subject to the terms of the plan documents.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, the Company will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified, or a continued absence from work beyond the time approved by the Company will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any Company-provided Short-Term Disability Leave of Absence.

7-2 FAMILY AND MEDICAL LEAVE

LEAVE POLICY

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees with information concerning FMLA entitlements and obligations employees may have during such a leave. If employees have any questions concerning FMLA leave, they should contact the Supervisor.

I. Eligibility

- a. FMLA leave is available to "eligible employees." To be an "eligible employee," the employee must: 1) have been employed by the Company for at least 12 months (which need not be consecutive); 2) have been employed by the Company for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.
- b. Special hours of service eligibility requirements apply to airline flight crew employees.

II. Entitlements

- a. As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with limited exceptions, job restoration.

i. Basic FMLA Leave Entitlement

1. The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date the employee uses their FMLA leave. Leave may be taken for anyone, or for a combination, of the following reasons:
 - a. To care for the employee's child after birth or placement for adoption or foster care;
 - b. To care for the employee's spouse, son, daughter or parent (but not in-law) who has a **serious health condition**;
 - c. For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
 - d. Because of any **qualifying exigency** arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency

operation or Regular Armed Forces for deployment to a foreign country.

2. A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents employees from performing the functions of their job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.
3. **Qualifying exigencies** may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

ii. Additional Military Family Leave Entitlement (Injured Servicemember Leave)

1. In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.
2. A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

- a. The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

iii. Intermittent Leave and Reduced Leave Schedules

- 1. FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigencies of leave also may be taken on an intermittent basis.

iv. No Work While on Leave

- 1. The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

v. Protection of Group Health Insurance Benefits

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

vi. Restoration of Employment and Benefits

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

vii. Notice of Eligibility for, and Designation of, FMLA Leave

- 1. Employees requesting FMLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) Company's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.
- 2. The Company may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Company's failure to designate leave as FMLA-qualifying at an earlier date did not cause

harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Company and employee can mutually agree that leave be retroactively designated as FMLA leave.

III. Employee FMLA Leave Obligations

a. Provide Notice of the Need for Leave

- i. Employees who take FMLA leave must timely notify the Company of their need for FMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

- a. To trigger FMLA leave protections, employees must inform their supervisor of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically or explaining the reasons for leave so as to allow the Company to determine that the leave is FMLA-qualifying. For example, employees might explain that:
 - i. a medical condition renders them unable to perform the functions of their job;
 - ii. they are pregnant or have been hospitalized overnight;
 - iii. they or a covered family member are under the continuing care of a health care provider;
 - iv. their leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active-duty status to a foreign country; or
 - v. if the leave is for a family member, the condition renders the family member unable to perform daily activities or if the family member is a covered service member with a serious injury or illness.
- b. Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Company's questions to determine if absences are potentially FMLA-qualifying.
- c. If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Company has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

- a. Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate time of the need for

leave is not foreseeable, employees must provide the Company notice of the need for leave as soon as practicable under the facts and circumstances of the case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

b. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

- i. When planning medical treatment, employees must consult with the Company and make a reasonable effort to schedule treatment so as not to unduly disrupt the Company's operations, subject to the approval of the employee's health care provider. Employees must consult with the Company prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Company and the employees, subject to the approval of the employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Company may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.
- ii. When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the Company may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.
- iii. When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Company of the reason why such leave is medically necessary. In such instances, the Company and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Company's operations, subject to the approval of the employee's health care provider.

c. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

- i. Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

- ii. It is the employee's responsibility to provide the Company with timely, complete, and sufficient medical certifications. Whenever the Company requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Company's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. The Company will inform employees if submitted medical certifications are incomplete or insufficient and provide employees with at least seven calendar days to cure deficiencies. The Company will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.
- iii. With the employee's permission, the Company (through individuals other than the employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Company with authorization allowing it to clarify or authenticate certifications with health care providers, the Company may deny FMLA leave if certifications are unclear.
- iv. Whenever the Company deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications

- a. Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before the leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.
- b. If the Company has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Company and the employee.

2. Medical Recertifications

- a. Depending on the circumstances and duration of FMLA leave, the Company may require employees to provide recertification of medical conditions, giving rise to the need for leave. The Company will notify employees if recertification is required and will give

employees at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

- a. Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Company with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Company may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

d. Submit Certifications Supporting Need for Military Family Leave

- i. Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the Company may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active-duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active-duty status of the same or a different military member.
- ii. When leave is taken care of a covered service member with a serious injury or illness, the Company may require employees to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, the Company may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

e. Substitute Paid Leave for Unpaid FMLA Leave

- i. Employees must use any accrued paid time while taking unpaid FMLA leave.
- ii. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave, and the paid time will run concurrently with the employee's FMLA entitlement.
- iii. Leaves of absence taken in connection with a disability leave plan or workers' compensation of injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the Company will allow employees to use accrued paid time to supplement any paid disability benefits.

f. Pay Employee's Share of Health Insurance Premiums

- i. During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Company notifies employees of other arrangements, whenever employees are receiving pay from the Company during FMLA leave, the Company will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.
- ii. If FMLA leave is unpaid, employees must pay their portion of the group's health premium through a "pay-as-you-go" method.

The Company's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the Company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Company for the cost of the premiums the Company paid for maintaining coverage during their unpaid FMLA leave.

IV. Questions and/or Complaints about FMLA Leave

- a. If you have questions regarding this FMLA policy, please contact the Supervisor. The Company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with FMLA.
- b. The FMLA makes it unlawful for employers to 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact Supervisor immediately. The Company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

V. Coordination of FMLA Leave with Other Leave Policies

- a. The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the Company's other leave policies in this handbook or contact Supervisor.
- b. For questions regarding rights or responsibilities under this policy, please call the Insperty Contact Center toll free at 866-715-3552 (select "Benefits"), weekdays between 7 a.m. and 7 p.m. Central time.

- c. For questions regarding 401(k) loan payments, contact Insperity Retirement Services at 888-401-5273.
- d. View the Department of Labor Notice to Employees of Rights Under FMLA document located at <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>.

7-3 MILITARY LEAVE

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity, or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that Insight School of Oregon - Painted Hills can maintain proper coverage while employees are away.

7-4 WORKERS' COMPENSATION INSURANCE

To provide for payment of employee medical expenses and for partial salary continuation in the event of work-related accident or illness, employees are covered by workers' compensation insurance provided by Insperity or based on state regulations.

The number of benefits payable and the duration of payment depend upon the nature of the employee's injury or illness. All medical expenses incurred in connection with an on-the-job injury or illness, and partial salary payments are paid in accordance with applicable state law.

If an employee is injured or becomes ill on the job, the employee must immediately report such injury or illness to the on-site supervisor. This ensures that the Company can help obtain appropriate medical treatment. An employee's failure to follow this procedure may result in the appropriate workers' compensation report not being filed timely in accordance with the law, which may delay benefits in connection with the injury or illness. Questions regarding workers' compensation insurance should be directed to the on-site supervisor or the Insperity Workers' Compensation Department at 800-242-8893, ext. 4244.

7-5 JURY DUTY AND WITNESS LEAVE

If an employee is summoned to jury duty, ISOR-PH will continue his or her pay for five (5) working days of jury service in a calendar year, he/she will be allowed additional time off without pay to complete the jury service. ISOR-PH will continue to pay an employee for this extended period of service only if to the extent provided for under applicable law. Employees must notify their supervisor as soon as it is known jury duty will be extended. An employee is also permitted to retain the allowance he receives from the court for such service.

All employees are allowed unpaid time off if summoned to appear in court as a witness in a case unrelated to their employment. To qualify for either jury or witness duty leave, an employee must submit to his supervisor a copy of the summons as soon as it is received. In addition, the employee must also submit to the employee's supervisor a related proof of service when the period of jury or witness duty is completed. No adverse employment action will be taken against employees due to their service as either a juror or witness in state or federal courts.

****All employees are required to submit a Time off request for Jury Duty in Timestar prior to taking the leave of absence, in the request the approval from your immediate supervisor must be included.***

Section 8 – BENEFITS

8-1 PERSONAL TIME OFF

Insight School of Oregon - Painted Hills provides Personal Time to eligible employees as outlined in this policy. Personal Time will be provided for Licensed Employees to attend to personal matters.

Licensed Employees will be awarded 24 hours of Personal Time at the start of the school year. If hired after the start of the school year, Personal Time will be pro-rated. Balances are not carried over from one year to the next and will be forfeited on June 30th. Balances will likewise not be paid out at termination of employment.

So that we can plan for work and business requirements, please make every effort to request personal time well in advance of your intended time off. Conflicting requests will generally be given priority based on the timeliest request and the tenure of the requesting employee. Personal time for unforeseen events must be reported as quickly as possible to your manager.

Licensed Employees who were hired prior to 6/1/18 and who have vacation balances will be able to retain and use those balances until exhausted. Licensed Employees who terminate employment with vacation balances will be paid for any remaining balance.

Should you exhaust your Personal Day allotment, we may consider additional unpaid days off during the school year. The granting of additional unpaid time off is subject to approval from your supervisor and must be requested at least (48) hours in advance. All Personal Days must be exhausted prior to requesting an unpaid day. There is no guarantee that the request will be granted, and no requests will be granted during testing days. Excessive requests over the school year will not be approved.

Grandfathered Vacation. If available grandfathered vacation is not used by the end of the academic school year, licensed employees may carry unused time forward to the next academic school year. For employees hired prior to July 1, 2018. If you leave the Company, you will be paid for accrued but unused vacation computed at the rate of pay earned upon separation.

So that we may schedule work and plan for operational requirements, employees should give as much notice as possible in scheduling vacation time.

****All vacation requests must be approved ahead of time by the immediate Supervisor prior to submitting a time off request via Timestar.***

In the event of conflicting vacation requests within a department, priority will be determined based on seniority. A more junior employee who already has an approved vacation date will not, however, be bumped by a more senior employee. Unless otherwise prohibited by law, employees are required to use available vacation when taking time off from work that is not covered under a leave of absence.

****When submitting a Timestar request for time off, the supervisors' approval must be included in the request.***

If a planned vacation must be canceled due to the needs of ISOR-PH and an employee is unable to reschedule the vacation within the school year, ISOR-PH reserves the option of paying the employee in lieu of taking the canceled vacation or to allow rescheduling of that vacation. Employees who are away from work on a leave of absence do not accrue vacation time while on leave.

While vacation is paid through Insperity, vacation is solely an ISOR-PH policy. Pay for vacation days will be paid on the regular pay cycle. Vacation days are not used in calculating overtime hours.

8-2 PAID VACATIONS

Insight School of Oregon - Painted Hills appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. Insight School of Oregon - Painted Hills fully encourages employees to get this rest by taking vacation time. Full-time employees accrue paid vacation time as follows:

- During the first partial calendar year of employment and the first five (5) full calendar years of employment, full-time employees accrue up to ten (10) days of vacation per year. Vacation is accrued on a pro-rata basis throughout the year.
- Thereafter, full-time employees accrue up to fifteen (15) days of vacation per year. Vacation is accrued on a pro-rata basis throughout the year.

The maximum vacation entitlement for part-time employees is pro-rated based on hours worked.

Vacations should be taken during the year accrued, unless otherwise required by law. Accrued, unused vacation time can be carried over to the following calendar year only if approved by your supervisor or Insperity human resource specialist.

Every effort will be made to grant employees' vacation preferences consistent with operating schedules. However, if too many people request the same period off, the Company reserves the right to choose who may take vacation during that period. Employees with the longest length of service generally will be given preference. Vacation requests must be submitted to managers at least two (2) weeks in advance of the requested vacation dates.

Vacation may be used only in full-day increments.

Accrued, unused vacation is paid out upon separation.

Advanced but unaccrued vacation will be deducted from final paychecks to the extent permitted by law.

8-3 PAID PERSONAL DAYS

Full-time employees are eligible to accrue up to four (4) paid personal days per calendar year on a pro-rata basis. However, during the calendar year in which a full-time employee is first hired, those full-time employees hired after June 30 will be eligible to accrue personal days on a pro-rata basis and

to use up to two (2) paid personal days. Any additional personal time that must be taken by eligible employees generally will be unpaid.

Part-time employees accrue personal days in a similar manner, except on a pro-rated basis depending upon the number of hours they work.

Accrued, unused personal days are forfeited at the end of the calendar year and are not paid out at separation unless otherwise required by law.

Personal days must be used in at least half-day increments.

Personal days must be scheduled at least two (2) weeks in advance. Management reserves the right, in its sole discretion, to deny any requests.

Advanced but unaccrued personal days will be deducted from the final paychecks to the extent permitted by law.

8-4 SICK DAYS - LICENSED EMPLOYEES

The Company recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, ISOR-PH provides paid sick days to full-time and part-time regular employees. Full-time, licensed employees are awarded 80 hours per contract year. This amount will be pro-rated based on the hire date within the established period. Part-time employees will be awarded pro-rated sick leave based on FTE.

No payments will be made for unused sick days at the end of any academic school year or in the event of termination. Sick days will not be used in the calculation of overtime. Please familiarize yourself with the absenteeism and tardiness policy for the proper procedures to follow when an

absence has or will occur. Balances are not carried over from one year to the next and will be forfeited on June 30th. Balances will likewise not be paid out at termination of employment.

Where the need for leave is foreseeable, such as scheduled medical appointments, at least 10 days' notice is required. Where it is not, notice is expected by no later than 6:30 a.m. on any day that you are scheduled to work so that substitute arrangements can be made, and preferably the night before if possible.

If an employee uses more than three consecutive days of sick leave or exhibits a pattern of abusing sick leave, we may request reasonable documentation verifying the employee is out for a qualifying reason. Use of sick leave may be denied until the employee provides the requested documentation

Oregon's sick time law allows employees to use sick time for a wide range of medical reasons, whether they are planned or unforeseeable. An employee can use sick time for mental or physical illness, injury or health condition, need for medical diagnosis, treatment of a mental or physical illness, injury or health condition, any qualifying reason under Oregon's Family Leave Law (OFLA) or Family and Medical Leave Act (FMLA) or to engage in preventive medical care. Additionally, an employee can take sick time for the care of a family member that meets one of the preceding conditions. The definition of family under SB 454 is consistent with the definition of family under OFLA.

An employee can use sick time to deal with the death of a family member within 60 days of receiving notice of the death. The employee can use the sick time to:

- Attend the funeral or alternative to a funeral of the family member.
- Make arrangements necessitated by the death of the family member.
- Grieve the death of a family member.

If a terminating employee has taken unaccrued sick leave hours, by taking sick leave that has not yet accrued, an employee agrees to repay any such amounts and will be required to sign an authorization allowing the Company to deduct the amount of sick leave used but not accrued from the employee's final paycheck.

8-5 LACTATION ACCOMMODATIONS

Insight School of Oregon - Painted Hills will provide a reasonable break time to accommodate employees desiring to express breast milk for their child, in accordance with and to the extent required by applicable law. The break time, if possible and permitted by applicable law, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The Company will make reasonable efforts to provide employees with the use of a room or location in close proximity to the employee's work area, other than a bathroom, to express milk in private. This location may be the employee's private office, if applicable. Please consult your supervisor or Insperity human resource specialist with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose.

Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

8-6 VOTING LEAVE

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, supervisors should be notified at least two (2) days prior to the voting day.

8-7 HOLIDAYS

Regular full-time employees are eligible for paid holidays. To receive holiday pay, a non-exempt employee must work the regularly scheduled workday before and after the holiday, unless an exception is approved in writing by the on-site supervisor. A paid holiday does not count as a day worked in calculating overtime for the week.

The school observes eleven (11) holidays each year:

- January 20, 2025 – **Martin Luther King Jr. Day** (Third Monday in January)
- February 17, 2025 – **Presidents’ Day** (Third Monday in February)
- May 26, 2025 – **Memorial Day** (Last Monday in May)
- June 19, 2025 – **Juneteenth** (Summer Staff Only)
- July 4, 2025 – **Independence Day** (Summer Staff Only)
- September 1, 2025 – **Labor Day** (First Monday in September)
- November 11, 2025 – **Veterans Day**
- November 26, 2025 – **Day Before Thanksgiving** (Fourth Wednesday in November)
- November 27, 2025 – **Thanksgiving Day** (Fourth Thursday in November)
- November 28, 2025 – **Day After Thanksgiving** (Fourth Friday in November)
- December 25, 2025 – **Christmas Day**

All ISOR-PH Staff

- Winter Break
- Spring Break

8-8 VACATION/PERSONAL - CLASSIFIED & ADMINISTRATOR EMPLOYEES

To the extent permitted by state law, ISOR-PH provides vacation to eligible employees as outlined in this policy. The established vacation period for purposes of this policy is for the academic school year.

In an academic school year, full-time regular employees will accrue vacation per the following schedule (will be prorated for employees working less than full-time):

Lengths of Employment	Annual Accrual	Per Pay Period Accrual	Maximum Accrual	Yearend Carryover Balance
Classified – 1st Year	80 hours	3.3334 hours	140 hours	Balance
Classified – 2nd Year	120 hours	5.00 hours	140 hours	Balance

Classified - 3rd Year	160 hours	6.67 hours	160 hours	Balance
Administrators	160 hours	6.67 hours	240 hours	Balance

If available vacation is not used by the end of the academic school year, employees may carry unused time forward to the next academic year. However, there is a maximum accrual ("cap") of 140 hours for classified employees for first and second year of employment and 160 hours for third year of employment, and 240 hours for administrators. If the total amount of unused vacation reaches this "cap", further vacation accrual will stop. When the employee uses vacation and brings the accrual balance below the "cap," the accrual will begin again.

If you leave the Company, you will be paid for accrued but unused vacation computed at the rate of pay earned upon separation, limited to the annual accrual. So that we may schedule work and plan for operational requirements, employees should give as much notice as possible in scheduling vacation time. In the event of conflicting vacation requests within a department, priority will be determined based on seniority. A more junior employee who already has an approved vacation date will not, however, be bumped by a more senior employee. Unless otherwise prohibited by law, employees are required to use available vacation when taking time off from work that is not covered under a leave of absence.

If a planned vacation must be canceled due to the needs of ISOR-PH and an employee is unable to reschedule the vacation within the academic school year, ISOR-PH reserves the option of paying the employee in lieu of taking the canceled vacation or to allow rescheduling of that vacation. Employees who are away from work on a leave of absence do not accrue vacation time while on leave.

If a terminating employee has taken unaccrued vacation hours, by taking vacation that has not yet accrued, an employee agrees to repay any such amounts and will be required to sign an authorization allowing the Company to deduct the amount of vacation used but not accrued from the employee's final paycheck. While vacation is paid through Insperity, vacation is solely an ISOR-PH of Oregon policy. Pay for vacation days will be paid on the regular pay cycle. Vacation days are not used in calculating overtime hours.

8-9 SICK DAYS - CLASSIFIED & ADMINISTRATIVE

The Company recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, ISOR-PH provides paid sick days to employees. Eligible employees are awarded 80 hours of sick leave at the start of each academic year beginning August 1st. This amount will be pro-rated based on hire date within the established period but will not be less than 1 hour for every 30 hours worked.

Where the need for leave is foreseeable, such as scheduled medical appointments, at least 10 days' notice is required. Where it is not, notice is expected by no later than 6:30 a.m. on any day that you are scheduled to work so that substitute arrangements can be made, and preferably the night before if possible.

If an employee uses more than three consecutive days of sick leave or exhibits a pattern of abusing sick leave, we may request reasonable documentation verifying the employee is out for a qualifying reason. Use of sick leave may be denied until the employee provides the requested documentation

No payments will be made for unused sick days at the end of any academic school year or in the event of termination. Sick days will not be used in the calculation of overtime. Please familiarize yourself with the absenteeism and tardiness policy for the proper procedures to follow when an absence has or will occur. Balances are not carried over from one year to the next and will be forfeited on June 30th. Balances will likewise not be paid out at termination of employment.

If a terminating employee has taken unaccrued sick leave hours, by taking sick leave that has not yet accrued, an employee agrees to repay any such amounts and will be required to sign an authorization allowing the Company to deduct the amount of sick leave used but not accrued from the employee's final paycheck.

8-10 CONTINUATION OF BENEFITS

All active, full-time employees covered by the Insperity Group Health Plan or the Insperity Health Care Flexible Spending Account (FSA) Plan may continue plan coverage for up to 12 weeks during an approved leave of absence, or for any longer period, as required by law.

While on leave, you must continue to pay any required contribution for health coverage, as well as make payments for any other applicable benefits which would otherwise be automatically deducted from your wages (e.g., supplemental life insurance, credit union loans, and 401(K) loans). Your failure to pay any required employee contributions does not relieve you of your obligation to pay such contributions. Contact the Insperity Contact Center at 866-715-3552 for details regarding employee contributions. For questions regarding 401(K) loan payments, contact Insperity Retirement Services at 888-401-5273.

If you do not return to work upon expiration of the applicable 12-week period (or such longer period as required by law), coverage will terminate and you will have the opportunity to continue coverage for a limited period of time under COBRA in accordance with applicable law.

Section 9 - GENERAL STANDARDS OF CONDUCT

9-1 WORKPLACE CONDUCT

Insight School of Oregon - Painted Hills endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Company's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing Insight School of Oregon - Painted Hills property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of Insight School of Oregon - Painted Hills's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of Insight School of Oregon - Painted Hills's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on Company property.
11. Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of Insight School of Oregon - Painted Hills's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of Insight School of Oregon - Painted Hills policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed "at-will", and Insight School of Oregon - Painted Hills reserves the right to impose whatever discipline it chooses, or none, in a particular instance. The Company will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in each situation. However, Insight School of Oregon - Painted Hills will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

Where appropriate, supervisors will follow a process of progressive employee discipline. Before or during application of any discipline, employees may be given an opportunity to relate their version of the incident or problem and provide an explanation. Examples of progressive employee discipline include:

- Verbal Counseling - A conversation with an employee explaining that the employee's conduct or poor performance is unacceptable, and repeated or continued unacceptable conduct or performance will result in more severe disciplinary action. A record of the notice of the verbal counseling may be made and retained in the employee's personnel file.
- Written Counseling - A written document or memo that describes the unacceptable conduct or performance of the employee and specifies needed changes or improvements. A copy of the written counseling generally will be retained in the employee's personnel file.
- Termination - If an employee fails to follow acceptable conduct or performance standards, the company may terminate the employee's employment.

Depending on the specific circumstances, the company may suspend or terminate an employee without prior discipline, or without following a particular order of discipline.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

9-2 WORKING HOURS AND SCHEDULE

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the business, at some point Insight School of Oregon - Painted Hills may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided meal and rest periods as required by law. A supervisor will provide further details.

9-3 YOUR PAYCHECK

Employees will be paid bi-weekly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, Insight School of Oregon - Painted Hills is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of the Employee's Supervisor and Insperity human resource specialist immediately so the Company can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless the employee requests that they be mailed or authorizes in writing that another person may accept the check.

9-4 SAFE HARBOR POLICY FOR EXEMPT EMPLOYEES

It is Insight School of Oregon - Painted Hills's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary, which is intended to compensate them for all hours they may work for Insight School of Oregon - Painted Hills. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a

predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

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

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

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

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

- partial day absences for personal reasons, sickness or disability;
- an absence because the Company has decided to close a facility on a scheduled workday;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

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

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact Insperity human resource specialist or any other supervisor in Insight School of Oregon - Painted Hills with whom the employee feels comfortable.

Section 10 - INDIANA ADDENDUM

10-1 FAMILY MILITARY LEAVE

Employees who have been employed by Insight School of Oregon - Painted Hills for at least 12 months, have worked at least 1,500 hours during the 12-month period immediately preceding the day the leave begins, and are the spouse, parent, grandparent, child or sibling of an individual ordered to active duty, are eligible for an unpaid leave of absence for up to 10 days each calendar year.

Leave may be taken during any of the following periods:

- during the 30 days before active-duty orders are in effect;
- during a period in which the military family member ordered to active duty is on leave while active-duty orders are in effect;
- during the 30 days after the active-duty orders are terminated.

Employees may elect to substitute any accrued paid time off (except for paid medical or sick leave) for leave provided under this policy. If applicable, health care benefits will be continued at the employee's expense during the period of leave.

Employees must provide written notice to the Company at least 30 days in advance; notice must include a copy of the active-duty orders (if available) and an indication of the date the leave will begin. If the active duty orders are issued less than 30 days before the date the requested leave is to begin, written notice must be provided as soon as possible under such circumstances. The Company reserves the right to verify eligibility for this leave. Failure to provide such verification within a reasonable time after it was requested may result in the absence of employment being considered unexcused.

Upon returning from leave, in most cases the employee will be restored to the position they held before the leave began or to an equivalent position.

10-2 CIVIL AIR PATROL LEAVE - IN

Insight School of Oregon - Painted Hills provides unpaid leave time to eligible employees to serve as a member of the Civil Air Patrol at the request of the state or its political subdivisions. You may choose to take accrued paid time off for the leave. You must give as much advance notice as possible and provide certification from the Civil Air Patrol authority in advance, unless you are called for emergency service.

Section 13 - OREGON ADDENDUM

13-1 WORKPLACE ACCOMMODATIONS

Insight School of Oregon - Painted Hills is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation, gender identity, gender expression or any other classification protected by law.

The Company will make reasonable accommodations for known physical or mental disabilities of an applicant or employees as well as known limitations related to pregnancy, childbirth or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship.

Among other possibilities, reasonable accommodations could include:

- acquisition or modification of equipment or devices;
- more frequent or longer break periods or periodic rest;
- assistance with manual labor; or
- modification of work schedules or job assignments.

Employees and job applicants have a right to be free from unlawful discrimination and retaliation.

For this reason, the Company will not:

- deny employment opportunities on the basis of a need for reasonable accommodation;
- deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship;
- take an adverse employment action, discriminate or retaliate because the applicant or employee has inquired about, requested or used a reasonable accommodation;
- require an applicant or employee to accept an accommodation that is unnecessary; or
- require the employee to take family leave or any other leave, if the Company can provide reasonable accommodation instead.

Any employee who has questions about the policy or who would like to request accommodation due to physical or mental disabilities, pregnancy, childbirth or a related medical condition should contact

the Employee's Supervisor. If that person is unavailable, please contact Insperity human resource specialist or any member of management.

13-2 ANTI-HARASSMENT - OR

Insight School of Oregon - Painted Hills and Insperity are committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment, even when not unlawful or directed at a protected category, is prohibited and will not be tolerated. All employees, including supervisors and co-workers, as well as vendors, contractors, interns (whether paid or unpaid), temporary workers, customers or other third parties, are expected to adhere to this policy.

Reported or suspected occurrences of harassment or discrimination will be promptly and thoroughly investigated. Following an investigation, Insight School of Oregon - Painted Hills and Insperity will promptly take any necessary and appropriate disciplinary action.

Insight School of Oregon - Painted Hills and Insperity will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of harassment or discrimination complaints.

1. The term "harassment" includes harassment based on any category protected by federal, state or local law, which may include, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual's race (including hair texture and hair styles), color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, pregnancy related condition, including, but not limited to childbirth and/or lactation, physical disability, mental and/or intellectual disability, age, military status, veteran status (including protected veterans), marital status, registered domestic partner or civil union status, familial status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation.
2. Sexual harassment is a form of workplace discrimination and Insight School of Oregon - Painted Hills and Insperity have a zero-tolerance policy for any form of sexual harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
 - a. submission to such conduct is an explicit or implicit term or condition of employment;

- b. employment decisions are based on an employee's submission to or rejection of such conduct; or
 - c. such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment, even if the complaining individual is not the intended target of the sexual harassment
 - d. examples of acts that may be unlawful sexual harassment include, but are not limited to:
 - i. physical assaults of a sexual nature, such as: Touching, pinching, patting, grabbing; rape, sexual battery, molestation or attempts to commit these assaults;
 - ii. unwanted sexual advances or propositions, such as requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments
 - iii. sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience which create a hostile work environment;
 - iv. sexual or discriminatory displays or publications anywhere in the workplace, such as: Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace;
 - v. hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as: Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job; Sabotaging an individual's work; Bullying, yelling, name-calling.
3. Harassment and discrimination are forms of employee misconduct that subjects Insight School of Oregon - Painted Hills and Insperity to liability for harm to victims of harassment, including sexual harassment. Harassers may also be individually subject to liability. Any employee, including supervisors and managers, who engage in harassing, including sexual harassing, will be subject to sanctions enforced against them for such behavior.

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Internal Complaint Procedure

Insight School of Oregon - Painted Hills and Insperity provide you with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment, and discrimination. Any employee who feels harassed or discriminated against, or who is aware of harassment or discrimination occurring in the workplace is encouraged to immediately inform the alleged offender that the behavior is unwelcome. If the informal discussion with the alleged offender is unsuccessful in remedying the problem, or if you do not feel comfortable with such an approach,

you should immediately report the conduct to the Employee's Supervisor. If the Employee's Supervisor is not available, you may bring your complaint to any manager or company owner and the Insperity Anti-Harassment Hotline number at 844-677-3030.

We cannot resolve an issue related to harassment or discrimination unless we know about it. Managers and supervisors are required to report any complaint they receive, or any harassment that they observe. Therefore, it is your responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct any problems. The report should include all facts available to you regarding the alleged harassment, sexual harassment, or discrimination.

When you call the Insperity Anti-Harassment Hotline, please be sure to leave your name, Insperity employee identification number or the last four digits of your social security number, and the name of the client company for which you work. If you wish to make an anonymous complaint, you may do so. However, the scope of our investigation may be limited based on the information you provide.

External Complaint Procedure and Time Limits

Nothing in this policy prevents any person from filing a formal grievance in accordance with a collective bargaining agreement (if applicable), the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limit for filing.

Confidentiality

All reports of alleged harassment, sexual harassment, or discrimination will be treated seriously. Confidentiality will be maintained to the extent possible. However, to conduct a thorough investigation, certain information may need to be disclosed to other individuals, including the alleged offender. Consequently, absolute confidentiality cannot be promised and cannot be guaranteed.

Investigative Procedure

Once a complaint of alleged harassment, sexual harassment, or discrimination is received, we will begin a prompt and thorough investigation. All employees are required to cooperate with management during any investigation of harassment, including sexual harassment.

The investigation may include interviews with all involved parties, including the alleged harasser, and any persons who are aware of facts or incidents alleged to have occurred, and review of any information provided by such parties. While confidentiality will be observed in this procedure, complete confidentiality cannot be guaranteed. However only those people who are necessary to this process will be informed of events, and only to the extent necessary.

Following an investigation, Insight School of Oregon - Painted Hills and Insperity will promptly take any necessary and appropriate disciplinary action. Disciplinary action will be taken if the investigation reveals that an employee has acted in a manner that is not aligned with the goals of this policy. Insight School of Oregon - Painted Hills and Insperity may address any workplace issue discovered during an investigation. This may include some or all the following steps:

1. Restore any lost terms, conditions, or benefits of employment to the complaining employee.
2. Discipline the alleged harasser. This discipline may include written disciplinary warnings, transfer, demotion, suspension and/or termination of employment.

If the alleged harassment, sexual harassment, or discrimination is from a vendor, contractor, customer or other third party, Insight School of Oregon - Painted Hills and Insperity will take appropriate action to stop the conduct.

If you have made a complaint but feel that the action taken in response has not remedied the situation, you should make an additional complaint following the complaint procedure outlined in this policy.

Duties of Employees and Supervisors

All employees of the company, both management and non-management, are responsible for assuring that a workplace free of harassment, sexual harassment, and discrimination is maintained. Any employee may file a complaint regarding incidents experienced personally or incidents observed in the workplace. Employees and managers should document incidents of prohibited conduct, as described in this policy. Insight School of Oregon - Painted Hills strives to maintain a pleasant work

environment where all employees can effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment, sexual harassment, and discrimination from occurring. If a complaint of harassment, sexual harassment or discrimination is raised, the individual to whom the complaint is made (i.e., supervisor, manager, company owner) should act promptly to notify the Insperity Anti-Harassment hotline number so an investigation may promptly proceed. The company and Insperity may discipline any managers or supervisors who fail to follow this policy, which may include termination.

Nondisclosure or Nondisparagement Agreements

Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

The company will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

Retaliation Prohibited

Insight School of Oregon - Painted Hills and Insperity do not condone retaliation against individuals who file complaints of harassment, sexual harassment, or discrimination. Employees who are found to have retaliated against employees or non-employees (i.e. someone who is a contractor, subcontractor, intern, vendor, temporary worker, consultant or otherwise providing services in the workplace) who have filed complaints of harassment, sexual harassment, discrimination, or who testify or assist in any proceeding under the law is unlawful and will be subject to disciplinary action, up to and including termination.

13-3 FAMILY AND MEDICAL LEAVE

(For Oregon employers that are covered by the Federal Family and Medical Leave Act)

Employees may be entitled to a leave of absence under the Family and Medical Leave Act ("FMLA") and/or the Oregon Family Leave Act ("OFLA"). This policy provides employees with information concerning FMLA and OFLA entitlements and obligations employees may have during such leaves. Whenever permitted by law, the Company will run FMLA leave concurrently with OFLA and any other leave provided under state or local law. If employees have any questions concerning FMLA leave, they should contact the Supervisor.

I. Eligibility

- a. FMLA leave is available to "FMLA eligible employees." To be an "FMLA eligible employee," the employee must: 1) have been employed by the Company for at least 12 months (which need not be consecutive); 2) have been employed by the Company for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.
- b. Special hours of service eligibility requirements apply to airline flight crew employees.
- c. OFLA leave is available to "OFLA eligible employees." To be an "OFLA eligible employee," the employees must: 1) have been employed by the Company for at least 180 days immediately preceding the day the leave begins; 2) have worked an average of at least 25 hours per week during that 180-day period (unless the leave is to care for a newborn child or newly placed foster or adopted child, in which case the weekly hour requirement is inapplicable); and 3) be employed by an employer with at least 25 employees in Oregon (including part-time employees and employees on leave) during each working day of 20 or more calendar workweeks in the year in which the leave will be taken, or in the preceding year.

- i. ***In the event of a public health emergency, employees who have worked for the Company for at least 30 days and averaged 25 hours per week during that 30-day period are eligible to take leave for any OFLA-covered reason.**
- d. Any employee who separates from employment with the Company, regardless of the reason, remains eligible for OFLA leave upon rehire if the employee: (i) is eligible to take OFLA leave at the time the employee separates; and (ii) is reemployed by the Company within 180 days of separation from employment. Additionally, any employee who has a temporary cessation of scheduled hours remains eligible for OFLA leave if the employee: (i) is eligible to take OFLA leave at the beginning of a temporary cessation of scheduled hours of 180 days or less; and (ii) returns to work at the end of the temporary cessation of scheduled hours of 180 days or less. Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled to take. The amount of time that the employee is deemed to have worked for the Company prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours will be restored to the employee when the employee is reemployed by the Company within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

II. Entitlements

- a. The FMLA and OFLA provide eligible employees with a right to leave, health insurance benefits (FMLA only) and, with some limited exceptions, job restoration.
 - i. **Basic FMLA and OFLA Leave Entitlement**
 - 1. The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The OFLA generally provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date the employee uses their FMLA leave. It is the Company's policy to provide the greater leave benefit provided under the FMLA or OFLA and to run leave concurrently under the FMLA and OFLA whenever possible. Leave may be taken for any one, or for a combination, of the following reasons:
 - a. To care for the employee's child after birth, or placement for adoption or foster care (parental leave);
 - b. To care for the employee's spouse (or same sex domestic partner - OFLA only), child (child does not have to be under 18 - OFLA only), or parent (or parent-in-law - OFLA only), or grandchild or grandparent (OFLA only) who has a **serious health condition**;
 - c. To care for the employee's child or same-sex domestic partner's child with an illness or injury that requires home care but is not a serious health condition (sick child leave - OFLA only);

- d. To care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency (sick child leave - OFLA only);
 - e. To deal with the death of a family member by attending the funeral (or alternative) of the family member; making arrangements necessitated by the death of a family member; or grieving the death of a family member (OFLA only);
 - f. For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
 - g. Because of any **qualifying exigency** arising out of the fact that an employee's spouse, child or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of contingency operations or Regular Armed Forces for deployment to a foreign country (FMLA only).
2. Eligible employees are entitled to a maximum of 12 weeks' leave in the applicable 12-month period, subject to the following exceptions: 1) employees who take leave for a pregnancy-related disability (including routine prenatal care) may take up to an additional 12 weeks for any OFLA-qualifying purpose; and 2) employees who use a full 12 weeks of "parental leave" may use up to 12 additional weeks in the same leave year for "sick child leave." Two family members working for the same employer are permitted to each take up to 12 weeks of parental leave, but in some situations may be required to stagger the leave. (Note, absences due to compensable work-related injuries or illnesses under the Oregon Workers' Compensation Law are not counted under an eligible employee's OFLA 12-week leave entitlement.) An eligible employee is entitled to take a maximum of two (2) weeks of leave per death of a family member, up to a maximum of 12 weeks per leave year. The leave must be completed within 60 days after the date on which the employee receives notice of the death of the family member.
3. A **serious health condition under the FMLA** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment

requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, incapacity due to pregnancy or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

4. A **serious health condition under the OFLA** means: (a) an illness, injury, impairment or physical or mental condition that requires inpatient care in a hospital, hospice or residential medical care facility; (b) an illness, disease or condition that in the medical judgment of the treating health care provider poses an imminent danger of death, is terminal in prognosis with a reasonable possibility of death in the near future or requires constant care; (c) any period of disability due to pregnancy or period of absence for prenatal care; or (d) any period of absence for the donation of a body part, organ or tissue, including preoperative or diagnostic services, surgery, post-operative treatment and recovery.
5. **Qualifying exigencies** may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

ii. **Additional Military Family Leave Entitlement (Injured Servicemember Leave) (FMLA Only)**

1. In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.
2. A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military service under conditions other than dishonorable at any time during the five year period preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a

serious injury or illness. These individuals are referred to in this policy as "covered veterans."

3. The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

iii. Intermittent Leave and Reduced Leave Schedules

1. FMLA and/or OFLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees are also entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member, or the serious injury or illness of a covered servicemember. Leave due to qualifying exigencies may also be taken on an intermittent or reduced schedule basis.

iv. No Work While on Leave

1. The taking of another job while on FMLA/OFLA leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by applicable law.

v. Protection of Group Health Insurance Benefits

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

vi. Restoration of Employment and Benefits

1. At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Company substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Company will notify employees if they qualify as "key employees," if it intends to deny reinstatement and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.
2. As with FMLA leave, at the end of OFLA leave, subject to some exceptions, employees generally have the right to return to the same or equivalent position with equivalent pay, benefits and other terms. There is no key employee exception under the OFLA.

vii. Notice of Eligibility for, and Designation of, FMLA and OFLA Leave

1. Employees requesting FMLA and/or OFLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written

notice of: 1) their rights and responsibilities in connection with such leave; 2) the Company's designation of leave as FMLA/OFLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

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

III. Employee FMLA and/or OFLA Leave Obligations

a. Provide Notice of the Need for Leave

- i. Employees who wish to take FMLA and/or OFLA leave must promptly notify the Company of their need for FMLA and/or OFLA leave. The following describes the content and timing of such employee notices.

ii. Content of Employee Notice

1. To trigger FMLA and/or OFLA leave protections, employees must inform their Supervisor of the need for FMLA/OFLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA and/or OFLA leave specifically or explaining the reasons for leave to allow the Company to determine that the leave is FMLA/OFLA-qualifying. For example, employees might explain that:
 - a. a medical condition renders them unable to perform the functions of their job;
 - b. they are pregnant;
 - c. they have been hospitalized overnight;
 - d. they or a covered family member (including domestic partner, parent-in-law, grandparent or grandchild under OFLA) are under the continuing care of a health care provider or a condition renders the family member unable to perform daily activities;
 - e. the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country (FMLA only); or
 - f. if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness (FMLA only).
2. Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy.

Employees must respond to the Company's questions to determine if absences are potentially FMLA-qualifying.

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

iii. Timing of Employee Notice

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

b. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

- i. When planning medical treatment, employees must consult with the Company and make a reasonable effort to schedule treatment so as not to unduly disrupt the Company's operations, subject to the approval of the employee's health care provider. Employees must consult with the Company prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Company and the employees, subject to the approval of the employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Company may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.
- ii. When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the Company may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.
- iii. When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Company of the reasons why such leave is medically necessary. In

such instances, the Company and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Company's operations, subject to the approval of the employee's health care provider.

c. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

- i. Depending on the nature of the FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.
- ii. It is the employee's responsibility to provide the Company with timely, complete, and sufficient medical certifications. Whenever the Company requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Company's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. The Company will inform employees if submitted medical certifications are incomplete or insufficient and provide employees with at least seven calendar days to cure deficiencies. The Company will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.
- iii. With the employee's permission, the Company (through individuals other than the employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Company with authorization allowing it to clarify or authenticate certifications with health care providers, the Company may deny FMLA leave if certifications are unclear.
- iv. Whenever the Company deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.
- v. The Company will not require medical certification for OFLA parental leave, the death of a family member or if the leave is taken to care for a child who requires home care due to the closure of the child's school or childcare provider because of a public health emergency. The Company may request verification for the need for leave to care for a child who requires home care due to the closure of the child's school or childcare provider as a result of a public health emergency. A request for verification may include a request for: (i) the name of the child requiring home care; (ii) the name of the school or child care provider that is subject to closure; (iii) a statement from the employee that no other family member of the child is willing and able to care for the child; and (iv) a statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

vi. Initial Medical Certifications

1. Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.
2. If the Company has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Company and the employee.

vii. Medical Recertifications

1. Depending on the circumstances and duration of FMLA leave, the Company may require employees to provide recertification of medical conditions giving rise to the need for leave. The Company will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

viii. Return to Work/Fitness for Duty Medical Certifications

1. Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Company medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Company may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

d. Submit Certifications Supporting Need for Military Family Leave

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

documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active-duty status of the same or a different military member.

- ii. When leave is taken care for a covered service member with a serious injury or illness, the Company may require employees to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, the Company may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

e. Substitute Paid Leave for Unpaid FMLA Leave

- i. Employees must use any accrued paid time while taking unpaid FMLA and/or OFLA leave.
- ii. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA and/or OFLA leave, and the paid time will run concurrently with the employee's FMLA and/or OFLA entitlement.
- iii. Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA and/or OFLA leave entitlement. Upon written request, the Company will allow employees to use accrued paid time to supplement any paid disability benefits.

f. Pay Employee's Share of Health Insurance Premiums

- i. During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Company notifies employees of other arrangements, whenever employees are receiving pay from the Company during FMLA leave, the Company will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.
- ii. If FMLA leave is unpaid, employees must pay their portion of the group health premium through a "pay-as-you-go" method.
- iii. The Company's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the Company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Company for the cost of the premiums the Company paid for maintaining coverage during their unpaid FMLA leave.

IV. Coordination of FMLA/OFLA Leave with Other Leave Policies

- a. The FMLA and OFLA do not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law which provides greater family or medical leave rights. However, whenever permissible by law, the Company will run FMLA leave concurrently with OFLA and any other leave provided under state or local law. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the Company's other leave policies in this handbook or contact Supervisor.

V. Questions and/or Complaints about FMLA/OFLA Leave

- a. If employees have questions regarding this FMLA/OFLA policy, they should contact the Supervisor. The Company is committed to complying with the FMLA/OFLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA/OFLA.
- b. The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact Supervisor immediately. The Company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

13-4 DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING LEAVE

Employees who are victims of domestic violence, sexual assault or stalking, or are the parent or guardian of a minor child or dependent who is a victim, may take reasonable, unpaid time off from work to deal with the violence.

The leave can be used for any of the following reasons:

- to obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent; or
- to seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault or stalking of the eligible employee or the employee's minor child or dependent;
- to obtain, or to assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, sexual assault or stalking;

- to relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent; or
- to seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for, and participating in, protective order proceedings or other civil or criminal legal proceedings related to domestic violence, sexual assault or stalking.

Employees will not be compensated for time away from work for purposes related to domestic violence, sexual assault or stalking, but may use available vacation and personal time to cover the period of absence.

Employees must give reasonable notice of their intention to take time off from work, unless giving such notice is not feasible. Leave may be limited where it creates undue hardship on the Company's business.

The Company may require certification that the employee or employee's minor child or dependent is a victim of domestic violence, sexual assault or stalking, and that the leave was taken for purposes allowed under the law.

Employees also may request a reasonable safety accommodation if they are a victim of domestic violence, sexual assault or stalking, or are the parent or guardian of a minor child or dependent who is a victim.

13-5 VICTIMS OF CRIME

Employees who are victims of a crime or whose family members are crime victims may take reasonable, unpaid time off from work to attend criminal proceedings. To be eligible for the leave, the employee must work for an employer with six (6) or more employees and have worked for more than 25 hours a week for at least 180 days prior to the leave.

Employees will not be compensated for crime victim leave but may use available vacation and personal time to cover the period of absence.

Employees must give reasonable notice of their intention to take crime victim's leave and must provide copies of notices of scheduled criminal proceedings. Leave may be limited where it creates an undue hardship on Insight School of Oregon - Painted Hills's business.

13-6 BONE MARROW DONATION LEAVE

Employees who work 20 or more hours per week are entitled to up to 40 hours of unpaid leave for the purpose of donating bone marrow. Verification of donation and the length of necessary leave may be required by the Company. Reasonable notice of leave must be provided. Employees may use accrued paid time off for this purpose.

13-7 LACTATION BREAKS

Subject to certain exceptions where permitted by applicable law, employees who are nursing may take a reasonable rest period to express milk each time they have a need to express milk for their child who is 18 months of age or younger. The employee will, if feasible, take the rest periods to express milk at the same time as the rest periods or meal periods that are otherwise provided to the employee. Insight School of Oregon - Painted Hills will make reasonable efforts to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area for the employee to express milk in private. Employees will not be retaliated against exercising their rights under this policy.

Employees should advise management if they need break time and an area for this purpose. Employees can consult your supervisor or Insperity human resource specialist with questions regarding this policy.

Section 14 - WASHINGTON ADDENDUM

14-1 PREGNANCY ACCOMMODATIONS

In compliance with Washington law, Insight School of Oregon - Painted Hills will not discriminate against the employee in relation to pregnancy and pregnancy-related health conditions. The Company will endeavor to provide reasonable accommodations for conditions related to pregnancy and pregnancy-related health conditions, including the need to express breast milk. Reasonable accommodations include:

1. providing more frequent, longer or flexible restroom breaks;
2. modifying a no food or drink policy;
3. job restructuring, part-time or modified work schedules, reassignment to a vacant position or acquiring or modifying equipment, devices or the employee's workstation;
4. providing seating or allowing the employee to sit more often if the employee's job requires the employee to stand;
5. providing for a temporary transfer to a less strenuous or less hazardous position;
6. providing assistance with manual labor and limits on lifting;
7. scheduling flexibility for prenatal visits;
8. providing reasonable break time for an employee to express breast milk each time the employee needs to express the milk and providing a private location, other than a bathroom; and
9. any further pregnancy accommodation the employee may request, and to which the Company must give reasonable consideration in consultation with information provided on pregnancy accommodation by the Washington Department of Labor and Industries or the attending health care provider of the employee.

The Company may request that the employee provide a written certification from the employee's treating health care professional regarding the need for reasonable accommodation except for accommodations listed in points 1, 2, 4, and 8 above or limits on lifting in point 6 of more than 17 pounds. The employer may refuse accommodation listed in points 3, 5, 6 (for lifting, only if involves 17 pounds or less), 7, 8, and 9 if the accommodation would pose an undue hardship on the Company's program, enterprise or business.

The Company is not required to create additional employment that would not otherwise have been created or discharge any employee, transfer any employee with more seniority or promote any

employee who is not qualified to perform the job, unless the Company does so or would do so for other classes of employees who need accommodation.

The Company will not take adverse action against the employee who requests, declines, or uses accommodation under this policy. Further, the Company will not deny employment opportunities to an otherwise qualified employee or prospective employee if such denial is based on the Company's need to reasonably accommodate the employee's or prospective employee's condition related to pregnancy, childbirth or a related medical condition. Additionally, the Company will not require the employee to take leave if another reasonable accommodation can be provided for the employee's pregnancy and pregnancy-related health conditions.

If employees have any questions about or would like to request reasonable accommodation pursuant to this policy, they should contact the Employee's Supervisor.

14-2 BIOMETRIC TIMEKEEPING - WA

This policy applies to all employees of Insight School of Oregon - Painted Hills who, while performing their regular job responsibilities, are involved in the collection, use, handling, safeguarding, storage, retention, and destruction of Biometric Identifiers and Biometric Information (collectively, "Biometric Data").

Insight School of Oregon - Painted Hills offers the convenience of a biometric timekeeping system that can collect images and/or features of your fingerprint to facilitate accurate and efficient time records of your work hours. The collected images and/or features of your fingerprint are referred to as "biometric data."

Upon your consent, your biometric data will be collected, stored and used by the company through your employment with Insight School of Oregon - Painted Hills to: (1) identify you; (2) record your work start and end times; and (3) process your pay. You will be asked to sign a Biometric Collection Consent form upon hiring for this purpose. The company will not disclose, sell, lease, or trade your biometric data for any other purpose.

The Company will securely store your biometric data in the same manner as it stores other confidential or sensitive company information. The Company prohibits the sale, lease or trade of Biometric Data. The Company prohibits any disclosure of Biometric Data other than as permitted by this policy.

Your biometric data will be permanently destroyed after your employment with the company ends. Biometric Data in electronic form will be destroyed in a manner that renders the information irretrievable. The Company's Human Resources and Information Technology departments shall be responsible for coordinating with the time-clock service provider.

14-3 PAID FAMILY AND MEDICAL LEAVE

Eligibility

Employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year) are eligible to apply for paid medical leave or paid family leave (collectively PFML). "Qualifying period" means the first four (4) of the last five (5) completed calendar quarters or, if eligibility is not established, the last four (4) completed calendar quarters immediately preceding the application for PFML. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward 820 hours, including part-time, seasonal, and temporary work. Employees seeking leave through March 31, 2022, who do not meet the requirement of 820 hours worked in the qualifying period may be eligible for a pandemic leave assistance grant.

Entitlement

PFML is available to eligible employees for up to 12 weeks within any 52 consecutive week period. PFML may be used:

- to participate in providing care, including physical or psychological care, for a family member (child, grandchild, grandparent, parent, sibling, spouse, child's spouse or state registered domestic partner, or anyone who has an expectation to rely on the employee for care, whether living in the same household or not) with a serious health condition;
- to bond with the employee's child after the child's birth or after the placement of a child under the age of 18 with the employee;
- because of any qualifying military exigency as permitted under the federal Family and Medical Leave Act (FMLA) for the employee's family member (child, grandchild,

grandparent, parent, sibling, spouse, child's spouse or state registered domestic partner of an employee); or

- because of the employee's own serious health condition.

For purposes of the above, unless the context clearly requires otherwise, "child" includes biological, adopted or foster child; a stepchild or a child to whom the employee stands in loco parentis, is a legal guardian or is a de facto parent regardless of age or dependency status. "Parent" includes biological, adoptive, de facto or foster parent, stepparent or legal guardian of the employee or the employee's spouse or state registered domestic partner or an individual who stood in loco parentis to the employee when the employee was a child.

Qualifying military exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty, and attending post-deployment reintegration briefings.

If the employee faces multiple events in a year, the employee may be eligible to receive up to 16 weeks, and up to 18 weeks if the employee experiences a serious health condition during pregnancy that results in incapacity.

Leave to care for the employee's child after birth, or placement for adoption or foster care must be taken within one (1) year of the child's birth or placement. Leave for any other reason must be taken within one (1) year of the date on which the employee filed an application for the benefits.

These benefits are financed through both employee and Insight School of Oregon - Painted Hills contributions to the PFML program. The program is administered by the Washington Employment Security Department (ESD). The Company will calculate and withhold premiums from employees' paychecks and send both employees' shares and the Company's share, if applicable, to ESD on a quarterly basis.

While on PFML, employees are entitled to partial wage replacement at a portion of their average weekly pay. There is a waiting period of up to seven (7) consecutive calendar days of leave, but employees may use any paid time off (including vacation leave, personal leave, medical leave, sick

leave, compensatory leave or any other paid leave offered under the Company's established policy) to receive compensation during that waiting period. No waiting period is required where leave is for the birth or placement of a child or for military exigency.

If the employee's average weekly wage is 50 percent or less of the state average weekly wage, the employee's weekly benefit is 90 percent of the average weekly wage. If the employee's weekly benefit is greater than 50 percent of the of the state average weekly wage, the weekly benefit is the sum of:

- 90 percent of 50 percent of the state average weekly wage; and
- 50 percent of the employee's average weekly wage is greater than 50 percent of the state average weekly wage.

The ESD sets the maximum weekly benefit for PFML, and it will be adjusted effective January 1 of each subsequent year as determined by the state based on 90 percent of the state's average weekly wage. Employees will be paid benefits directly by ESD rather than by the Company.

In any week in which the employee is eligible to receive benefits under Title 50 (unemployment compensation) or certain provisions of Title 51 (industrial insurance) of the Revised Code of Washington, or any other applicable federal unemployment compensation, industrial insurance or disability insurance laws, the employee is disqualified from receiving PFML.

Definition of a Serious Health Condition

A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility; or continuing treatment by a health care provider. Subject to certain conditions, the continuing treatment requirement may include, but is not limited to:

- a period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition;
- any period of incapacity due to pregnancy, or for prenatal care;
- any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- a period of incapacity which is permanent or long term due to a condition for which treatment may not be effective; or

- any period of absence to receive multiple treatments, including any period of recovery from the treatments, by a healthcare provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for: restorative surgery after an accident or other injury; or a condition that would likely result in a period of incapacity of more than three (3) consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer, severe arthritis, or kidney disease.

Use of PFML

Employees do not need to use PFML in one block. PFML can be taken intermittently in minimum increments of eight (8) consecutive hours. PFML taken on an intermittent basis will not result in a reduction of the total amount of PFML to which the employee is entitled beyond the amount of PFML taken.

Employee Notice

Employees must provide the Company with at least 30 days' written notice before PFML is to begin if the need for PFML is foreseeable based on an expected birth, placement of a child, or planned medical treatment for a serious health condition. Employees must provide the Company with written notice as soon as is practicable when 30 days' notice is not possible, such as because of a lack of knowledge of approximately when PFML will be required to begin, a change in circumstances or a medical emergency. Employees must provide written notice as soon as is practicable for foreseeable PFML due to a qualifying military exigency, regardless of how far in advance such PFML is foreseeable. When the need for PFML is not foreseeable, employees must provide written notice as soon as is practicable under the facts and circumstances of the situation. If the employee is unable to provide notice personally, written notice may be given by another responsible party, such as the employee's spouse, neighbor, or coworker.

The employee must provide written notice to make the Company aware that the employee may need PFML. The notice must contain at least the anticipated timing and duration of the PFML. Written notice includes, but is not limited to, handwritten or typed notices, and all forms of written electronic communications such as text messages and email.

Whether PFML is to be continuous or is to be taken intermittently or on a reduced schedule basis, written notice need only be given one time, but the employee must inform the Company as soon as is practicable if dates of the scheduled PFML change, are extended or were initially unknown.

Filing Claims with the ESD

The employee may apply for PFML benefits by:

- using the ESD online services;
- contacting the paid family and medical leave customer care center by telephone; or
- using alternate methods authorized by ESD.

The ESD is solely responsible for determining if an employee is eligible for benefits.

Supplemental Benefits During PFML

The Company offers the following supplemental benefits to employees who are receiving PFML: vacation leave, sick leave, and other paid time off.

Job Benefits and Protection

Employees may keep their health insurance while on PFML. Employees who contribute to the cost of their health insurance must continue to pay their portion of the premium cost while on PFML.

Employees who return from PFML generally will be restored to a same or equivalent job if the Company has 50 or more employees and the employee has worked for the Company for at least 12 months, and has worked 1,250 hours in the 12 months before taking PFML (about 24 hours per week, on average). Otherwise, Employees taking PFML are not guaranteed job reinstatement unless they qualify for such reinstatement under federal and/or state leave laws or other applicable laws.

The use of PFML cannot result in the loss of any employment benefits that accrued prior to the start of PFML.

FMLA Concurrent with PFML

Any time off for PFML purposes will run concurrently with FMLA, if applicable, except for any leave for sickness or temporary disability because of pregnancy or childbirth, which is in addition to leave under PFML. Please see the "Family and Medical Leave" policy for eligibility requirements under the FMLA and see the "Pregnancy and Childbirth Leave" policy for eligibility requirements for pregnancy leave.

Questions and/or Complaints about PFML

The Company is prohibited from discriminating or retaliating against employees for requesting or taking PFML.

For more information on PFML, employees may go to paidleave.wa.gov or speak with your supervisor or Insperity human resource specialist.

14-4 PREGNANCY AND CHILDBIRTH LEAVE

Employees are eligible to take unpaid leave for the actual period that they are sick or temporarily disabled because of pregnancy, childbirth or related medical conditions.

Any employees wishing to request leave because of a pregnancy-related disability must provide appropriate medical certification.

This leave is available regardless of whether the employee qualifies for leave under Insight School of Oregon - Painted Hills's Family & Medical Leave policy. This leave does not count towards the employee's leave entitlement, if any, under the Washington State Paid Family and Medical Leave Act (PFML), but FMLA leave will run concurrently with this leave.

During this leave, employees must use any applicable paid time off benefits that they have available to cover some or all the absence. Otherwise, the leave will be unpaid. Group health and other

benefits will be handled in the same manner as for any other similar pregnancy or non-pregnancy related absence.

If employees take this leave only for the actual period of disability, as certified by their health care provider, then they ordinarily will be allowed to return from this leave to the same job they held when the leave began or to a similar job of at least the same pay. Exceptions to this general rule will be made only if the Company has a business necessity to do otherwise.

If employees have any questions regarding this policy, they should contact your supervisor or Insperity human resource specialist.

14-5 LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE

If the employee or the employee's family member is a victim of domestic violence, the employee may be eligible to take reasonable, unpaid time off from work for one or more of the following reasons:

- seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or a family member including, but not limited to, preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking;
- seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault or stalking, or to attend to health care treatment for a victim who is a family member;
- obtain or assist a family member in obtaining services from a domestic violence shelter, rape crisis center or other social services program for relief from domestic violence, sexual assault or stalking;
- obtain or assist a family member in obtaining mental health counseling related to an incident of domestic violence, sexual assault or stalking, in which the employee or family member was a victim of domestic violence, sexual assault or stalking; or
- participate in safety planning, temporarily or permanently relocate or take other actions to increase personal safety or that of family members from future domestic violence, sexual assault or stalking.

Employees may elect to use any sick leave or other paid time off for leave pursuant to this policy. Leave may take the form of reasonable unpaid leave from work, intermittent leave, or leave on a reduced leave schedule.

Employees wishing to take leave pursuant to this policy must give advance notice of their intention to take leave. When advance notice cannot be given because of an emergency or unforeseen circumstance due to domestic violence, sexual assault or stalking, the employee or a designee must give notice no later than the end of the first day on which such leave is taken.

Verification of the need for leave may be required.

14-6 CIVIL AIR PATROL LEAVE - WA

Insight School of Oregon - Painted Hills provides unpaid leave time for eligible employees to serve as a member of the Civil Air Patrol on the request of the state or its political subdivisions. You may choose to take accrued paid time off for the leave. You must give as much advance notice as possible and provide certification from the Civil Air Patrol authority in advance, unless you are called for emergency service.

