



Friendship Public
Charter School

Team Member Handbook 2020

This Team Member Handbook does not constitute a contract or agreement of employment nor guarantee any fixed terms and conditions of employment, either express or implied. FPCS reserves the right to alter, eliminate, or otherwise change any policy, without notice, at any time, except the at-will employment policy, which may only be changed by written agreement signed by an team member and the Chief Executive Officer or their Designee.

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Section 1

Welcome to Friendship Public Charter School

Welcome to Friendship Public Charter School! You are now a member of a dynamic learning community dedicated to fostering an environment in which all students can discover their talents and realize their true potential. We are also a respectful and inclusive community that welcomes everyone and celebrates each other's success. Whether you are a new or current team member, we are confident that you will find Friendship Public Charter School a dynamic and rewarding place in which to work.

We are pleased to provide you with this handbook, which outlines the personnel policies and procedures for Friendship Public Charter School (FPCS). It has been written to serve as the guide for the employer-employee relationship. You should read, understand, and follow the policies and procedures in this handbook.

There are several things that are important to keep in mind about this handbook:

- It contains only general information and guidelines and is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. If you have any questions, you should contact a member of the Human Resources team.
- This handbook does not confer any contractual obligations or rights, either express or implied and no policy set forth in this handbook guarantees any continuity of employment, benefits, or rights.
- Neither this handbook nor any other FPCS document confers any contractual right to remain an FPCS team member. In the District of Columbia, team members are employed at-will, meaning your employment may be terminated at will at any time, with or without cause and without prior notice, by FPCS or you. The terms and conditions of your employment may be changed by FPCS at any time.
- The procedures, practices, policies, and benefits described in this handbook may be modified or discontinued at any time at the sole discretion of FPCS.
- Only the Board of Trustees, Chief Executive Officer or designee has the authority to modify any policies, procedures or benefits in this handbook, which is the property of the school.
- Some of the benefits described are covered in detail in official policy documents, including Summary Plan Descriptions and FPCS's Benefits Booklet, which should be referred to for specific information. In the event of a conflict between any policy, procedure or benefit described in this handbook and the benefit plan document, the plan document will prevail unless otherwise required by law.

Mission

The mission of FPCS is to provide a world-class education that motivates students to achieve high academic standards, enjoy learning and develop as ethical, literate, well-rounded and self-sufficient citizens who contribute actively to their communities.

FPCS students benefit from strong school leadership, research-based academic instruction, caring and well-trained teachers, state-of-the-art technology, wrap-around social services, and high levels of community involvement.

Governance and Oversight

FPCS is a not-for-profit organization and is governed by a Board of Trustees. The Board provides a vision for FPCS, sets policy, establishes the budget, and monitors performance. The Chairman of the Board is Donald L. Hense, a noted economist, community activist, and educator.

FPCS campuses in the District of Columbia are authorized by the DC Public Charter School Board. The Office of the State Superintendent of Education, the state educational agency, also monitors and audits all public schools including charter schools. FPCS is an independent organization and not under the jurisdiction of the DCPS Superintendent or the DC Board of Education.

Funding: DC Charter Campuses

FPCS campuses in the District of Columbia are open and free to all children who reside in the District of Columbia. Funding is provided by the DC government on a per student basis, according to a formula that determines funding for all public charter schools and other DC public schools. FPCS also receives funding from the federal government based on its enrollment of low-income students. To support our ambitious vision for family services and extended learning, we also pursue grant funding and private donations.

Community Commitment

FPCS believes in giving back to the communities in which we live and do business. Whether supporting disadvantaged youth, chambers of commerce or industry groups, the organization takes seriously its role as an educational partner and local employer. FPCS also fosters a giving attitude among its team members, encouraging participation in community activities and philanthropic endeavors. Additionally, FPCS offers a paid internship program that provides opportunities for college students to learn new technical skills as well as skills for success in a professional environment.

Commitment to Team Members

FPCS is committed to treating all team members with honesty, fairness, safety and respect. In order to create this environment, we will provide equal treatment for team members, promote a positive work environment and protect the health and safety of all team members.

Section 2

Employment at Friendship Public Charter School

Background Checks

All FPCS team members, interns, volunteers, contractors, consultants, and other third parties working for the organization, or the campus, must complete a background check prior to beginning work and interfacing with our scholars. Each individual, regardless of position, is required to complete a Criminal and Sexual Offender Check Consent Form prior to working or volunteering with FPCS. Such consent authorizes FPCS to obtain additional background checks that will take place at any time during employment. This policy outlines the disclosure notice and procedures surrounding the background check. Please note that FPCS complies with all rights under the Fair Credit Report Act and DC law. All FPCS team members will be required to renew their relevant background check every two years. Certain positions also require drug and alcohol testing, TB testing, motor vehicle, and credit history checks upon hire and periodically where job-related and consistent with business necessity.

At-Will Employment Status

Employment at FPCS is at-will. This means that team members may resign at any time, and may be terminated at any time, without notice or cause. In addition, FPCS may change the terms of the employment relationship, including a team member's hours, salary, title, job duties, or place of work, without notice or cause. Nothing in this Team member Handbook limits a team member's or FPCS's right to terminate employment with or without cause. Furthermore, nothing in this handbook or in any other document or oral statement shall limit the at-will nature of the employment relationship. No one at FPCS has the authority to alter the at-will nature of the employment relationship without the express written consent of the Chief Executive Officer.

The Immigration Reform and Control Act of 1986 (I-9 Regulation)

In compliance with the Federal Immigration Reform and Control Act of 1986, as amended, and any state law requirement, FPCS must employ only individuals who are authorized to work in the United States. As a condition of employment, each new team member must complete a Form I-9, Employment Eligibility Verification and present documentations establishing his/her identity and employment eligibility within three (3) days of hire. FPCS uses E-Verify, an internet based system operated by the Department of Homeland Security (DHS) and U.S. Citizenship and Immigration Services (USCIS), to determine the employment eligibility of our team members. E-Verify electronically checks information provided by the team member on his or her Form I-9 against the records contained in the DHS and Social Security Administrations (SSA) databases.

If a team member is authorized to work in the United States for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed with Friendship. Team members may be separated from employment with FPCS for failing to provide proof of renewed employment eligibility.

Work Schedules

• District Office Team Members

Full-time Community Office team members are required to work a minimum of 40 hours per week, Monday through Friday. Standard community office work schedules are 7:45 a.m. to 4:00 p.m., 8:00 a.m. to 4:30 p.m., 8:15 a.m. to 4:45 p.m., 8:30 a.m. to 5:00 p.m. or 9:00 a.m. to 5:30 p.m., unless special arrangements have been made with a supervisor. The operational needs of FPCS may require variations to these hours, and circumstances may occasionally arise in which you are required to work an extended work day with little or no advance notice. You will be expected to work the extended schedule on those occasions.

- **Campus Based Team Members**

10-month and 12-month campus based team members are required to work a minimum of 40 hours per week, Monday through Friday. Scheduled work hours are 7:45 a.m. to 4:15 p.m., unless special arrangements have been made with a supervisor. Team member hours are announced at the beginning of the school year, and team members will be notified if any changes or modifications were made based on their required work schedule.

Attendance

Attendance and punctuality are important factors for a team member's success within this organization. If a team member is consistently late or excessively absent, FPCS's ability to perform work is affected and an unfair burden is placed on co-workers. Lateness is defined as arriving after a team member's start time and will not be tolerated.

It is the team member's responsibility to notify their Principal or Supervisor, if they will be late to work due to illness for other personal reasons, prior to the start of duty, or the evening before if possible. If a team member fails to notify their Principal or Supervisor that they will be absent from work, and subsequently does not return to work with a valid excuse, disciplinary actions up to, and including, termination may occur. Team members with attendance and tardiness problems may be subject to disciplinary action.

If a team member is absent for more than one day in a row, the team member must notify their supervisor each day, and if the team member is absent due to sickness for three (3) consecutive days, the team member may be required to produce a written medical excuse upon return to their worksite.

Any team member who is absent for reasons other than those permitted or excused by FPCS's holiday, sick, vacation, short/long term disability or other leave policies, or who repeatedly fails to provide notice as required, will be subject to appropriate disciplinary action, up to and including termination.

Team Member Classifications

Each team member is designated as either "exempt" or "non-exempt" from the overtime provisions of the Fair Labor Standards Act (FLSA) and corollary state wage and hour laws.

FPCS team members are categorized as "exempt" or "non-exempt", in accordance with the FLSA. These categories are summarized below. More information about the FLSA is available via the Department of Labor website at: <https://www.dol.gov/>.

Exempt: Pursuant to applicable federal and state laws, exempt team members are team members who are paid on a salaried basis and are typically individuals who hold certain administrative, professional, or executive roles that meet specific criteria established by applicable wage and hours laws. Exempt team members are not entitled to the overtime pay provisions of the FLSA, and are not subject to certain deductions to their salary under federal and state laws.

Non-exempt: Pursuant to federal and state laws, non-exempt team members are team members whose job duties and responsibilities do not exempt them from coverage under the FLSA overtime pay provisions. Non-exempt team members must receive overtime pay compensation for all overtime hours worked. All team members who are not classified as "exempt" are automatically classified as "non-exempt." Please refer to the Overtime section for detailed information.

Classifications

Full-Time Team members: Work at least 30 hours per week and not on temporary appointments. All full-time team members qualify for Friendship benefits.

Full-time 10-month Team members: Work under the conditions detailed in the signed offer letter between the team member and FPCS. These team members are regularly scheduled to work at least 40 hours per week. They are eligible for full-time benefits, with the exception of vacation/annual leave. Leave is designated on a per annual basis at the beginning of each school year. See Leave and Benefits section for detailed information.

Part-Time: Regularly work less than an average of 30 hours each week and are not on temporary appointments. All part-time team members are covered under government-mandated benefits (e.g. sick leave, worker's compensation and unemployment insurance) but are ineligible to participate in and receive FPCS benefits.

Temporary Team members: Hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary team members retain that status unless and until notified of a change. While temporary team members receive all government-mandated benefits, they are ineligible to participate in and receive FPCS benefits.

Interns: Exempt and nonexempt team members working for educational purposes and on-the-job training.

Offer letters set forth employment classifications for team members. In addition to the above classifications, FPCS may retain consultants for specific projects or specific periods of time. Consultants are retained in accordance with the terms and conditions of formal, duly executed written consulting contracts. Consultants are not team members of FPCS and are not eligible for any FPCS benefits.

Employment Records

FPCS collects and maintains personal team member information required for business purposes. It is important that you keep your records current, since this information is used for benefits administration, notification in case of an emergency, and other administrative purposes. Contact the FPCS Human Resources Department if there are any changes in your personal information including but not limited to familial status, address, contact telephone number, emergency contact, tax or certification/professional license status.

Employment records are the property of FPCS. FPCS will make every effort to keep team member records confidential. You may also update your personal information through the Employee Self-Service in the ADP Portal platform. This does not preclude FPCS from providing information to duly authorized governmental or law enforcement agencies or pursuant to a legally issued summons or judicial order, such as a subpoena or a search warrant.

Personnel Files

A personnel file on each team member is maintained in the FPCS Human Resources Department. Your personnel file includes information such as your application for employment, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Access to the information contained in personnel files is restricted. Only supervisors and management personnel of FPCS who have a legitimate reason to review information in a file are allowed to do so. Managers, Supervisors, and Principals do not, and shall not, maintain separate personnel files in their desks or work areas.

If you wish to review your personnel file you must schedule an appointment with a Human Resources representative at the Community office. A member of the Human Resources Department must be present during your review of your personnel file. You may ask

the Human Resources team member to make copies of items in your personnel file for you. You are not permitted to add, remove, deface or otherwise make notations on the documents in your personnel file.

Team member medical records, if any, are maintained separately and are not included in your personnel file. These records also will be treated confidentially and will be disclosed only if authorized in writing by you, or as otherwise allowed by law.

Employment Verification and Reference Checks

All requests for employment verification must be referred to the Human Resources Department to ensure consistency of information. Employment verification and release of information will be provided upon receipt of written authorization from the team member. In such instances, Human Resources will provide dates of employment, last position held, and salary information.

It is FPCS policy not to provide employment references. All team members should contact Human Resources if they are requested to provide an employment reference for any current or former team member.

Section 3

Compliance With Laws & Regulations

This section is a summary and does not describe all laws, regulations or policies applicable to FPCS, nor does it give full details on any single law, regulation or policy. Please contact your Supervisor or a member of the Human Resources Department for further clarification.

FPCS will comply with all applicable laws and regulations. Although not all team members are expected to know the details of these laws, it is important to know enough to determine when to seek advice from supervisors, managers, principals, human resources, school business managers or other appropriate personnel. FPCS management has access to legal advice and will seek such advice whenever necessary.

Any violation of a law, regulation, or FPCS policy can result in disciplinary action, up to and including termination.

Mandated Reporting

District of Columbia law designates individuals in certain occupations and professions as mandated reporters, including school officials, teachers, athletic coaches, social service workers, Child and Family Service Agency (CFSA) team members, nurses, and mental health professionals. All FPCS team members should consider themselves a mandated reporter.

Under D.C. Code 16-2301(23) abuse of a child includes: (i) the infliction of physical or mental injury upon a child, (ii) sexual abuse or exploitation of a child; or (iii) negligent treatment or maltreatment of a child. Negligence which leads, or could lead, to physical injury including non-provision of food, clothing, shelter, medical attention, or reasonable supervision is considered abuse.

Pursuant to D.C. Code 4-1321.02, "any person... who knows or has reasonable cause to suspect that a child known to them in their professional or official capacity has been or is in immediate danger of being a mentally or physically abused or neglected child... shall immediately report or have a report made of such

knowledge or suspicion to either the Metropolitan Police Department of the District of Columbia or the Child and Family Services Agency."

Therefore, mandated reporters must report known or suspected mental or physical abuse or neglect of a child known to them in their professional or official capacity to the DC Metropolitan Police Department (MPD) at 911 or the Child and Family Service Agency (CFSA). The CFSA hotline, at 202-671-7233, is available 24 hours a day, seven days a week. More information about child abuse and neglect, including common signs of abuse or neglect, may be found on the Child and Family Services Agency website at <https://cfsa.dc.gov>.

Team members who fail to make a mandated report when required to do so may prevent a student from receiving needed assistance and may be subjected to disciplinary action and prosecution.

If a team member has any questions about the mandated reporter requirements, the team member should contact their Supervisor, Principal, or a member of the Human Resources Department. All FPCS team members are required to take the CFSA Mandated Reporter training, which will be reviewed upon the team members onboarding process as well as annually.

The Mandated Reporter training is available at the following website:

<https://dc.mandatedreporter.org/pages/Welcome.action>

The FPCS Whistleblower Policy prohibits retaliation against any team member, volunteer, board member or student who reports a good faith complaint or who participates in any related investigation.

Corporal Punishment

For the purposes of this policy, “corporal punishment” is defined as the use or attempted use of physical force on or against a student, either intentionally or with reckless disregard for the student’s safety, as punishment or in an attempt to modify the behavior, a “thought,” or an “attitude” of the student.

Under no circumstances will the use of corporal punishment of any student by any team member be tolerated. This includes, but is not limited to, slapping, shaking, strong-arming, pushing, grabbing, pulling, hitting, or throwing objects. Allegations regarding the use of, or condoning the use of, corporal punishment will be promptly investigated. If the FPCS team member (teaching or non-teaching) is found to have violated FPCS’s Corporal Punishment Policy, that team member may be subject to disciplinary action up to and including immediate dismissal and the filing of criminal charges. Additionally, failure to report such information will lead to disciplinary action, up to and including termination of employment.

Physical Restraint

The use of physical restraint or seclusion only may be necessary under extreme emergency situations of violence which compromise the safety and well-being of team members and students.

To be considered an emergency situation the following two criteria must be met:

1. The physical intervention must be necessary to protect the student, yourself or other person from immediate serious physical harm; and
2. All reasonable, non-physical attempts to de-escalate the student have been tried without success or have been determined to be not appropriate given the exigency of the circumstances.

To protect yourself and the student in crisis, only team members that have received training in the specific authorized techniques for restraint should apply them. In all situations where time permits you to contact the team members in your building who have received this training to assist a student in crisis, you are required to do so. Even in situations that require you to act first to prevent a serious life threatening injury to the student or other person or persons, you should request a nearby team member to contact the appropriate trained team member immediately. Your Principal will be able to identify those team members trained to assist with physical intervention in emergency situations.

If any such circumstances arise, all FPCS team members involved should make a full report verbally and in writing to the Principal or his/her supervisor immediately following the incident. The nature of the circumstances requiring a physical restraint as well as the appropriateness of the restraint will be judged on the facts surrounding each case. Upon employment, all FPCS school and security personnel will be required to sign a copy of the FPCS Corporal Punishment Code of Conduct/Restraint Policy, a copy of which is included in their personnel file. There are absolutely no exceptions to this requirement.

Administration

If you suspect or observe violations of the above policies, you have an obligation to report your concerns to the FPCS Human Resources Department, Chief of Staff, Chief Executive Officer or Chairman of the Board.

Failure to communicate knowledge of violations of the above policies is itself a violation.

All allegations of improper or illegal behavior will be investigated promptly and thoroughly. The investigation shall remain as confidential as possible, except as necessary for resolution and other work-related reasons. Those conducting the investigation shall use their best efforts to respect the privacy of all persons involved.

Retaliation against anyone who raises a concern or reports misconduct or who participates in an investigation is strictly prohibited and will not be tolerated. Pursuant to the FPCS Whistleblower Protection Policy, no adverse action shall be taken or permitted against anyone who, in good faith, communicates legitimate concerns to the appropriate persons. While an investigation will be facilitated if you identify yourself, FPCS will accept and investigate matters submitted anonymously. If you are, for any reason, uncomfortable speaking about concerns with any of the individuals set forth above, you may communicate concerns anonymously or contact another member of management.

Investigation and Disciplinary Actions

FPCS may find it necessary to investigate team members based on behaviors or circumstances that raise concerns about work performance, trustworthiness, and workplace or student safety. As part of the investigation, FPCS may conduct random drug testing and background investigations that include credit reports and criminal records. If a background investigation is obtained, FPCS will comply with the Fair Credit Reporting Act and other applicable laws, including providing the team member with any required notices and forms. Team members being tested for drugs or being investigated are required to cooperate with FPCS's lawful efforts to obtain relevant information. Failure to do so will result in disciplinary action up to and including termination.

The Chairman and/or the Chief Executive Officer may designate appropriate external legal counsel to investigate any reported violations and will oversee, with the assistance of Human Resources, an appropriate response, including corrective action and preventive measures. Those who violate any laws, governmental regulations, or FPCS policy will face appropriate, case-specific disciplinary action, which may include oral warnings, suspension, demotion, or termination. FPCS may also take disciplinary action if such a violation occurs due to recklessness or negligence.

FPCS will assist in any investigation by any regulatory or law enforcement agency. No FPCS team member is permitted to conceal information from regulators or law enforcement personnel, or from FPCS or its independent auditors or lawyers with respect to matters for which they have been engaged by FPCS. FPCS will take appropriate disciplinary action up to and including termination of a team member who interferes or fails to cooperate with an investigation.

Bribes and Kickbacks Policy

FPCS does not permit or condone bribes, kickbacks, or any other illegal, secret, or improper payments, transfers, or receipts by or to team members or team members' friends, acquaintances, or family members. This prohibition applies both to the giving and receiving of payments or gifts. Team members may accept a gift, award or other favor which the Chief Executive Officer of FPCS authorizes and is nominal or customary in education.

All payments and transfers of assets and other items of value to team members of other entities or to such entities themselves shall be made openly and must be disclosed and authorized in advance by the Principal and manager. All fees, commissions and expenses paid to outside agents must be based upon proper billings, accurate record keeping, and reasonable standards for services rendered.

Whistleblower Protection Policy

FPCS is committed to lawful and ethical behavior in all of its activities and requires the board, advisors, team members and volunteers to act in accordance with all applicable laws, regulations and policies and observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

FPCS is further committed to maintaining a workplace where team members are free to raise concerns regarding the school's business practices, specifically:

1. Reporting suspected violations of law on the part of the school, including but not limited to federal laws and regulations;
2. Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other government body; and
3. Identifying potential violations of FPCS policies, specifically the policies contained in its Team member Handbook.

FPCS requires all team members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of FPCS, team members are expected to practice honesty and integrity in fulfilling their responsibilities. This policy is intended to encourage and enable team members to raise serious concerns internally so that FPCS can address and correct inappropriate and unethical conduct and actions.

A whistleblower as defined by this policy is a team member of FPCS who reports an activity that they believe, in good faith, to be illegal or dishonest. The whistleblower is not responsible for investigating any activities or for determining fault. Appropriate administrators are charged with this responsibility and are expected to take corrective measures.

The objectives of the FPCS whistleblower protection policy are to establish policies and procedures to:

- Prevent or detect and correct wrongdoing, including violation of public policies expressed in statutes, regulations, or constitutional provisions;
- Encourage each director, officer, team member and volunteer to report what they in good faith believe to be a material violation of law or policy or questionable accounting or auditing matters by FPCS;
- Ensure the receipt, documentation, retention of records, and resolution of reports received under their policy; and,
- Protect individuals from retaliatory actions.

Reporting Responsibility

Each individual has an obligation to report what he or she believes is a material violation of law policy or any questionable accounting or auditing matter by FPCS it's directors, officers, advisors, team members, volunteers, or other representatives.

If a team member has knowledge of a concern or illegal and/or dishonest fraudulent activity, the team member should contact their supervisor or Human Resources immediately. If the team member is not comfortable with or not satisfied with the response provided, team members are encouraged to speak with the Human Resources Manager or a member of the Chief of Staff Office. Team members may also confidentially report illegal or dishonest behavior by submitting a letter to the attention of the Human Resources Manager.

Anyone reporting a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the conflict of interest policy or of applicable laws and regulations.

The types of concerns that should be reported included but not limited to the following:

- Providing false or misleading information on FPCS financial documents, grant reports, tax returns or other public documents;
- Providing false information to or withholding material information from FPCS's auditors, accountants, lawyers, directors or other representatives responsible for ensuring FPCS compliance with fiscal and legal responsibilities;
- Embezzlement, private benefit, or misappropriation of funds;
- Material violations of FPCS policy, including among others, confidentiality, conflict of interest, whistleblower, ethic and document retentions;
- Discrimination based on any protected class;
- Sexual harassment or abuse;
- Retaliation against a team member who has engaged in protected activity; or,
- Facilitating or concealing any of the above or similar actions.

Although team members are not expected to prove the truth of an allegation, you should be able to demonstrate to the person contacted that the report is being made in good faith. Allegations in bad faith may result in disciplinary action. Additionally, any allegations that prove not to be substantiated and are further proved to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense. An individual who makes allegations that are not substantiated, in good faith, is fully protected by this policy.

Reporting Concerns TEAM MEMBERS

Whenever possible, a team member should seek to resolve concerns by reporting issues directly to their supervisor or to the next level of management as needed until matters are satisfactorily resolved. If for any reason a team member is not comfortable speaking to a supervisor or does not believe the issue is being properly addressed, the team member may contact the Human Resources Department, Chief of Staff, or General Counsel.

BOARD MEMBERS, ADVISORS, OR OTHER VOLUNTEERS

Board members, advisors, and other volunteers may submit concerns to the Chief Executive Officer. If the volunteer, advisor, or board member is not comfortable reporting to the Chief Executive Officer or if they do not believe the issue is being properly addressed, they may report directly to the Chairman of the Board.

Handling of Reported Violations

FPCS will promptly and diligently investigate all reports filed in accordance with this policy. Matters reported internally without initial resolution will be investigated to determine if the allegations are true, whether the issue is material and what actions, if any, are necessary to correct the problems. The action taken by FPCS in response to a report of concern under this policy will depend on the nature of the concern. The amount of contact between the complainant and the person or persons investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from or provided to the person reporting the concern.

No Retaliation

This Whistleblower Protection Policy is intended to encourage and enable board members, advisors, team members, and volunteers to raise serious concerns within the organization for investigation and appropriate action. Therefore, no person who, in good faith, reports a concern shall be threatened, discriminated against or otherwise subject to retaliation or, in the case of a team member, adverse action as a result of such report. Moreover, a volunteer or team member who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the matter raised is a violation of law or policy of accounting or auditing procedures. The act of making allegations that prove to be unsubstantiated and that prove to have been made maliciously, recklessly, with gross negligence, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination. Depending on the circumstances, such conduct may also give rise to other actions, including civil or criminal lawsuits.

CONFIDENTIALITY

To the extent practicable, confidentiality will be maintained consistent with the needs to conduct an adequate investigation. This whistleblower protection policy is intended to encourage and enable team members to raise concerns within the organization for investigation and appropriate action. With this goal in mind, no team member who, in good faith, reports a concern shall be subject to retaliation. Moreover, a team member who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment. Any whistleblower who believes they are being retaliated against should contact Human Resources immediately.

FPCS will treat all communications under this policy as confidentially as possible, but may need to disclose information for business reasons, including: 1) to conduct a complete and fair investigation or 2) for review of FPCS operations by the Board, independent public accountants, and/or legal counsel.

Section 4

Standards of Business Conduct and Ethics

FPCS expects team members to be exemplary role models. Beyond what is required in these policies, we expect you to use good judgment in all matters and behave according to generally accepted standards of professional conduct. Not only can misconduct jeopardize employment, but it can also teach the wrong values and behaviors to the students that we serve.

Team members are required to understand the ethical standards described in this section and are also responsible for following all the laws, regulations and policies that apply to their position. Each team member is expected to seek advice when needed, and to raise any concerns and report any perceived violations of law or policy.

Courtesy

We view services to our students and business family as one of our most important responsibilities. You are expected to help us carry out this policy by extending every courtesy and all assistance necessary to students, parents, your fellow team members, and guests.

Work Quality

FPCS prides itself on being a leader in its field. One principle is enforced without exception: top quality performance. This philosophy has motivated the continued growth and success of FPCS. Your continued employment is dependent upon living up to this high standard in your job.

We want every team member to prosper and flourish here at FPCS. To help you with this, we use a variety of tools that can help you manage your performance and ensure we are headed in the right direction. One tool that can help you continue to grow is the Individual Development Plan (IDP). The IDP is part of your career development which focuses on competencies, growth, and opportunities for new stretch assignments so that you can continue to develop.

We also strongly encourage you to ask for feedback on your work and performance from your manager and how you can improve your performance. When your performance isn't meeting expectations, a

Performance Improvement Plan (PIP) may be created to help you get back on track.

Examples of behavior that may lead to a PIP include but are not limited to:

- Poor quality and/or quantity of work;
- Attendance issues;
- Failure to meet deadlines or adhere to timelines of projects;
- Lack of cooperation between teammates.

Safety

FPCS is vitally interested in the health and safety of each team member. Each team member should use "common sense" and make health and safety a priority. Each work location should be kept free of hazards that may cause physical harm or illness to team members. Be sure to identify and familiarize yourself with the emergency plan for your working area and classroom. Know your evacuation route and assembly area. Ensure your supervisor has your contact information and be familiar with the Business Continuity plan. Report promptly any condition which you believe is unsafe or unhealthy to the Facilities department, and on-the-job or work-related injury to Human Resources. It is through the combined efforts and interest of all team members that we can continue to make FPCS a safe place in which to work. All team members are expected to work and observe safety regulations.

Team Member Fraternization Policy

FPCS permits the employment of relatives, life partners, or significant others in circumstances that do not present an apparent conflict of interest. FPCS, in its sole discretion, will determine whether a conflict of interest exists. In accordance with FPCS employment policies, team member hiring or promotions shall be based on a team member's job qualifications and performance. Relationship by family, marriage, domestic partnership, or romantic involvement shall neither advantage nor disadvantage a team member's selections, promotions, salary, or other conditions of employment.

Relatives, significant others or life partners will not be permitted to supervise one another (directly or indirectly), and relatives, life partners, or significant others will not be promoted or transferred into the same department or “chain of command” as a team member who is a relative, life partner, or significant other. Team members also should not be assigned to positions in which they have access to salaries, performance reviews, or other confidential information concerning a relative, life partner, or significant other. If two team members become related or involved with one another after employment and their positions present a conflict with this policy, one of the two should be reassigned to another position if it is available. If this is not possible, the situation will be discussed and resolved with the team members, their supervisor, and Human Resources. This policy applies to all categories of employment at FPCS, including regular, temporary, full-time, part-time, and intern classifications.

To safeguard against personal relationships interfering with, or appearing to interfere with, workplace operations, FPCS will not knowingly place relatives, life partners, or significant others or individuals who are engaged in a romantic relationship in a supervisor-supervisee relationship. FPCS discourages supervisors from engaging in romantic relationships with direct reports and from hiring family members. Individuals who are related to, or engaged in a romantic relationship with, a supervisee, supervisor, or a student’s family member are required to report their relationship to Human Resources. Upon receiving such a report, FPCS will take appropriate actions to address the situation, while causing the least possible disruption to workplace operations. For purposes of this policy, a supervisor is someone who has the ability to hire, fire, promote, demote, discipline, evaluate, or determine the compensations of their supervisee.

If a relationship between team members results in disruptions in the workplace, disrupts performance or poses a conflict of interest, the matter will be addressed as appropriate. If it is determined that a conflict exists, then disciplinary action may result, up to and including termination of employment.

Acceptable Team Member/Student Boundary Policy

FPCS expects team members to protect the safety, interests, and rights of all of our students and alumni, and use their best judgment during all interactions with students and families. This policy is intended to guide all FPCS team members in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school team members and

to outline our expectations for team member- student interactions.

All FPCS team members are strictly prohibited from engaging in, encouraging, or entertaining sexual or romantic relationships with students, regardless of the team member’s or student’s age. Team members are prohibited from transporting students in their personal vehicles or meeting with students off school grounds and outside of school hours without the knowledge and consent of the student’s parent or guardian. Any team member who engages in such prohibited conduct will be subject to discipline. When a team member must contact a student outside of school hours, team members are encouraged to use their FPCS email account or FPCS telephone to do so. Team members should refer to the FPCS Social Media Policy for additional information regarding contacting students on social media platforms.

Team Member/Student Boundary Policy: General

All FPCS team members are required to maintain appropriate professional, moral, and ethical relationships in their conduct with students and shall serve as positive role models for students at all times, whether on or off FPCS property, both during and outside of school hours. FPCS encourages healthy relationships between students and team members that promote student achievement and success. At the same time, clear and reasonable boundaries for interactions between students and team members are necessary to protect students from sexual misconduct and abuse and to protect team members from misunderstandings and false accusations. In particular, a teacher is in a position of trust and power. A teacher’s actions must always be guided by the principle of what is in the best interests of the students.

All FPCS team members have a responsibility to provide and support an atmosphere conducive to learning through consistent and fairly applied discipline and the maintenance of professional physical and emotional boundaries with students. These boundaries shall be maintained regardless of the student’s age, the perceived consensual nature of the relationship or activity, the location of the activity, or whether the team member directly supervises the student. For FPCS team members whose children are students in the FPCS network, this Policy is not intended to violate or otherwise intrude upon the usual parent/child or other family relationship. However, the existence of a parent/child or other family relationship does not supersede the team member’s duty to attend to their professional responsibility to serve the interests of FPCS and the student population. Should the team member believe

that these duties are in conflict, they should discuss it with their supervisor in order to resolve the issue.

Personal contact between students and team members must always be professional, non-sexual, appropriate to the circumstances, and unambiguous in meaning. A boundary invasion is an act, omission, or pattern of behavior by a team member that does not have an educational purpose and either abuses or compromises the team member/student professional relationship or has the potential to abuse or compromise the team member/student relationship.

It is the policy of FPCS to prohibit any type of sexual relationship, contact or sexually unwanted behavior or communication between a team member and a student. Prohibited behavior includes, but is not limited to: flirting and bantering with sexual overtones, dating or engaging in a personal relationship that is sexually motivated, having any physical sexual contact or sexual intercourse with any student. Staff members should not be “friends” or “followers” of students or otherwise communicate with students via social media and networking/affinity sites, such as Facebook, Instagram or Twitter, chat rooms, web bulletin boards, personal websites, web blog, journal or diary, instant messaging, texting, personal emails or other electronic communications, except for authorized educational-related purposes. This policy applies regardless of whether the student or the team member initiated the inappropriate behavior and whether or not the student welcomes or reciprocates the attention.

All FPCS team members shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by law, regulation, or this Policy that creates the appearance of prohibited behavior. All team members shall be required to maintain professional and ethical relationships with FPCS students that are conducive to an effective, safe learning environment. Although this Policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, it is each team member’s obligation to avoid situations, whether or not explicitly listed, that could lead parents, students, colleagues, or school leaders to suspect that one is engaging with a student in an inappropriate manner. If a team member is ever uncertain if conduct is acceptable, they should ask themselves: “Would I be engaged in this conduct if a member of a student’s family or supervisor were standing next to me?”

It is the responsibility of the FPCS team member to maintain a professional relationship with students and their families, and team members have a responsibility to report to the FPCS supervisor, human resources

department, or to any other appropriate administrator when they suspect, recognize, or observe the development of, or suspicion of the development of non-professional or potentially inappropriate personal relationships with students and/or their families.

It is furthermore the responsibility of FPCS team members to understand their own responsibility for ensuring that they do not cross boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Therefore, it is crucial that all team members learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors in their daily activities.

Student Supervision

Students (regardless of age) must be supervised by a FPCS team member at all times. The students should be monitored throughout all parts of the day, including at recess, during nap times, and hallway transitions, on field trips, and during dismissal. Students should not be left unsupervised in classrooms, offices, other parts of the school building, or within virtual learning classrooms. In addition, students should not be permitted to roam school hallways for prolonged periods, and adults should use appropriate systems, such as attendance procedures, hall passes, and referral sheets to track student whereabouts.

Safe Touch

In general, FPCS team members should not touch students or ask students to touch them. This general rule is not designed to preclude team members from showing appropriate affection, but to ensure team members do not inadvertently hurt a student, make students or parents uncomfortable, or engage in conduct that casts doubt on their good intentions. If a team member has questions about how they should interact with a student in a given circumstance, they should consult their supervisor and the examples of unacceptable and acceptable behaviors listed below.

Safe Places

Throughout the FPCS network, no team member, contractor, or volunteer should be alone with any student, regardless of age or gender, behind a closed door without any visibility or in any other isolated situation. If a team member believes that their job requires them to be alone with a student in an isolated situation, the team member is advised to speak with their supervisor about how best to proceed and to protect the team member and student’s interests in that situation.

EXAMPLES OF UNACCEPTABLE BEHAVIORS

- Giving gifts to students that are of an intimate nature or giving gifts of any kind to an individual student in secret.
- Kissing a student.
- Giving a student a lengthy, tight hug.
- Flirting with a student.
- Massaging a student.
- Initiating unnecessary physical contact with a student in a private situation.
- Making sexually inappropriate comments to, or in the presence of, a student.
- Making sexual jokes or references to, or in the presence of, a student.
- Telling a student stories that are sexually oriented.
- Discussing your own sexual encounters or intimate issues with a student.
- Spending time outside regular school hours with a student or alumnus unless it has been approved by a supervisor, and in the case of a student, by the student's parent.
- Visiting a student in their home unless a parent, guardian, or another adult is present.
- Allowing a student to visit your home alone.
- Allowing a group of students to visit your home without supervisor and parent permission.
- Spending the night with a student. If an overnight stay at a hotel is required, the team member must have parental consent, school leader approval, more than one FPCS adult on the outing, and a legitimate school reason.
- Excessive texting, e-mailing, or communication via social-media.
- Sharing alcohol, drugs or cigarettes with a student, purchasing such substances for a student, consuming such substances around a student, or discussing such substances with a student in a manner other than to educate.
- Moving, restraining, or picking up a student against his or her will, unless specifically trained and authorized to restrain students.
- Pulling, pushing, or dragging a student.
- Asking a student to sit on your lap.
- Engaging in any activities that would endanger any FPCS students or alumni.
- Engaging in any inappropriate acts or behaviors with any FPCS student or alumni.
- Engaging or attempting to engage in romantic relationships with students or alumni.

EXAMPLES OF GENERALLY ACCEPTABLE BEHAVIORS:

- Getting school and parental written consent for any after-school activity.
- Obtaining formal, written approval to take students off school property for activities such as field trips or competitions.
- E-mails, text, and phone messages that are professional and pertain to school activities or classes that are sent from official FPCS accounts.
- Meeting alone with a student in a room with windows, cracked door, or in an otherwise observable/interruptible setting.
- Giving gifts that are not intimate in nature to students, so long as gifts are not given in secret.
- Stopping and correcting students if they cross your own personal boundaries.
- Asking for advice from fellow team members or administrators if you find yourself in a difficult situation related to boundaries.
- Involving your supervisor if a conflict arises with a student.
- Informing your school leader about situations that have the potential to become more severe.
- Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- Giving students praise and recognition without touching them.
- Giving students required physical support (e.g., necessary assistance with toileting).
- Side hugs, if the student is comfortable.
- Pats on the back, high fives, and handshakes, if the student is comfortable.

Duty to Report Violations, Inappropriate, or Suspicious Conduct

It is the obligation of all team members to report immediately conduct which they believe violates this policy, including student-initiated inappropriate behavior, to the Principal, Human Resources or any member of the administration with whom the team member feels comfortable. FPCS will investigate promptly and thoroughly any complaint of inappropriate behavior. The investigation will be kept confidential to the extent possible. If it is determined that a team member has engaged in inappropriate behavior, FPCS will take corrective action to ensure that the behavior ends. Further, where FPCS suspects a team member is mentally or physically abusing a student, FPCS will immediately report such knowledge or suspicion to either the Metropolitan Police Department of the District of Columbia or the Child and Family Services Agency.

FPCS team members are required to immediately notify their supervisor, human resources, or any other appropriate administrator if they become aware of a situation that may constitute a violation of the law or this policy. This obligation is in addition to the statutory responsibility to report suspected abuse and neglect.

Students and their parents/guardians are strongly encouraged to notify the principal, human resources, or any other appropriate administrator if they believe a team member may be engaging in conduct that violates the appropriate boundaries as specified in this policy, puts a student at risk, or violates the law.

Anonymous complaints involving inappropriate boundary invasions by team members with students will be investigated as if a student, parent, or team member reported the violation.

Where a report of suspected abuse or neglect involves a FPCS team member, the supervisor, human resources team member, or other appropriate administrator to whom the report was made will, in consultation with the General Counsel, determine what, if any, school community notifications are appropriate and legally required. Any such notifications to members of the school community shall maintain the integrity of any investigation and protect the confidentiality of all involved.

Disciplinary Action

A violation of this policy by an FPCS team member may result in disciplinary action up to and including discharge or termination of employment. Additionally, the violation may be reported to the appropriate law enforcement agency, as required by law. Any questions regarding this policy should be directed to Human Resources.

Solicitation

Team members are to refrain from soliciting other team members on behalf of any third-party organization for any purpose during work time or in working areas accessible to parents and students. Third parties include any entity, for-profit, or not-for-profit other than FPCS or its affiliates. Such solicitations are prohibited regardless of the methods by which the solicitation is accomplished, including but not limited to, e-mail, flyer, or other forms of advertising or petitioning. This includes but is not limited to, selling goods, collecting money, or soliciting support for an organization, company, political candidates, or association.

Examples of forms of solicitation not permitted in work areas during the working time of the soliciting or solicited team member include:

- The collection of money, goods, or gifts for religious groups or for political groups;
- The distribution of literature relating to commercial activities;
- Invitations to meetings or social events, political solicitations, and/or offers to sell merchandise.

FPCS recognizes that team members may have interests in events and organizations outside the workplace. However, a team member may not solicit, promote, support, or distribute solicitations of any kind concerning any cause or organization during the team member's working time or during the working time of team members at whom such activity is directed.

Persons not employed by FPCS may not solicit or distribute solicitations on FPCS premises at any time, for any purpose. If a non-team member is found soliciting on FPCS property, that individual will be removed from the premises immediately.

Furthermore, if a FPCS team member is found to have violated this policy, the team member may be subject to discipline, up to and including termination.

Outside Activities or Employment

In limiting team members' involvement in certain outside activities, we are not attempting to interfere in your personal life, but rather we want to protect the best interests of FPCS and all of our team members. You must notify Human Resources if you know or believe conflicts of interest exist. We cannot permit you to pursue activities which, in the judgment of FPCS, have the appearance of impropriety or which might otherwise damage our reputation or interfere with our business or the proper performance of your duties.

Team members may engage in outside employment provided that it does not interfere with job performance and attendance, or otherwise present a conflict of interest with FPCS or FPCS operations. All team members will be judged by the same performance standards and will be subject to FPCS scheduling requirements, regardless of any existing outside work commitments. **All outside employment needs to be acknowledged in writing to your supervisor.** An team member's decision to pursue outside employment may neither reveal nor depend upon confidential information regarding FPCS. A conflict of interest occurs when a team member places or finds themselves in a position where their private interests may conflict with the interests of the school or have an adverse effect on the team member's motivation or the proper performance of their job.

Certain activities which obviously are not proper for team members include, but are not limited to, employment with a competitor, use of FPCS time, facilities or equipment to engage in another business or occupation; and any outside activity which results in your losing excessive time from work, or otherwise performing your job unsatisfactorily, or which could result in an appearance of conflict. You should consult with Human Resources before engaging in an outside activity which might create a conflict with your obligations to FPCS as a team member.

During your employment with FPCS, team members must devote their full attention and best efforts to the business of FPCS to protect the interests of both the team members and FPCS. Activity that involves a potential or apparent conflict of interest may be undertaken only after disclosure by the team member and review and approval by the Human Resources Department. If FPCS determines that a team member's outside activities or employment interfere with performance or the ability to meet the requirements of the team member's position, the team member may be required to terminate the outside activity if they wish to remain employed with FPCS.

Conflicts of Interest

It is important to FPCS that all of our team members observe high ethical standards and treat fellow team members, students, and families fairly. You cannot allow personal or familial relationships with students or families to interfere with the best interests of FPCS.

An actual or potential conflict of interest occurs when a team member is in a position to influence a decision that may result in a personal gain for a team member, a personal friend, or for a relative as a result of FPCS business dealings. No "presumption of guilt" is created by the mere relationship with outside companies, firms, schools, etc. However, if a team member has any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to FPCS as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a team member, friend, or relative has significant ownership of a company with which FPCS does business with but also when a team member or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving FPCS.

Team members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes

only the framework within which FPCS wishes to operate. The purpose of these guidelines is to provide general directives so that team members can seek further clarification on issues related to the subject of acceptable standards of operation. Please contact the Human Resources Department or General Counsel for more information or questions about conflicts of interest. Additionally, further information in reference to this policy is attached at the end of this handbook.

Major Offenses

Team members are expected to conduct themselves in a professional and responsible manner and to serve as role models for our students. In this regard, there are certain standards of conduct that all team members must know and follow while on duty for FPCS, whether on or off FPCS premises.

These rules are designed for the protection of our team members, for the benefit of our students, to ensure families and members of the public have confidence in the service we provide, and for the good of FPCS.

The following list includes examples of misconduct, but is not intended to be all inclusive, and does not change the employment-at-will relationship between team members and FPCS:

- Inappropriate contact with a student, either physical or sexual in nature;
- Engaging in inappropriate activities involving children;
- Giving gifts to students that are of an intimate nature, or giving gifts of any kind to an individual student in secret;
- Engaging in a relationship of a romantic or sexual nature with a current student, or with any individual who has attended FPCS within the previous year;
- Any interaction with a student which creates the appearance of impropriety;
- Unauthorized disclosure of confidential information regarding students;
- Communicating with students via social networking sites or chat rooms, except for curriculum-related purposes;
- Failure or refusal to carry out orders or instructions;
- Unsatisfactory work performance;
- Violation of a safety, fire prevention, health or security rule, policy or practice;
- False, fraudulent or misleading statements, actions or omissions involving another team member, a student or family, FPCS, or any action that is inconsistent with loyalty to FPCS business interests;
- Unauthorized use of, removal of, theft of or damage to the property of FPCS, a team member, an independent contractor, or a student or family;

- Threatened or actual physical violence;
- The use of profane or abusive language;
- Organized gambling or disorderly conduct while on premises;
- Chronic, habitual, or excessive lateness or absenteeism, or early departure from work;
- Tampering with the security of the premises and property;
- Sleeping during scheduled work hours;
- Unauthorized possession, use or copying of any records that are the property of FPCS;
- Disclosure of proprietary or trade secrets of FPCS;
- Falsification of job application, resume, timekeeping, employment or other records, including misrepresentation when applying for sick leave, Workers' Compensation, leave of absence or other time off;
- Misappropriation of funds or failure to handle funds in accordance with FPCS guidelines;
- Behaving in a disrespectful or other manner that would undermine supervisor authority;
- Working on matters other than FPCS business during working hours;
- Possession, transportation and/or use of firearms, explosives or other dangerous weapons on FPCS property;
- Providing misleading or false information to FPCS during an investigation;
- Illegal conduct of any kind;
- Inducing or assisting other team members in violating any of the foregoing rules or other handbook policies;
- Conviction for violation of local, state or federal law while on duty or off duty, including driving violations, when such violation could have an adverse impact on a team member's position or on FPCS;
- Lewd, indecent, or immoral behavior;
- Gross negligence;
- Being absent from work without approval or valid excuse;
- Being late for work without approval or valid excuse;
- Excessive absenteeism or any absence without notice;
- Unauthorized or unnecessary absence from the workplace during the workday;
- Abusing leave;
- Inappropriate and unprofessional attire during work hours or at FPCS events;
- Making defamatory statements;
- Misrepresenting FPCS or its team members;
- Misusing your position for personal gain or benefits or engaging in a conflict of interest;

- Misuse of or unauthorized removal or possession of property belonging to FPCS or team members of FPCS;
- Failure to properly supervise students;
- Failure to cooperate with or interfering with a FPCS investigation;
- Use of abusive language, including but not limited to, profanity, slurs, and insults;
- Exhibiting rude or unprofessional behavior towards a member of FPCS community;
- Reporting to work under the influence of alcohol, illegal drugs, or abusing prescription medication;
- Smoking in prohibited areas;
- Improper restraints of, and/or excessive force with a student;
- Engaging in physical altercations at work, including pushing, hitting, punching, kicking, or otherwise fighting with members of the FPCS community;
- Threatening violence in the workplace;
- Being uncooperative with supervisors or otherwise engaging conduct that does not support FPCS goals and objectives;
- Engaging in sexual or other harassing behavior;
- Discriminating against or retaliating against members of the FPCS community.

Should a team member's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory based on violations of any FPCS policies, rules, or regulations, the team member will be subject to disciplinary action, up to and including termination of employment. Nothing in this policy gives the team member the right to receive any particular level of discipline in any given situation, nor does anything in this policy limit FPCS or the team member's right to terminate the employment relationship at any time, with or without cause and with or without notice.

Protection of Assets

Team members are responsible for ensuring that accurate payroll records are produced by punching in and out on the e-time system at the start and end of their work shift. Failure to punch in and/or out as required may subject team members to disciplinary action.

As a team member of FPCS, you are responsible for timely record keeping for all FPCS assets, liabilities, revenues and expenses. FPCS's financial statements will comply with generally accepted accounting principles at all times. All books, records and documents must accurately and completely describe the transactions they represent.

No unrecorded fund, reserve, asset, or special account shall be set up or maintained for any purpose. No false or fictitious entries shall be made in books, records, accounts, or in FPCS communications for any reason. No payment or transfer of funds or assets shall be made for any purpose other than that described by the supporting documents and specifically as authorized by the Chairman or clearly within the discretion granted by the Chairman.

Gifts and Entertainment

Except in connection with and specifically pursuant to programs officially authorized by FPCS, team members may not solicit or accept, directly or indirectly, any gift, gratuity, reward, money, objects of value, or premiums from any person or company that is doing, or seeking to do, business with FPCS, or that might influence or appear to influence the judgment or conduct of the team member in the performance of his or her job. All team members must disclose transactions of this nature to their supervisors and to the Human Resources.

You may accept and/or give only gifts, gratuities, rewards, or favors when authorized by management and when the value involved is nominal, or when it is customary in the industry, does not violate any laws, will not influence or appear to influence your judgment or conduct at FPCS, or the judgment or conduct of another, and clearly will not create an obligation to the donor.

Company Assets and Intellectual Property

Team members must make every effort to protect FPCS assets and ensure their effective and efficient use. Theft, carelessness, and waste have a direct impact on FPCS. Any suspected fraud or theft must be reported immediately to your area management, Human Resources.

FPCS patents, trademarks and copyrights are also assets to be protected. It is important that you identify and disclose through appropriate FPCS channels any new ideas, works of authorship, technological advances, or unique solutions, so that FPCS can properly obtain protection for this intellectual property. This will enable Friends PCS to protect these new ideas and works from infringement. Please contact the Human Resources Department, if you suspect that any FPCS intellectual property is being infringed or used without proper authorization.

As a team member of FPCS, you acknowledge that all writings and creations made by you in the course of or relating to your work for FPCS are owned by FPCS, and you agree to take such steps as are necessary to protect the ownership interests of FPCS in such works.

Unauthorized use or distribution of any FPCS proprietary information is a direct violation of this policy and could result in civil or criminal penalties.

Confidentiality of Information and Records

The protection of FPCS confidential business information, property, and all other School assets is vital to the interests and success of FPCS and the community it serves. All records and information relating to students must be treated confidentially and in compliance with the Family Educational Rights and Privacy Act (FERPA) and all other regulations as applicable.

No team member should disclose without proper authorization proprietary or trade secret information

relating to FPCS or personal identifier information of team members, such as social security or driver's license information. No FPCS related information, including but not limited to, documents, files, records, computer files, equipment, office supplies or any other materials relating to FPCS operations, may be removed from Friendship premises without permission from an appropriate designated member of management.

Additionally, the contents of FPCS records or information otherwise obtained regarding FPCS business may not be disclosed to anyone, except those with both a specific business need and authorization to receive such information. Team members may not disclose any confidential information regarding students, FPCS or coworkers, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside FPCS. Team members who are unsure about the confidential nature of specific information should ask their supervisor, principal, or Human Resources for clarification. In addition, team members may not access documents or files in which they do not have permission to access.

When transmitting confidential information, you should ensure that the transmission is secure. If the information is in paper form, it should be transmitted in a sealed envelope with the word "Confidential" on the envelope. You should not leave confidential

information unsecured at any time. If you have custody of confidential information and do not have access to locking files, you must notify the School Business Manager, Principal, or the Chief of School Operations.

Team members will be required to sign a Confidentiality Agreement confirming their understanding of this policy.

The improper use or disclosure of confidential information may result in disciplinary action, up to and including termination of employment, as well as possible legal action, even if you do not actually benefit from the disclosed information.

Political Contributions

Although you are encouraged to be socially responsible and politically active, you may not contribute FPCS funds or assets to any political candidates, parties, or similar organizations, unless such contribution is expressly permitted by law and has been pre-approved by the Chairman.

Media

Any team member who wishes to publish an article or paper in which she or he will be affiliated with FPCS must obtain approval from the Chief of Staff. You must make clear in any publication that your views are not those of FPCS, its students or parents.

In certain situations, FPCS team members may be designated to speak to the media on behalf of FPCS. Such spokespersons will be designated by the Chairman and will usually be a senior team person who is qualified to speak on FPCS's behalf on the issue in question. No other individuals are authorized to represent FPCS's position to the media.

All media inquiries, whether verbal or written, are to be directed to the FPCS Chief of Communications who will attempt to provide a response to media inquiries within 24 hours of receipt.

As a member of FPCS, a team member may be photographed, videotaped, or interviewed as part of our marketing campaigns. If you don't not feel comfortable with this exposure, please contact your School Leader, Supervisor or the Human Resources Department.

Section 5

Employment Law and Compliance

Equal Employment Opportunity

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at FPCS. FPCS is committed to providing team members with a work environment that is safe, welcoming, and inclusive. This includes ensuring that the work environment is free from unlawful discrimination. As an equal opportunity employer, FPCS complies with all applicable federal and DC anti-discrimination laws, including Title VII of the Civil Rights Act of 1964, Title IV of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the American with Disabilities Act of 1990, and the D.C. Human Rights Act of 1977.

FPCS is an equal opportunity employer and follows a policy of administering all employment decisions and personnel actions without regard to race, color, creed, national origin, sex, age, marital status, veteran status, personal appearance, sexual orientation, gender identity or expression, physical or mental disability, genetic disposition or carrier status, pregnancy, childbirth, or related medical conditions, family responsibilities, matriculation, political affiliation, or any other characteristic protected under applicable federal, state, or local law. This policy of non-discrimination applies to but is not limited to the following activities: recruitment and hiring, training, promotion, compensation, benefits, transfer, layoff, termination and all other terms and conditions of employment. Employment decisions at FPCS are based solely upon relevant criteria, including an individual's capabilities, qualifications, training, experience and suitability. FPCS is committed to providing equal employment opportunities to all qualified individuals.

FPCS will not tolerate any unlawful discrimination and prohibits any such conduct. Team members are required to report any situations they believe involve illegal discrimination. Any team members with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor or the Human Resources Department or any other member of FPCS

with whom the team member feels comfortable. Reports also can be made anonymously through the ERS hotline at (800) 292-2780.

Team members can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination or inappropriate conduct will be subject to disciplinary action, up to and including termination of employment.

Americans with Disabilities Act Policy Statement

Accommodations for Individuals with Disabilities

FPCS is committed to complying with applicable provisions of the Americans with Disabilities Act (ADA), the American's with Disabilities Amendments Act (ADAA), and other applicable federal and DC laws. As an organization we do not discriminate against any qualified team member or applicant because of their disability or because the person is related to it associated with a person with disability. FPCS provides qualified individuals with disabilities with reasonable accommodations, unless doing so would present an undue hardship or direct threat to the safety of the team member or others in the workplace. A reasonable accommodation is any changes or adjustment to the workplace that permits a qualified applicant or team member with disability to participate in the job application process, to perform the essential functions of a job, or enjoy benefits and privileges of employment equal to those enjoyed by team members without disabilities. Contact Human Resources with any questions or requests for accommodation.

FPCS may require that a team member undergo a medical examination if it believes that a physical or mental condition is impacting a team member's ability to perform the essential functions of the person's job. Individuals who are currently using illegal drugs are excluded from coverage under FPCS's ADA policy. Please refer to FPCS's Drug and Alcohol-Free Workplace policy.

Human Resources is responsible for implementing this policy, including resolution of reasonable accommodation, safety/direct threat and undue hardship issues. For further information or clarification on the ADA policy, please contact the Human Resources Department.

Accommodations for Religious Beliefs

FPCS is committed to providing reasonable accommodations for a team member's bona fide religious beliefs, unless doing so would cause more than a minimal burden on school operations. Accommodations may include time off or a modification to a team member's schedule during a religious holiday. Additional information regarding Accommodations for Religious Beliefs is included in the Religious Observance section of this handbook.

Accommodations for Lactating Mothers

In recognition of the well documented health advantages of breastfeeding for infants and mothers, FPCS provides a supportive environment to enable breastfeeding mothers to express their breast milk during work hours. FPCS will provide a reasonable amount of break time to accommodate a team member desiring to express breast milk for the team member's infant child. The break time, if possible, should run concurrently with rest and meal periods already provided to the team member. If the break time cannot run concurrently with rest and meal periods already provided to the team member an additional unpaid 20 minute breaks will be allowed as needed. Where unpaid breaks or additional time are required, the team member will work with her supervisor regarding scheduling.

FPCS will make reasonable efforts to provide team members with the use of a room or private location near the team member's work location, other than a toilet stall, for the team member to express milk. This location may be the team member's private office, if applicable. If the team member does not have a private office they should discuss the matter of a private location with their supervisor or Human Resources. FPCS will not adversely treat individuals who request an accommodation because they are breastfeeding.

In general, it is the team member's responsibility to notify FPCS of the need for an accommodation. To request an accommodation, contact the Human Resources representative at your campus location or email Human Resources at HR@friendshipschools.org.

Non-Harassment Policy

It is FPCS's policy that all team members should be able to enjoy a work environment that is free of discrimination and harassment. This requires that each team member treat with courtesy and respect every other team member and individual with whom the team member has contact in the course of their employment with FPCS. FPCS strictly forbids discrimination or harassment of any kind, including discrimination based on race, color, religion, sex (including pregnancy, childbirth, related medical conditions, breastfeeding or reproductive health decisions), gender identity or expression, national origin, age, marital status, physical or mental disability, sexual orientation, personal appearance, genetic information, family responsibilities, matriculation, political affiliation, military or veteran status, or any other category protected under applicable federal, state, or local law. This policy extends to each and every level of our operation.

Accordingly, any form of harassment, whether by a fellow team member, manager, supervisor, or by a third party doing business with FPCS, will not be tolerated. Prohibited harassment is verbal or physical conduct that denigrates or shows hostility to an individual based on one of the protected categories specified above. However, an individual need not be the target of the harassment (or a part of the group that is being targeted by the harassing conduct) to be offended or injured by the harassing behavior.

Acts that may constitute prohibited harassment include, but are not limited to:

- Jokes;
- Verbal abuse and epithets;
- Slurs or derogatory comments;
- The display of offensive objects and pictures;
- Negative stereotyping
- Intimidation or threats;
- Assault or any physical interference with the team member's normal work or movement;
- Other conduct that the individual may find offensive.

Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere on FPCS premises or circulated in the workplace that denigrates, and/or shows hostility or aversion towards an individual or group because of the characteristics identified above. The conduct prohibited by policy includes conduct in any form including but not limited to email, voicemail, social media, internet use or history, text message, pictures, images, writings, words or gestures. Individuals who violate this policy shall be subject to disciplinary action up to and including termination.

If a team member believes they have been the subject of discrimination or harassment or that they have witnessed it in the workplace, the team member should immediately bring concerns to the attention of their supervisor, Human Resources, or any member of management with whom the team member is comfortable.

Policy Against Sexual Harassment

FPCS's policy is to provide its team members with a work environment free from harassment, which includes but is not limited to, harassment on the basis of sex. Sexual harassment is a form of sex discrimination that FPCS will not tolerate and is against the law. It is illegal and strictly against FPCS policy for any team member to harass another team member by making or subjecting any person to unwelcome sexual advances or unwelcome requests for sexual favors, or to engage in any unwelcome or other verbal or non-verbal or physical conduct of a sexual nature that is persistent and offensive, including but not limited to:

- Verbal Harassment (e.g., verbal comments or propositions of a sexual nature);
- Physical Harassment (e.g., physical contact of a sexual nature); or,
- Visual Harassment (e.g., the display or circulation of sexually suggestive or printed material such as posters, cartoons, e-mails or drawings of a sexual nature).

Every team member is expected to be aware of this policy and the types of conduct that may constitute unlawful harassment. This policy extends to each and every level of FPCS operations. accordingly, sexual harassment, whether by a fellow team member, manager, or non-team member doing business with FPCS (whether of the same sex or the opposite sex), will not be tolerated. In furtherance of FPCS's policy to provide each team member with a work environment free from harassment, FPCS requires that each of its supervisors be responsible for the prevention and elimination of all forms of harassment within their respective departments.

Acts that are considered to constitute sexual harassment include, but are not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is either an express or implied term or condition of employment;
- Submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person;

- The purpose of such conduct is to substantially interfere with the affected individual's work performance, or to create an intimidating, hostile, or offensive work environment; or
- The effect of such conduct is to substantially interfere with the affected individual's work performance or create an intimidating, hostile, or offensive work environment.

Examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness, include:

- Direct or implied requests by a manager for sexual favors in exchange for actual or promised job benefits (favorable reviews, promotions, salary increases);
- Touching any part of another team member's body;
- Derogatory or provoking remarks about or relating to a team member's gender, sexual orientation, or sexual activity;
- Displaying or transmitting sexually suggestive materials or using sexually explicit language or gestures;
- Continuing to ask a team member to socialize on or off duty when that person has indicated an unwillingness to do so;
- Coerced sexual acts;
- Off-duty conduct which falls within the above definition and affects the work environment.

The FPCS workplace is not limited to our brick and mortar facilities, but includes anywhere a business or school-related function is taking place, including all FPCS sponsored events. Sexual harassment and any unwelcome sexual conduct of any kind may result in disciplinary actions, up to and including termination of employment, regardless of whether or not it is unlawful.

Please note that while this policy is set forth by the Department of Human Resources of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit FPCS's authority to discipline or take remedial action for unacceptable workplace conduct, regardless of whether that conduct satisfies the definition of sexual harassment.

Reporting of Harassment

Team members who feel they are being subjected to harassment/sexual harassment are encouraged to report the harassment/ sexual harassment promptly, regardless of whether the harassment/sexual harassment is by a fellow team member, or an FPCS outside vendor, consultant, customer, student, or client.

Furthermore, anyone who believes that a team member is harassing/ sexual harassing a fellow team member or one of FPCS's outside vendors, consultants, customers, students, or clients should report this immediately to Human Resources, the team member's supervisor or any member of FPCS's management with whom the team member feels comfortable. Individuals who believe they are being subjected to harassing/ sexual harassing or retaliatory conduct may also choose to promptly advise the offender that his or her behavior is unwelcome and request that the offensive behavior be discontinued.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business- related social events. This behavior is unacceptable on company time and/ or using company equipment via email, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

To ensure that a team member wishing to report harassment/sexual harassment do not have to report the incident to the person alleged to be the person harassing/sexually harassing the team member, FPCS's policy provides that reports of sexual or other harassment may be made to any of the following, at the team member's choice: the team member's supervisor, Human Resources, or any member of FPCS management with whom the team member feels comfortable or through the FPCS's ERS hotline at (800) 292-2780.

Investigation of Harassment

Sexual harassment and other forms of harassment of any kind serves no legitimate purpose and has a disruptive effect on the team member's ability to perform the team member's job effectively. FPCS takes allegations of harassment very seriously and will actively investigate all complaints. If it is determined that harassment has occurred, FPCS will take the appropriate action against the offending persons, up to and including termination of employment.

It is FPCS's policy that all such matters will be handled with appropriate care and discretion and that a thorough investigation is conducted. When a team member brings a complaint to the attention of their

supervisor, Human Resources will be notified and investigation of the allegations will be undertaken promptly. Such investigations may include, at a minimum, interviews with all persons identified as having a direct and personal knowledge of the incident(s) in question.

Legal Information

Sexual harassment and other forms of harassment described above are unlawful under both federal and state law. FPCS is committed to responding quickly and effectively to any report of harassment and hopes that team members will feel comfortable with coming forward and allowing FPCS to pursue an internal investigation and resolution of the matter. In addition to FPCS's internal complaint procedure, a team member may also pursue a complaint of harassment by contacting the federal and state agencies listed below:

The United States Equal Employment Opportunity Commission ("EEOC")

1400 L Street, NW
Washington, DC 20005
(202) 275-7377

The District of Columbia Office of Human Rights

441 4th Street, NW, Suite 570N
Washington, DC 20001
(202) 727-4559

Both of these agencies may be contacted by team members who wish to file a formal charge of harassment. However, as stated above, FPCS is committed to responding quickly and effectively to any report of harassment and hopes that all team members will feel comfortable coming forward and allowing us to pursue a resolution of the matter internally.

FPCS will not condone or tolerate the harassment/ sexual harassment of its team members by its co-workers, managers or any other individual under our control, or by persons with whom we do business. All team members, regardless of position or title, will be subject to severe discipline, up to and including termination, should the Company determine that the team member is engaged in the harassment/ sexual harassment of another individual.

False Complaints

A knowingly false complaint of harassment or discrimination may result in disciplinary action up to and including termination of employment.

Drug and Alcohol-Free Workplace

Team members who work while under the influence of drugs or alcohol present a safety hazard to themselves and their co-workers. Moreover, the presence of drugs, alcohol and tobacco in the workplace limits our ability to perform at the highest levels and provide the best possible service for our scholars, families stakeholders and external partners. FPCS is committed to maintaining a drug, alcohol and tobacco free environment.

The following conduct is prohibited on FPCS's property, including but not limited to school buildings, grounds, parking lots, garages and fields, along with off-site activities with team members or students and may result in disciplinary actions up to and including termination:

- Possession, transfer, sale, distribution, use or solicitation of illegal drugs on FPCS property (including the parking lot and adjacent areas) or during working hours.
- Possession or consumption of alcohol on FPCS property (including adjacent areas) or during working hours. This doesn't not include the authorized use of alcohol at FPCS sponsored functions or activities.
- Possession or use of tobacco products on FPCS property (including the parking lot and adjacent areas) or during working hours.
- Reporting to work, or being present at work, with a detectable amount of any illegal drugs or its metabolites in the team member's body.
- Reporting to work or being present at work being intoxicated or impaired by alcohol or drugs. This does not exclude the authorized use of alcohol at FPCS sponsored functions or activities.
- Abuse of prescribed drugs. Prescribed drugs will be allowed only when taken in accordance with a physician's prescription, and where such use will not adversely affect the ability of an individual to properly and safely perform his or her duties. Any team member who is taking prescription drugs that may affect the team member's ability to perform the job properly and safely should inform his/her School Leader or Supervisor before or immediately upon reporting to work. Abuse of prescribed drugs will not be tolerated and will be treated in the same fashion as use of illegal drugs.

Consistent with its fair team member policy, FPCS maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. Team members are encouraged to seek

assistance before their drug and alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. FPCS will attempt to assist its team members through referrals to rehabilitation, appropriate leaves of absence and other measures, consistent with FPCS policies and applicable federal, safety or DC law. Team members who are struggling with alcohol or drug use concerns are encouraged to contact our free and confidential Team member Assistance Program (888-281-8436).

FPCS further reserves the right to take any and all appropriate and lawful actions necessary to enforce this alcohol, drugs and tobacco free policy including m but not limited to , the inspection of FPCS issued lockers, desks or other suspected areas of concealment, as well as team member's personal property when FPCS has reasonable suspicion to believe that the team member has violated this drug, alcohol and tobacco free workplace policy. Furthermore, if there is any reasonable suspicion that a team member has taken illegal drugs, or is on illegal drugs, while on FPCS property, FPCS reserves the right to conduct a drug test. Team members who do not have direct contact with students may be required to submit to a drug or alcohol test based on a job-related reason that is consistent with business necessity.

The results of any urine, blood, or other appropriate test are treated as confidential, with distribution of information limited to those having a strict need to know or right to know as determined by law, and the member of the Human Resources Department or designee.

FPCS makes every reasonable effort to maintain the confidentiality of team member information obtained pursuant to this policy. Such information is disclosed only to those persons having a legitimate need for the information in performing their duties, when a team member has signed a written release for medical records, or otherwise as required by law.

Section 6

Compensation

Payment of Wages

FPCS team members are paid bi-weekly on alternating Fridays. Pay periods begin on a Monday, extend for two weeks, and end on a Sunday. Payment for work is made on the Friday after the pay period ends. For example, if the two-week pay period ends on the 10th of the month, the payment covering that two-week period will be issued on the 15th. If a scheduled pay day falls on a holiday, payment will be made on the preceding business day. FPCS does not provide pay advances. Any discrepancies regarding payments or earnings statements should be brought to the immediate attention of your Business Service Manager and/or Human Resources Department.

School-based team members may pick up their paychecks or pay stubs from the School Business Manager (BSM) at their school. Community Office team members may pick up their pay stubs or paycheck from the Finance Department at the Community Office. Team members will sign a log stating that they have received their paycheck or pay stub. No team member other than the one to whom the paycheck or pay stub is addressed is authorized to sign for it.

Direct Deposit

Team members may be paid through direct deposit of funds to either a savings or checking account at the bank of their choice, provided the bank has direct deposit capability. FPCS highly encourages the use of direct deposit of funds. Team members can activate direct deposit, and access the pay statements and tax forms by logging into ADP portal, a self-service application available on our FPCS intranet home page. You can also complete a Direct Deposit Authorization Form. Please contact the Finance or Human Resource Department for additional details.

W-4s and State Withholding Certificates

The amount of federal, state and local (MD only) withholding is affected by the number of exemptions you claim on Form W-4, Team member's Withholding Allowance Certificate, and appropriate state withholding exemption number of exemptions previously claimed increases or decreases, a new Form W-4 must be completed and submitted to the Payroll Department at the Community Office. If you change your name, you will need to complete an appropriate state withholding certificate. You may make changes to your W-4 and/or state withholding at any time.

Payroll Deductions

FPCS is required by law to make certain deductions from an exempt team member's paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which an exempt team member lives, and the benefits that are chosen, there may be additional deductions. All deductions, and the amount of the deductions, are listed on a pay stub, which can be viewed through a team member's ADP portal. These deductions are totaled each year for a team member's W-2, Wage and Tax Statement.

FPCS may make deductions from exempt team members' salaries in a way that is permitted under Federal and DC wage and hour law. Thus, exempt team members may be subject to the following salary deductions, except where prohibited by law:

- Absence of one or more full days for personal reasons, other than sickness or disability;
- Absence of one or more full days due to sickness or disability, if there is a plan, policy or practice providing replacement compensation for such absences;
- Absence of one or more full days before eligibility under such a plan, policy, or practice of after replacement compensation for such absence has been exhausted;

- Suspension of one or more full days for violations of safety rules of major significance;
- Suspension of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence;
- During the first of last week of employment if the team member does not work a full week;
- Any unpaid leave taken under Family and Medical Leave Act, including intermittent or partial day leave;
- Negative vacation leave balances, in whole-day increments only.

If a team member believes that an improper deduction from pay has occurred, they should notify their Business Service Manager or a member of the Human Resources Department within 24 hours of learning of the deduction. FPCS will make every effort to investigate the complaint promptly, review the results, and make a good faith determination as to whether the deduction was proper. Team members will be reimbursed in full for any isolated, inadvertent, or improper deductions as determined under Federal or DC law.

Overtime Pay

Non-Exempt Team members

Overtime is paid to non-exempt team members at the rate of one and one-half (1½) times their regular hourly rate for all time worked in excess of 40 hours per week in accordance with federal and state labor laws. For purposes of computing overtime, the workweek begins at 12:01 a.m. Monday morning and runs through midnight on Sunday.

All non-exempt team members' overtime work must be approved **in advance** by the team member's manager. Overtime should only be assigned to a team member in those situations in which the manager is convinced that the work is essential in order to meet established schedules or deadlines. Advance notice will be given to team members whenever possible; however, team members should be aware that emergencies occasionally arise that do not permit advance notification. In an emergency situation, the manager in charge will make every effort to notify the team members who are scheduled for overtime work as soon as possible. The Principal or department head must approve all requests for overtime.

When a combination of leave taken and work performed totals more than 40 hours in a given week, overtime will only be paid if the hours actually worked are more than 40.

Exempt Team members

Exempt team members are not eligible for overtime compensation. Exempt team members are expected to schedule their working hours to allow them to satisfy and complete work assignments.

Time Records

FPCS maintains accurate time and attendance records for all team members. When you begin your employment with FPCS, you will receive instructions on FPCS time and attendance tracking procedures. You are responsible for submitting your time on the FPCS electronic time system, and are accountable for the accuracy of all entries. If you intentionally and willfully misrepresent the hours submitted you may be committing fraud, and such actions can result in disciplinary action up to and including termination.

Managers are required to approve all timesheets and e-time entries.

Section 7

Benefits

Disclaimer

FPCS has established a variety of team member benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the team member handbook contains a very general description of the benefits to which you may be entitled as a team member of FPCS, and is not intended to, and does not, provide you with all the details of these benefits. Therefore, this handbook does not change or otherwise interpret the terms of the official plan documents, including the Summary Plan Descriptions. Your rights can be determined only by referring to the full text of the official plan documents, which are available from Human Resources. To the extent that any of the information contained in this handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between FPCS and its team members or dependents for benefits, for continued employment, or for any other purpose. All team members shall remain employed at will and remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

FPCS reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein. Further, FPCS reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

For more information regarding any of our benefit programs, please contact the Human Resources Department at 202-281-1700.

Eligibility

All 12-month full time, 10-month full-time team members and their eligible dependents can participate in Friendship's medical, prescription drug, vision and dental plans. Part-time team members who work less than 30 hours per week, temporary team members, and interns are excluded from participation in FPCS benefit plans.

Coverage is effective on the first day of the month following employment and ends at midnight on the last day of the month in which your employment terminates.

FPCS shares the cost of the medical, prescription, vision and dental coverage premiums with team members.

Short-Term Disability (STD)

All regular full-time 12-month and 10-month team members are eligible for short-term disability. A short-term disability is defined as any non-job-related illness or injury, either physical or mental, including pregnancy, childbirth or a related medical condition that prevents you from performing your regular duties. In the event you become disabled and are unable to work because of an injury or illness, STD benefits may replace part of your FPCS salary until you are able to return to work.

Waiting Period

Short-term disability benefits commence on the seventh business day of disability. The first 7 days of disability coverage may be paid through accrued and available sick or vacation/annual leave time. Contact Human Resources to apply for STD benefits.

Amount of Benefit

The amount of benefit paid is equal to the lesser of \$2,500 per week or 50% of your pre-disability gross earnings. The maximum benefit under STD insurance is 12 weeks.

Notice

It is your responsibility to promptly notify Human Resources of a health condition that might qualify as a disability. When the need for STD leave is foreseeable (e.g., non-emergency surgery, pregnancy), you must provide FPCS with at least 30-days advance written notice of the requested leave. Otherwise, you must provide the maximum notice practicable, generally within one to two business days of your knowledge of the probable need for leave.

To receive benefits, you must provide proper documentation substantiating the disability. Periodic re-certification of a serious health condition during a leave and periodic reports during the leave regarding your status and intent to return to work may be required for you to continue to qualify for STD. If the health situation requiring STD benefits extends beyond the original duration of benefits approved, you are required to notify Human Resources and file for an extension of benefits directly with the STD insurance carrier, if allowed. Under no circumstances should you remain on STD leave beyond the original return-to-work date without prior certification from your physician and notification to Human Resources.

Return to Work

Concurrent with approval of STD benefits, an expected return-to-work date is determined. Upon completion of STD leave, your physician must provide you with medical certification indicating that you are able to return to work at the end of the leave. The medical release from your physician indicating the conditions under which you are released to return to work (with accommodations, work restrictions, or full release) must be submitted to Human Resources before you are permitted to return to work.

Team members who are released to return to work with work restrictions must contact a Human Resources member, who will collaborate with your supervisor/manager, as appropriate, prior to your first day back to work to determine whether the work restrictions impact your ability to perform the essential functions of your position and whether you can resume your normal/regular work duties with or without reasonable accommodation. FPCS may request additional information from a team member's healthcare provider to clarify a release to return to work or confirm the accuracy of the release.

Additional information is available in the STD Summary Plan Description available from the Human Resources Department.

Coordination of Benefits

If your disability is due to a work-related injury, STD benefits will be coordinated with payments from the Workers' Compensation carrier on a dollar for dollar basis. If you receive payment for lost time from any other source while on leave, the STD benefits provided by FPCS may be coordinated with those payments. In no circumstance will you receive a benefit from FPCS greater than that contracted with FPCS's STD carrier.

If your disability is due to a work-related injury received at another place of employment, you may not be eligible for FPCS STD benefits.

For information about leave that may be available while receiving STD benefits, please refer to the FPCS leave policies, including the Family and Medical Leave policy.

Long-Term Disability (LTD)

All regular full-time and school-based team members are eligible for long-term disability insurance. Coverage is effective on the first of the month following 30 days of employment. Long-term disability benefits are effective after 90 days of disability, and the premium costs are fully paid by FPCS. Please consult with a member of the Human Resources Department to review the Summary Plan Description for benefit details.

Eligibility for coverage under this plan ends at midnight on your last day of employment. However, if you are receiving long-term disability benefits at the time of termination, those benefits continue for as long as your qualifying disability continues, or to age 65 or normal retirement age, whichever occurs first.

Return to Work

FPCS requires the team member's physician to provide medical certification of fitness to resume work when the LTD leave is concluded. The medical release from the team member's physician indicating the conditions under which the team member is released to return to work (with accommodations, work restrictions, or full release) must be submitted to Human Resources before the team member is permitted to return to work. If the required medical certification supporting the team member's ability to return to work is not provided, the team member will not be permitted to resume work and may be terminated.

If you return to work with work restrictions, you must contact a Human Resources member who will collaborate with your supervisor/manager, as appropriate, to determine whether the work restrictions impact your ability to perform the essential functions of your job and whether you can resume work duties with or without reasonable accommodation.

Reduced Schedule

If you return to work on a reduced work schedule, you are returned to active status and the determination of benefits eligibility is based on the number of hours scheduled to work. If you return to work on a schedule of less than 30 hours per week, which does not qualify as FMLA leave, you will be reclassified as part-time and benefit eligibility is eliminated, with the exception of 403(B) participation (according to plan criteria) and prorated holidays. Your pay will be adjusted accordingly.

Life and Accidental Death and Dismemberment Insurance

FPCS provides all regular full-time team members with Basic Life and Accidental Death and Dismemberment (AD&D) insurance benefits. Coverage is effective on the first of the month following 30 days of employment.

Basic Life and AD&D benefits are calculated based on annualized base salary. Life insurance coverage is equal to two times base salary, rounded to the next higher \$1,000, to a maximum of \$500,000. The cost to provide Life and AD&D insurance is paid by FPCS. Please refer to the Summary Plan Description for benefit details.

Coverage of the Basic Life and AD&D plans ends at midnight on the last day of the month in which your employment terminates. However, you do have the option of continuing your Basic Life policy in accordance with the benefit plans and applicable law.

In addition, FPCS pays the premiums for a \$10,000 life insurance policy on your eligible spouse/domestic partner and a \$5,000 life insurance policy on each of your eligible children between the age of 15 days and 21 years. Children under age 21 must be full-time students at an accredited school, college or university. Team members have the option to purchase additional supplemental life insurance for themselves and/or for eligible dependents. More information is available from Human Resources.

The Internal Revenue Service considers premiums for team member life insurance valued at over \$50,000 and premiums for dependent life insurance valued at over \$2,000 as income to the team member and subject to income taxes. The amount that is considered taxable income will be shown on your W-2 at the end of each year.

COBRA – Continuation of Certain Benefits

The Consolidated Omnibus Budget Reconciliation Act (COBRA), as amended gives certain former team members, retirees, spouses and dependents of current and former team members who are not eligible for benefits because of a qualifying event (such as termination of employment or reduction in hours) the right to temporary continuation of health insurance coverage at group rates.

Currently, eligible individuals may be able to continue coverage for up to eighteen (18) months, or up to thirty-six (36) months if certain conditions apply. Information concerning COBRA will be mailed to plan participants within ninety (90) days of the effective date of your coverage. Within 44 days following termination of health plan benefits, you and your insured dependents will receive information by mail regarding COBRA options.

Open Enrollment

As a general matter, eligible team members may enroll in benefits at any point within the 30 days of their employment. After that, unless a team member has experienced a qualifying event (e.g., birth of a child or change in spouse's employment status), a team member must wait until the next open enrollment period to make adjustments to their benefits. Open Enrollment typically in the month of September.

Open enrollment meetings are mandatory for all full time team members. Human Resources will provide you with written materials that will explain your new plan benefits during open enrollment. Team members will have an opportunity to listen and make changes to their benefits during this time.

Workers' Compensation Benefits

Team members are automatically insured under the Workers' Compensation Act for injuries sustained in the course of employment. FPCS pays the entire cost of the Workers' Compensation insurance premium. If you are injured at work, your lost time as well as medical and rehabilitation expenses may be paid by Workers' Compensation insurance.

All team members must:

- Immediately report ALL on-the-job injuries and job-related illnesses to their manager, School Business Manager, Principal, or Human Resources, regardless of whether the injury/illness is minor or of little apparent significance
- Complete a First Report of Injury form with Human Resources and submit any medical claims as

instructed by the Workers' Compensation carrier. Claims for work-related injuries/illnesses should NOT be submitted to FPCS's group health insurance carrier.

- Failure to report and document any job-related injury will result in disciplinary action. Reporting job-related injuries protects both FPCS and the team member. Please contact ERS for more information.

Pay and Benefits

If you qualify for Workers' Compensation benefits and are unable to perform your job duties, you will be reassigned from "active" to "inactive" status. Your wages for lost work time are covered exclusively by Workers' Compensation benefits in accordance with applicable law. In the District of Columbia, you will not be paid lost wages by the Workers' Compensation carrier for the first three days of disability caused by a work-related illness or injury. You may use accrued sick leave or vacation/annual leave for the initial three days of disability.

All health and welfare benefits for you and your eligible dependents continue during a Workers' Compensation absence under the same conditions as if you had continued to work, up to a maximum of 16 weeks. You are responsible for any premiums or contributions required of an active team member (e.g., your share of health and dental insurance premiums), which will be billed to you by FPCS.

Because Workers' Compensation benefits are not wages, they are not eligible for 403(b) contributions. Contributions to FPCS's 403(b) plan are suspended during the period of Workers' Compensation leave. If you return to work within 16 weeks of the onset of Workers' Compensation leave, you may make up missed contributions in accordance with IRS limits. You should contact Human Resources for further information on the impact of Workers' Compensation leave on 403(b) contributions and benefits.

If you do not return to work within the 16-week period, FPCS will consider its options, which may include guaranteeing reinstatement for an extended period of time or termination of employment with FPCS. If your employment is terminated, you may elect health (medical, dental, vision, prescription) benefits continuation under applicable COBRA regulations. For information on COBRA benefits, contact Human Resources.

Return to Work

Applicable with all state and federal laws and as business needs warrant, FPCS may reinstate team members who return from a Workers' Compensation absence to their same or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment following an absence of 16 weeks or less. However, team members have no greater right to reinstatement or to other benefits and conditions of employment than if they had been working continuously.

Medical certification/authorization to return to work completed by the team member's physician must be submitted to Human Resources before a team member is permitted to return from a Workers' Compensation absence. If the team member does not provide the required medical certification supporting their ability to return to work, the team member is not permitted to resume work and may be terminated.

If you return to work with work restrictions, you must contact Human Resources who will collaborate with your supervisor/manager, to determine whether your work restrictions prevent you from performing the essential functions of your job and whether you can resume work duties with or without reasonable accommodation.

If you return to work on a reduced work schedule, you are returned to active status and the determination of benefits eligibility is based on the number of hours scheduled to work. If you return to work on a schedule of less than 30 hours per week, which does not qualify as FMLA leave, you may be reclassified as part-time and benefit eligibility is eliminated, with the exception of 403(b) participation (according to plan criteria) and prorated holidays. If you are reclassified, your pay may be adjusted accordingly.

Unemployment Insurance

Team members are covered by the District of Columbia Unemployment Compensation Act. When a team member is terminated and is determined to be eligible for unemployment compensation, he or she will receive weekly benefits in accordance with the provisions of the Act.

403(b) Retirement Plan

All full-time and part-time team members who work at least 30 hours per week and who are at least age 21 are eligible to participate in FPCS's 403(b) Retirement Plan. Contributions begin after the first day of employment. Team members will be automatically enrolled at 4% and FPCS will match your first 2% after

the team member is with the organization for a year. Team members have the option to decrease or decline automatic enrollment.

The FPCS's 403(b) Plan is a tax-qualified plan designed to encourage long-term savings for retirement. The plan has two contribution components: team member elective contributions and FPCS contributions. Contributions may be invested in a variety of investment vehicles of varying degrees of risk, and managed by outside professional money managers that FPCS has selected. You may from time to time redirect and/or redistribute allocated contributions among the investment alternatives.

Team member Contributions

The FPCS 403(b) Plan allows you to contribute through pre-tax pay deductions a percentage or dollar amount of your salary, subject to the IRS maximum allowable limits per calendar year. If you elect to participate in the 403(b) plan, you will receive quarterly account statements from the investment fund reflecting your contributions, FPCS contributions and investment performance.

If you have been a member of a qualified retirement savings plan or tax-deferred annuity plan at another employer before joining FPCS, you may be eligible to roll your account balance into FPCS's 403(b) Plan.

Team member contributions are 100% vested after four years of employment with Friendship FPCS. Please see the vesting schedule for FPCS below.

Years	Vesting Percentage
2 years	50%
3 years	75%
4 years	100%

Employer Contributions

You are eligible for FPCS contributions after you have been employed with FPCS for one year. The vesting schedule for these contributions will be as specified in the plan documents. Please contact the Human Resources Department for more information.

Employee Assistance Program (EAP)

FPCS will provide confidential and voluntary assistance through its Employee Assistance Program ("EAP") to all team members and their family members who may be faced with financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, child care problems, etc.

For the welfare of team members as well as effective business operations, FPCS encourages its team members to take advantage of this benefit program.

Team members and their family members can refer themselves to the EAP by contacting **1-800-386-7055** or through the website: <https://ibhworklife.personaladvantage.com/> by using the following log-in information – Username: Matters; Password: wlm70101. The program may be reached 24 hours a day on weekdays and weekends.

EAP counselors are available to meet with team members or family members to assess a problem and develop a plan for resolution. The counselors may suggest a referral to an outside resource, such as a therapist, agency, physician, treatment facility or other professional that would be appropriate to assist in resolving the problem or situation. Where a team member may be in need of information, a referral or suggestion may be made over the telephone. There is no charge for team members or their families to use the services of the EAP.

FPCS expects all team members to perform their job duties satisfactorily and to comply with its standards of conduct. One of the purposes of providing EAP is to retain valuable team members whose job performance or workplace behavior is being negatively impacted by personal or financial difficulties. Types of performance or behavioral issues which may concern FPCS and benefit from EAP are unsatisfactory behavior or dependability; increased absenteeism or tardiness unless the reason for absenteeism or tardiness is legally protected or otherwise excused; lowered productivity, quality or quantity; unsafe actions or performance; and unreasonable or unexplained periods of time away from the work area although present at the workplace. If your workplace performance or behavior is being negatively impacted, you are encouraged to contact the EAP for assistance. Participation in the EAP Program does not jeopardize job security or promotional opportunities. However, it does not excuse the team member from following FPCS policies and procedures or meeting required standards for satisfactory job performance.

Contact between the team member and the EAP is strictly confidential.

Section 8

Leave and Time Off

FPCS provides a variety of types of leaves of absence to eligible team members. This section provides basic information about the types of leave offered, but is not exhaustive. Questions regarding leaves of absence should be directed to Human Resources.

Leave Provisions

FPCS's leave policy is intended to assist team members in managing family, medical, or personal situations requiring time away from work. It is FPCS's intent to provide a reasonable amount of time off to team members to accommodate such circumstances, and to comply with all state and federal laws.

- FPCS's policy is to administer leave requests based on good management judgment and with a desire to treat similarly situated team members consistently. In determining whether a leave request should be granted and whether paid leave is appropriate, management, at a minimum, considers the reason for the leave request, any applicable laws, and the impact the leave will have on business and FPCS's operations.
- Accrual occurs every bi-weekly pay period.
- All leave must be approved in advance and in writing by a team member's supervisor or principal, as far in advance as possible, but at a minimum of two weeks. Failure to obtain written approval in advance may result in disciplinary action, up to and including termination of employment.
- FPCS may require team members on a leave of absence to provide periodic reports during the leave regarding their status and intent to return to work. You are expected to return to work no later than the next regularly scheduled workday after the expiration of the approved leave. If an extension is desired, you should submit a written request to Human Resources.
- If you accept other employment or fail for any reason to return to work promptly for three days following the expiration of an approved leave of absence, FPCS will deem that you have voluntarily resigned your position.

- If you are on an approved leave of absence for which a health care certification is required, you may jeopardize your right to leave and/or your continued employment by engaging in activities that are incompatible with the health care certification submitted in support of the leave. Additional guidance on these limitations can be found within the FPCS benefit plan documents.
- Misrepresenting reasons for applying for or continuing a leave of absence may result in disciplinary action, up to and including termination.
- Any exceptions to this policy must be reviewed in advance and approved by the Director of Human Resources.
- Sick leave begins to accrue in accordance with the policy set forth below immediately upon commencement of employment, but may not be taken in the first 90 days of employment.
- Military leave will be counted toward length of service for determining the annual leave accrual rate. Team members reinstated after military leave will receive the accrual rate as though they had continued to actively work. Please refer to the Military/Uniformed Services Leave section below for more information.
- No team member may receive payment in lieu of time off, except upon termination of employment.

Pay and Benefits While On Paid Leave

While on vacation/annual leave, sick leave, personal days, and parental leave, you continue in "active" status, and all company benefits continue under the same provisions as if you had continued to work. Premiums or contributions for benefits required of an active team member are deducted from your regular paycheck.

Credited service continues to accumulate during periods of paid leave for purposes of benefits vesting and/or accruals, including vesting of FPCS contributions to the 403(b) profit sharing plan.

Paid Vacation/Annual Leave

Team member Classification	Years of Service	Vacation/Annual Leave	Maximum Number of Vacation/Annual Leave	Maximum Accrued Vacation/ Sick Leave Balance
Full-time	0-4	3.69/pay period	12 days annualized	180 hours
12-month	4+ years	4.62 hours/pay period	15 days annualized	180 hours
Full-time 10-month	N/A	N/A	N/A	N/A
Part-time or Temporary	N/A	N/A	N/A	N/A

Full-Time 12-Month Team Members

Full-time, 12-month team members leave accrual and use are detailed in this section:

- All vacation/annual leave requests must be submitted and must be approved in advance and in writing by a team member's supervisor or principal as far in advance as possible. At a minimum, all vacation/annual leave requests must be submitted at a minimum of two weeks before the requested start of the vacation/annual leave. Failure to obtain written approval in advance may result in disciplinary action, up to and including termination of employment.
- Vacation/annual leave requests will be approved based upon department needs. Due to staffing constraints, it may not be possible to approve all requests for vacation/annual leave when desired; therefore, leave of this nature is considered on a case-by-case basis.
- Eligible team members begin to accrue vacation/annual leave 30 days following their date of hire. Vacation/annual leave can be taken upon accrual of at least one day (8 hours) of leave. Vacation/annual leave may not be "advanced."
- If you reach the maximum vacation/annual leave balance of 180 hours, you will stop accruing vacation/annual leave until such time as you take leave and your balance is reduced below the maximum or the next calendar year, whichever is later.
- Non-exempt team members may take vacation/annual leave in half-hour increments. Exempt team members may take vacation/annual leave only in full-day increments.
- FPCS approved holidays that occur during an approved vacation/annual leave will be treated as a holiday rather than a day of vacation/annual leave. Vacation/annual leave benefits do not accrue during unpaid leaves of absence.
- If you are absent on the day before your vacation/annual leave is scheduled to begin due to a validated personal illness or injury confirmed by a doctor's note, you may request that the annual leave be postponed to a later date. In such cases, FPCS will attempt to accommodate your request.
- Team members who are terminated or voluntarily resign within 90 days of their date of hire are not entitled to any payout of accrued vacation/annual leave. Vacation/annual leave is not granted following notice of termination. Any annual leave or administrative leave that was authorized prior to notice of termination may be rescinded.
- Team members who are rehired by FPCS are eligible to be reinstated to their prior accrual rate for vacation/annual leave as long as the time away from employment at FPCS is no longer than the length of time the team member was employed by FPCS, and the time away is no longer than three years. For example, if you were employed by FPCS for at least one year and your time away is one year or less, you will be eligible for reinstatement to your prior accrual rate. Following three years of absence from FPCS's employ, team members will accrue vacation/annual leave at the new-hire rate.

Personal Days

Team member Classification	Personal Leave	Maximum Number of Personal Leave	Maximum Accrued Personal Leave Balance
Full-time 12-month	8-16 hours after 90 days	8-16 hours after 90 days	16 hours
Full-time 10-month	8-16 hours after 90 days	8-16 hours after 90 days	N/A
Part-time or Temporary	N/A	N/A	N/A

Full-time 12-month team members are eligible to take up to two paid personal days per calendar year to be used for personal matters that cannot be scheduled outside of normal working hours. Team members hired after July 31 will receive one personal day for the calendar year in which they are hired. Personal days will not be approved before an eligible team member has been employed at FPCS for at least three months. Restrictions may also be placed on the use of personal days during the last 30 days of employment, depending upon business need. Personal days may be used at the team member's convenience with his or her supervisor's advance approval. To the extent possible, approval should be obtained as far in advance as possible from the team member's supervisor or principal.

Full-time 10-month team members are eligible for 16 hours of personal leave subject to the provisions contained above.

Part-time and temporary team members are not eligible for personal days.

Personal days cannot be carried over from one year to the next. Payment in lieu of personal time will not be approved, and unused personal days will not be paid upon termination.

Sick Leave

Sick leave accumulates from year to year. You may have a sick leave balance maximum up to 30 days.

Team member Classification	Sick Leave Accrual Rate	Accrued Sick Leave per Year	Maximum Accrued Sick Leave Balance
Full-time 12-month	2.46 hours per pay period	Eight (8) days per year	30 days
Full-time 10-month	N/A	8 days on date of hire/first day of school year	30 days
Part-time or Temporary	1 hour of paid sick leave for every 37 hours worked	Seven (7) days per calendar year	30 days

If you reach the maximum sick leave balance at any time during your employment, you will stop accruing sick leave until such time as you take leave and your balance is reduced below the maximum.

Team members may use sick leave for themselves or to care for an immediate family member. Upon using three (3) consecutive days of sick leave, the immediate supervisor may require the team member to provide a medical certificate or physician's letter to Human Resources to continue use of sick leave. However, FPCS may at any time and at its sole discretion request proof of medical necessity or physician's letter for leave to be paid.

For **full-time 12-month** team members and part-time and temporary team members, sick leave begins to accrue upon commencement of employment, but may not be used until after the completion of the team member's 90-day probationary period. For **full-time 10-month** team members, all 8 sick leave days accrue on the first day

of employment or the first day of the school year, but may not be used until after the completion of the team member's 90-day probationary period.

Team members who use all of their earned sick leave and personal days and who remain on leave or later become ill will be considered to be on a leave of absence without pay.

Sick leave is not earned while a team member is on unpaid leave, and accrued, unused sick leave is not paid out upon termination of employment.

If a team member is separated from employment with FPCS, but is then rehired within one year of separation, previously accrued but unused sick leave will be reinstated. The team member is entitled to use such time immediately upon re-employment, provided the team member previously was eligible to use sick leave. Team members discharged after completing the 90-day probationary period but rehired within 12-months may access previously accrued sick leave immediately. If a team member is separated from employment for longer than one year, there is no reinstatement of previously accrued sick time.

An team member shall make a request in writing to use accrued paid sick leave. The request shall include a reason for the absence and the expected duration of the leave. If the leave is foreseeable, the request shall be provided at least 10 days, or as early as possible, in advance of the paid leave. If the paid leave is unforeseeable, an oral request for paid leave shall be provided prior to the start of the work shift for which the paid leave is requested. In the case of an emergency, you shall notify your supervisor prior to the start of the next work shift or within 24 hours of the onset of the emergency, whichever occurs sooner. If foreseeable, a team member shall make a reasonable effort to schedule paid sick leave in a manner that does not unduly disrupt FPCS's operations.

Leave Bank Program

FPCS team members are eligible to enroll in the Leave Bank Program, provided they meet the eligibility requirements. The purpose of the Leave Bank Program is to provide an additional protection against salary interruption for team members who have an emergency medical condition causing them to be unable to perform their assigned job duties. Donations of sick leave hours by team members who earn annual or sick leave provide income to an affected team member who would otherwise be on unpaid leave. The purpose is not to provide unlimited sick leave for any medical reason.

In order to join the Leave Bank Program, team members must donate eight hours of sick, annual or personal leave or a combination thereof. New team members may join within the first sixty (60) days of employment or during open enrollment, which occurs at the same time as the FPCS benefits open enrollment. All other team members may join or renew Leave Bank Program membership during open enrollment. Team members who join the Leave Bank Program for the first time must wait ninety (90) days before using leave. Membership is for a one-year period and may only be renewed by donating an additional eight hours of leave. It is the responsibility of each employee to verify that the Leave Bank Program membership has been received and processed by the Human Resources Department. Please contact the Human Resources Department if you have questions about your Leave Bank Program eligibility or membership.

To qualify for leave from the Leave Bank Program, a team member:

- Must be an active member of the Leave Bank Program;
- Must have exhausted all forms of annual, sick, personal and compensatory leave;
- Must qualify for the use of sick leave under the requirements of the FPCS sick leave policy set forth in Section 8.5 of this handbook;
- Must be a team member in good standing (i.e. not currently subject to a performance improvement plan or other discipline action);
- Must have a serious or prolonged medical condition;
- Must provide sufficient medical documentation to substantiate absence for the time period covered by the Leave Bank request;
- Must be able, in all likelihood, to return to work;
- Must have received less than 2,080 hours of leave from the Leave Bank;
- Must not have a record of sick leave abuse (i.e., must not have been on a one-day sick leave restriction within the past two years);
- Must not have been disciplined within the past year; and
- Must not have used more than 16 continuous months of leave from the Leave Bank and all other forms of paid leave.

To request leave from the Leave Bank, members must complete a Leave Bank Request Form. Members must also have their physician complete a Leave Bank Medical Request Form and provide medical records that address the absence for which Leave Bank is requested. Leave Bank forms are available from the Human Resources Department or on the FPCS ADP

web portal. Please submit completed forms and medical documentation to the Human Resources Department, which will issue a determination or request for additional information within four (4) business days of receipt of the request.

If a team member exhausts accrued leave before the Human Resources Department makes its determination, the team member shall be granted leave until a decision is rendered. If a team member is automatically granted leave and the request is subsequently denied, the team member shall reimburse FPCS at a minimum rate of one half of all sick leave earned. At the team member's discretion, additional sick leave and any accrued annual, personal or compensatory leave may be applied to the reimbursement or the team member may elect to make a cash payment.

Approval to use leave from the Leave Bank is discretionary. Denial may be based on any reason that is consistently applied and is not illegal or unconstitutional.

Victims of Domestic Violence ("Safe Leave")

A team member who is a victim or whose immediate family member is a victim of domestic violence, stalking, or sexual abuse, may use accrued paid sick leave to seek medical attention for the team member or the team member's family member to recover from physical or psychological injury or disability caused by domestic violence or sexual abuse; obtain services from a victim services organization; obtain psychological or other counseling; temporarily or permanently relocate; take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence or sexual abuse; or take other actions to enhance the physical, psychological, or economic health or safety of the team member or the team member's family member or to enhance the safety of those who associate or work with the team member ("crime victim leave"). Safe leave is an acceptable use of accrued sick leave, and team members using sick leave for the purpose of safe leave are subject to the same provisions as those pertaining to sick leave, including accrual amounts and reinstatement. Safe leave is not an additional form and amount of leave, but is an approved form of sick leave.

An team member shall make a request in writing to use accrued paid sick leave for the purpose of safe leave. The request shall include a reason for the absence and the expected duration of the leave. If the leave is foreseeable, the request shall be provided at least 10 days, or as early as possible, in advance of the paid

leave. If the paid leave is unforeseeable, an oral request for paid leave shall be provided prior to the start of the work shift for which the paid leave is requested. In the case of an emergency, you shall notify your supervisor prior to the start of the next work shift or within 24 hours of the onset of the emergency, whichever occurs sooner. If foreseeable, a team member shall make a reasonable effort to schedule safe leave in a manner that does not unduly disrupt FPCS's operations.

For safe leaves of absence of three or more consecutive days, FPCS may request a police report indicating that the team member was a victim of stalking, domestic violence, or sexual abuse; a court order; or, a signed statement from a victim and witness advocate, or domestic violence counselor, affirming that the team member is involved in legal action related to stalking, domestic violence, or sexual abuse. If such certification is requested, the team member must provide a copy to his or her immediate supervisor upon the team member's return to work.

Holidays

All 10-month school based team members will follow the school's schedule for holidays and breaks. The following holiday schedule does not apply to 10-month school based team members.

Community office and all 12-month team members who work full-time and part-time team members who work more than 20 hours per week are eligible to be paid for holidays immediately upon employment. Temporary team members will not be paid for school holidays.

FPCS observes the following 12 paid holidays (for Community office and all 12-month team members who work full-time and part-time team members who work more than 20 hours per week):

- New Year's Day
- Dr. Martin Luther King Jr.'s Birthday
- Presidents' Day
- Emancipation Day
- Memorial Day
- Independence Day
- Juneteenth Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

When a holiday falls on a Saturday, it will generally be observed on the Friday immediately preceding the holiday. If the holiday falls on a Sunday, it will generally be observed on the Monday immediately following the holiday.

In order to receive holiday pay, a team member must receive pay for the work the day before and the day after the holiday, whether it is regular pay, sick leave, or vacation/annual leave.

Religious Observance

FPCS respects the religious beliefs and practices of all team members and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the school's business.

An team member whose religious beliefs or practices conflicts with his/her job, work schedule, or with the FPCS's policy or practice on dress and appearance, or with other aspects of employment and who seeks a religious accommodation must submit a written request for the accommodation to his/her immediate supervisor. The written request will include the type of religious conflict that exists and the team member's suggested accommodation.

Human Resources will confer with the manager to evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available which is reasonable and which would not create an undue hardship on the company's business. An accommodation may be using paid leave or leave without pay.

Human Resources will meet with the supervisor and the team member to discuss the request and decide on an accommodation. If the team member accepts the proposed religious accommodation, the immediate supervisor will implement the decision. An appeal may be made to the Chief Operating Officer if the team member rejects the proposed accommodation.

Parental Leave

Birth or Adoption of a Child

Friendship Public Charter School offers Paid Parental leave to eligible team members employed for a total of 12 months or more, who have worked at least 1,000 hours during the 12-month period preceding the beginning of their leave. Eligibility is determined based on submission of documentation requested by Friendship upon receipt of the team member's request for leave.

FPCS Team members are eligible for four (4) weeks of Paid Parental Leave following the birth or adoption of a child. This paid parental leave is available to team members once in a 12-month period and must be taken in a consecutive four-week period. Paid Parental Leave runs concurrently with leave taken pursuant to the Federal Family and Medical Leave Act and DC Family and Medical Leave Act.

Ongoing Parental Leave

In accordance with District of Columbia law, FPCS provides each of its team members up to 24 hours of unpaid Parental Leave each year to attend or participate in a child's school or school-related events. School-related events include, but are not limited to, parent- teacher conferences, Individualized Education Program (IEP) meetings and child participation in plays, concerts, or sports events, including practices and rehearsals.

Parents, as defined by the Parental Leave Act, include mothers and fathers, legal guardians, a person who acts as a guardian whether or not legally appointed, aunts, uncles, grandparents, and any person married to one of the individuals listed above. FPCS also includes any person who is a partner with whom a team member has shared a residence for the past six months and with whom they have a committed relationship.

If team members are interested in taking unpaid Parental Leave, they must notify their supervisor at least 10 calendar days in advance of the planned leave unless the event could not have been reasonably foreseen. In the case of unexpected events, the supervisor must be notified immediately. The smallest increment of Parental Leave that a team member may take is 2 hours. Team members are granted the leave only if their absence does not seriously disrupt FPCS operations or the activities scheduled at that time for their department or school. Please contact the Human Resources if you need additional information.

Family and Medical Leave

This policy is intended to provide a descriptive summary of team members' rights and responsibilities. More detailed information about the FMLA may be obtained by contacting Human Resources.

FPCS recognizes that certain circumstances, such as personal illness, the illness of a family member, or the birth or adoption of a child, may require a team member to be away from work for an extended period. It is FPCS policy to comply with both the federal Family and Medical Leave Act of 1993 and the District of Columbia Family and Medical Leave Act. Leave under

this FPCS policy counts toward the leave entitlement under both laws. When both laws apply, the more generous leave period is applicable.

Eligibility

Team members who have been employed by FPCS for 12 consecutive months and have worked at least 1,000 hours in the 12-month period immediately before the date when the leave begins are eligible for leave under the D.C. Family and Medical Leave Act.

Team members who have been employed by FPCS for 12-months, even if not consecutive, and have worked at least 1,000 hours in the 12-month period immediately before the date when the leave begins are eligible for leave under the Federal Family and Medical Leave Act.

Qualifying for Leave

1. Leave for the Birth or Placement of a Child and to Care for Such Child ("Baby Bonding Leave")

Eligible team members may take leave for the birth, adoption, or foster placement of a child and to care for and/or bonding with the child after such birth or placement. The leave(s) must be completed within the first 12-months after the child's birth or placement.

FPCS's short- and long-term disability programs provide leave benefits for periods of disability related to pregnancy and childbirth, just as they do for any other disability. If you give birth, you may be eligible for disability benefits based upon plan provisions. *Family and Medical Leave runs concurrently with any disability leave.*

2. Leave to Care for a Family Member With a Serious Health Condition ("Family Care Leave")

Eligible team members may take leave to care for a family member with a serious health condition.

For purposes of the FMLA leave policy, a "family member" is a spouse, same-sex spouse, domestic partner, parent, child, stepchild, adopted child, or any child with whom the team member is functioning in the role of a parent.

For the purposes of the DC FMLA leave policy, a "family member" is any person to whom the team member is related by blood, legal custody or marriage; or a person with whom the team member shares or has shared within the last year a mutual residence and with whom the team member maintains a committed relationship.

A child must be under 18 years old, or if 18 years of age or older be incapable of self-care because of a mental or physical disability.

3. Leave for the Team member's Own Serious Health Condition

Eligible team members may take leave in connection with their own serious health condition that makes the team member unable to perform the functions of his/her job. You may also be eligible for pay or partial pay under FPCS disability plans in these circumstances. *Family and Medical Leave runs concurrently with any disability leave.*

4. Leave for families of members of the military as follows (federal FMLA leave eligibility requirements apply):

- Eligible team members may take qualifying exigency leave for family members who are members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member on covered active duty or called to covered active duty ("Military Emergency Leave"); or to care for an injured or ill service member or veteran ("Military Caregiver Leave"). If you have questions regarding the definition of "qualifying exigency leave" or any other term used in this paragraph, please contact Human Resources.
- The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the team member's 12-week maximum of FMLA leave in a 12-month period.

Length of Leave

1. Federal FMLA: Family and Medical Leave

The maximum amount of unpaid leave will be twelve (12) workweeks in a 12-month period when the leave is taken for any category of leave except Military Caregiver Leave. FPCS will measure the 12-month period as a "rolling 12-month period" measured backward from the date a team member uses any leave under this policy. If both spouses work for FPCS and are eligible for leave under this policy, the spouses will be limited to a total of 12 workweeks off between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave.

2. Federal FMLA: Military Caregiver Leave

The maximum amount of unpaid leave for a team member wishing to take Military Caregiver Leave will be a combined leave total of twenty-six (26) workweeks in a single 12-month period. A "single 12-month period" begins on the date of your first use of such leave and ends 12-months after that date. Successive 12-month periods commence on

the date of your first use of Military Caregiver Leave after the preceding 12-month period has ended. If both spouses work for FPCS and are eligible for leave under this policy, the spouses will be limited to a total of 26 workweeks off between the two when the leave is for Military Caregiver Leave only or is for a combination of Military Caregiver Leave, Military Emergency Leave, Bonding Leave, and/or Family Care Leave.

3. DC Family and Medical Leave Act (DCFMLA) Leave

Team members who work in the District of Columbia are entitled to unpaid medical leave of up to sixteen (16) weeks in any 24-month period, and unpaid family leave of up to 16 weeks during any 24-month period. The 24-month period for determining leave is calculated on a “rolling” basis. For example, if you take 16 weeks of medical leave beginning September 1 for your own serious health condition, you generally would not be able to take additional medical leave until September 1 of the second following year, but you would be able to take 16 weeks of family leave to care for a family member with a serious health condition within that 24-month time period.

You will only be entitled to leave for your own serious health condition or to care for a family member with a serious health condition if a physician or other legally qualified healthcare provider provides required certifications, as explained below.

If two family members are eligible for Family and Medical Leave, and both are employed by FPCS, collectively they are only allowed to take:

- Sixteen (16) weeks of unpaid leave during any 24-month period for Family Leave if the leave is taken for the birth, placement, or adoption of a child, or to care for a sick parent; and
- Eight (8) weeks of the Family Leave can be taken simultaneously.

Consecutive Weeks, Reduced Schedule or Intermittent Leave

Eligible team members may take unpaid FMLA leave as follows: (1) as consecutive weeks up to a total of 12 weeks (or 16 weeks if DC FMLA; 26 weeks if Military Caregiver Leave); (2) as intermittent leave (in separate blocks of time due to a single covered health condition) up to a total of 12 weeks (or 16 weeks if DC FMLA; 26 weeks if Military Caregiver Leave); or (3) under certain circumstances, a reduced leave schedule (reducing the usual number of hours worked per workweek or workday) up to a total of 12 weeks (or 16 weeks if DC FMLA; 26 weeks if Military Caregiver Leave).

You will only be paid for the hours worked or covered by some form of paid leave. Intermittent leave for partial days may be taken in half-hour increments.

FPCS may temporarily transfer you to an available alternative position with equivalent pay and benefits if the alternate position would better accommodate an intermittent or reduced schedule.

Team members may continue in “active” status while on an FMLA reduced work schedule or unpaid intermittent leave, with benefits continuing for the team member and the team member’s eligible dependents under the same conditions as if the team member had continued to work during the leave period. Premiums or contributions (e.g., health coverage, 403(b) contributions) that are normally required of an active team member are deducted from the team member’s paycheck.

Credited service continues to accumulate during periods of FMLA reduced work schedule or unpaid intermittent leave for purposes of benefits vesting and/or accruals, including vesting of FPCS contributions to the 403(b) Retirement Plan. If applicable, vacation/annual and sick leave accruals continue during periods of FMLA reduced work schedule or intermittent leave.

Please see Human Resources for additional details regarding unpaid intermittent leave and reduced work schedules.

Use of Paid And Unpaid Leave

If you have available sick or vacation/annual leave, you may use available paid leave to cover all or a portion of your Family Medical Leave (FML) weeks, and take the remainder of the Family and Medical Leave (FMLA) weeks as unpaid leave.

You also may be eligible for short-term and/or long-term disability benefits. If you are out on Short- or Long-term Disability or are in a leave-without-pay status, you must contact Human Resources to make arrangements to pay your (team member) portion of the health benefits premium in order to maintain coverage.

FMLA may run concurrently with a Workers’ Compensation absence. Please refer to the Workers’ Compensation policy for additional information. There is a three-day waiting period. Team members may elect to use accrued paid leave if they wish to be paid during the waiting period.

Reinstatement

With the exception of team members who are designated as “key team members” (salaried team members who are among the highest-paid 10% of the FPCS total workforce), team members will be reinstated to the same position or a position with equivalent status, pay, benefits, and other employment terms at the end of FMLA leave. In certain circumstances, exceptions to the reinstatement rights may apply, e.g. in the event of a layoff, elimination of a shift, or, for temporary or project team members, the completion of the assignment.

Under the FMLA, FPCS may deny a “key team member” reinstatement if reinstatement would cause FPCS substantial and grievous economic injury. FPCS will inform the key team member of this possibility at the time of the leave request.

While on Family and Medical Leave, you may not pursue employment or self-employment that is inconsistent with the stated need for time off. If you misrepresent facts in order to be granted Family and Medical Leave, you may be subject to immediate to disciplinary action, up to and including termination.

Procedure for Requesting FMLA or DC FMLA

All team members requesting FMLA leave must provide verbal or written notice of the need for the leave to Human Resources. When the need for Family/Medical leave is foreseeable, the team member must provide FPCS with at least 30-days advance written notice of the requested leave. Within five business days after the team member has provided this notice, the Human Resources will provide the team member with the DOL Notice of Eligibility and Rights.

Otherwise, the maximum notice practicable must be provided, generally within one to two business days of knowledge of the probable need for leave. Every attempt should be made to schedule medical treatments so as to not unduly disrupt FPCS's business.

If the team member fails to provide 30 days' notice for foreseeable leave with no reasonable excuse for the delay, the start of leave may be delayed until at least 30 days from the date FPCS receives notice. FPCS may designate leave as FMLA after a team member returns to work if FPCS was unaware until the team member returned from absence that the absence qualified as FMLA or if FPCS knew the team member was absent but could not confirm the extent to which the leave was covered by FMLA, so long as the retroactive designation of FMLA leave does not cause harm or

injury to the team member. In addition, a team member may agree in writing to retroactively designate leave as FMLA. Please contact Human Resources for additional requirements for requesting FMLA.

Certification Requirements

1. Certification for the Team member's Serious Health Condition

FPCS will require certification for the team member's serious health condition. The team member must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Team member's Serious Health Condition.

FPCS may directly contact the team member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or administering official. FPCS will not use the team member's direct supervisor for this contact. Before FPCS makes this direct contact with the health care provider, the team member will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, FPCS will obtain the team member's permission for clarification of individually identifiable health information.

FPCS has the right to ask for a second opinion if it has reason to doubt the certification. FPCS will pay for the team member to get a certification from a second doctor, which FPCS will select. FPCS may deny FMLA leave to a team member who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, FPCS will require the opinion of a third doctor. FPCS and the team member will mutually select the third doctor, and FPCS will pay for the opinion. This third opinion will be considered final. The team member will be provisionally entitled to leave and benefits under the FMLA and/or DCFMLA pending the second and/or third opinion.

2. Certification for the Family Member's Serious Health Condition

FPCS will require certification for the family member's serious health condition. The team member must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation

of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

FPCS may directly contact the team member's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or administrating official. FPCS will not use the team member's direct supervisor for this contact. Before FPCS makes this direct contact with the health care provider, the team member will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, FPCS will obtain the team member's family member's permission for clarification of individually identifiable health information.

FPCS has the right to ask for a second opinion if it has reason to doubt the certification. FPCS will pay for the team member's family member to get certification from a second doctor, which FPCS will select. FPCS may deny FMLA leave to a team member whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If there is a conflict between the original certification and the second opinion, FPCS will require the opinion of a third doctor. FPCS and the team member will mutually select the third doctor, and FPCS will pay for the opinion. This third opinion will be considered final. The team member will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

3. Certification of Qualifying Exigency for Military Family Leave

FPCS will require certification of the qualifying exigency for military family leave. The team member must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

4. Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

FPCS will require certification for the serious injury or illness of the covered servicemember. The team member must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

5. Recertification

FPCS may request recertification for the serious health condition of the team member or the team member's family member no more frequently than every 30 days, unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the team member seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the team member or the team member's family member every six months in connection with an FMLA absence. The team member is responsible for the cost of the recertification. FPCS may provide the team member's health care provider with the team member's attendance records and ask whether the need for leave is consistent with the team member's serious health condition. Second and third opinions may not be sought for recertification.

Benefits During Leave

While on FMLA leave, your status as "active" or "inactive" is determined by whether you are on paid or unpaid leave. FMLA is not considered "time worked" for purposes of determining overtime pay.

During non-intermittent unpaid Family/Medical Leave, a team member is reassigned from "active" to "inactive" status, but continues to receive benefits under the same conditions as if the team member continued to work. Team members are responsible for any premiums or contributions required of an active team member (e.g., health coverage).

If you choose not to return to work for reasons other than a continued serious health condition, your notification of intent not to return is a qualifying event under COBRA, with benefits continuation subject to FPCS COBRA procedures.

While on non-intermittent unpaid or third party paid leave, contributions to FPCS's 403(b) plan are suspended. If you return to work within 16 weeks of the start of your leave, you may make up missed contributions in accordance with IRS limits. For further information on the impact of unpaid Family and Medical Leave on 403(b) contributions and benefits, you should consult with Human Resources.

If you are on non-intermittent unpaid or third party paid "inactive" status, credited service will continue to accumulate for purposes of benefits vesting and/or accruals only to the extent that it does for other forms of unpaid leave, except that you will receive credit for Family and Medical Leave time for purposes of vesting and eligibility under the FPCS 403(b) plan.

If you do not return to work after exhausting FMLA, your employment with FPCS may be terminated. You may elect benefits continuation under applicable COBRA provisions.

Return to Work Medical Certification

For leave due to a team member's own serious health condition, FPCS requires that the team member's physician complete a medical certification/authorization to return to work. The certification must be submitted to Human Resources before a team member may return to work. If the team member does not provide the required medical certification supporting his/her ability to return to work, the team member is not permitted to resume work and may be terminated. If the team member's physician charges a fee for the medical certification/authorization, the team member must bear the cost of obtaining the certification.

Bereavement Leave

FPCS recognizes the difficulties a team member faces following the loss of a loved one. Full-time 12-month and 10-month team members are eligible for:

- a. Up to five (5) consecutive work days as paid time off (at their regular base pay for hours normally worked) within a reasonable time from the date of the death of an immediate family member. This leave must be taken consecutively.

"Immediate family" is defined as a spouse, domestic partner, child, parent (including in-law), sibling, grandparent or grandchild. Bereavement leave may not be split or postponed.

- b. Up to three (3) consecutive work days as paid time off (at their regular base pay for hours normally worked) within a reasonable time from the date of the death of a relative not in the immediate family (such as aunts, uncles, nieces, nephews, cousins, sister-in-law, or brother-in-law)

An team member also may use their Personal Days in bereavement situations.

Team members may be required to provide proof of death and relationship to the deceased prior to receiving approval for the leave. They are also required to submit a Leave Request Form.

Military Leave

FPCS is committed to protecting the job rights of team members absent on military leave, and complies with all requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA), the National Defense Authorization Act of January, 2008, and all applicable state laws. It is FPCS's policy

that no team member or prospective team member will be subjected to any form of discrimination on the basis of that person's membership in, or obligation to perform service for, any of the uniformed services of the United States, or be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy. If any team member believes that he or she has been subjected to discrimination in violation of this policy, the team member should immediately contact the Director of Human Resources.

Team members directed to participate in extended military duties in the U.S. Armed Forces, reserves or National Guard that exceed ten working days will be placed on an unpaid military leave of absence status for a period of up to five years and will be entitled to the rights and benefits according to applicable laws. If a team member must be absent for military leave of 30 days or less, all benefits will continue during that short-term military leave.

Jury Duty or Witness Leave

FPCS recognizes that team members may occasionally be called for jury duty or witness duty and believes that it is important for citizens to fulfill their civic responsibilities. If you are called for jury duty, you should notify your manager and the Human Resources department immediately so that arrangements may be made for your absence. In certain circumstances, we may request that you be asked to be excused from jury duty if your absence would seriously impair FPCS's operations. No team member will suffer reprisal if the court denies a request to be excused.

Full-time team members are eligible for up to five days per calendar year of paid jury or witness duty leave at their regular base rate of pay unless otherwise required by law. When an exempt team member exhausts paid jury duty or witness leave, no salary will be paid during a full week's absence. Salary deductions will not be made for jury duty or witness leave absence less than a full week after the exempt team member's five day paid jury or witness duty has been exhausted.

Non-exempt team members will only be paid for time actually worked after their five day paid jury or witness duty has been exhausted. Team members who have exhausted paid jury or witness duty leave under this policy will be placed on unpaid administrative leave, in accordance with the foregoing. The amount of time off (paid and unpaid) will be determined by the jury summons or subpoena, which must be provided to your supervisor.

Requesting Jury Duty or Witness Leave

In order to request paid jury or witness leave, you must provide your supervisor with a copy of the summons or subpoena. When you are on jury or witness duty, you will be expected to work as many of your regularly scheduled work hours as the jury or witness schedule permits. For any other court appearance (or other appearance required by subpoena, including depositions, arbitrations, or Congressional hearings) requiring a team member's presence, the team member must use vacation/annual or personal leave.

You are expected to call in each day after you are released from jury or witness duty and inform your supervisor what time of day you were released and when you must next report for jury or witness duty and give your supervisor a statement from the court showing the time served.

You are to report back to work as soon as you are released from jury or witness duty. Failure to return from jury or witness duty in a timely manner is treated as an unexcused absence.

Unpaid Leave of Absence

In unusual circumstances, a team member may wish to be temporarily released from the duties of his/her job with FPCS for a short period of time, and may not wish to submit his/her resignation. Under certain circumstances, team members may be eligible for an unpaid leave of absence. Team members should request an unpaid leave of absence as far in advance as possible by consulting with the Chief Operating Officer. Except as required under any applicable laws, the decision to permit an unpaid leave of absence rests wholly at the discretion of FPCS.

Reinstatement to the same or a similar position is not guaranteed to a team member who takes an unpaid leave of absence, unless otherwise provided under applicable law.

Unpaid Educational Leave of Absence

Team members with one or more years of continuous service who work a regular schedule of 40 hours per week, and who have been accepted as a full-time student in a formal educational program, may request an unpaid educational leave of absence. A request for unpaid leave must be initiated at least 60 days prior to the beginning of the desired unpaid leave period.

The request should include a letter of acceptance or other documentation as to the nature, duration and justification for the leave. The unpaid leave request

must be forwarded to the Director of Human Resources and approved by the Chairman or Chief Operating Officer.

Educational leaves of absence will be unpaid and granted for a period of one year, with the possibility of an extension of an additional year with appropriate approval. A request for an extension should be submitted to the Director of Human Resources in writing at least 30 days prior to the scheduled end of the initial unpaid leave. Documentation in support of the extension request, such as an official letter certifying continued enrollment, may be required. The extension must be approved by the Chairman or Chief Operating Officer.

An team member may choose to receive a lump sum payment for all accrued vacation/annual leave prior to the beginning of an educational leave, if any. Additional vacation/annual leave and sick leave will **not** accrue during the period of unpaid absence. Length of service accrual will continue during the leave.

While on extended unpaid leave for education, all benefits will be suspended, and the team member will be eligible for COBRA continuation of health insurance benefits. Benefits may continue for up to 18 months if payments are made in a timely manner.

An unpaid educational leave of absence carries no job guarantee. FPCS retains the discretion to replace the team member on unpaid educational leave. Upon return from unpaid educational leave, they may apply for any available position and will be considered along with all applicants for a position.

Unexpected Office Closures

In the event it becomes necessary to close any of our offices due to unforeseen circumstances such as inclement weather or a building's condition, FPCS will:

- Alert the main switchboard to be able to provide details of the closing(s); and
- Email impacted team members

Team members must also contact their manager for further direction on alternative working arrangements.

Closing Procedures

If weather or other emergency conditions prevent you from reporting to work on time, you are responsible for notifying your supervisor within the first hour of the workday. If possible, such notification should be made by telephone directly to your supervisor. If direct contact is not possible, leaving a detailed voicemail message or a message with another designated team member is acceptable. You should leave a phone number where you can be reached.

Pay and Leave Practices

When FPCS decides to close for a full or partial day, the following pay and annual leave practices apply:

- Non-exempt team members in nonessential operations
 - Full Day Closings: May take unscheduled paid annual leave if annual leave is available
 - Partial Day Closings: Non-exempt team members will be paid at their regular rate of pay for all hours actually worked, for a minimum of four hours. The remaining normal business hours for that day, during which FPCS was closed, will be paid at the D.C. minimum wage.
- Non-exempt team members who are designated as essential are compensated at 1.5 times their regular rate of pay during the emergency closing period, and are not given time off at a later date for hours worked during the period of closing.
- Exempt and nonexempt team members on annual leave on a day when a full or partial-day closing occurs are charged with annual leave for that day.
- Exempt team members who are in nonessential operations and who are not required to work are granted paid administrative leave for any partial or full-day absences due to a closure of operations by FPCS.
- Exempt team members in essential operations are eligible for administrative time off during the period of the closing, if approved by their supervisor for that closing.

Section 9

Workplace Practices

Smoking

In accordance with applicable law, FPCS is smoke-free and offers a smoke-free environment to its team members, guests and visitors in all FPCS locations. In addition, team members are not permitted to smoke within 50 feet of any FPCS building. No team member will be retaliated against for using tobacco products.

Personal Appearance and Attire

FPCS interfaces with the public extensively in its day-to-day conduct of business. The manner in which a team member is groomed, as well as the team member's behavior, creates a lasting impression in the minds of FPCS contacts. All FPCS team members must present a professional and appropriate image while on FPCS premises or while representing FPCS at other locations, including at work-related social events.

Business casual attire is acceptable dress for FPCS team members who do not expect to be in contact with parents, vendors and/or other professionals during the business day. Business casual is defined as clothing and shoes that are professional, clean and neat, but can be worn for leisure.

Unacceptable Attire

The following list is not inclusive, but provides examples of attire that is not appropriate for the workplace:

- T-shirts or other shirts with a printed logo, message, or sports/product/place insignia
- Halter tops, tube tops, cropped shirts, low-cut tops, muscle shirts
- Lycra stretch pants, leggings, spandex pants
- Any revealing or suggestive attire
- Athletic/team jerseys or apparel (unless specifically authorized for a special event)
- Sweat clothes, jogging suits, or workout clothes
- Beachwear, including beach shoes or flip-flops
- Soccer slides
- Hats or caps
- Jeans

Mustaches and beards must be clean, well-trimmed and neat. Hairstyles should present an appropriate professional appearance. Excessive makeup is not permitted. Offensive body odor and poor hygiene are not professionally acceptable. Perfume, cologne and lotions should be used moderately or avoided. Jewelry should not be functionally restrictive, dangerous to job performance or excessive. Facial jewelry, such as eyebrow and lip rings, as well as tongue studs, is not professionally appropriate and must not be worn during business hours. Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours. Visible excessive tattoos and similar body art must be covered up during business hours.

If you are found to be in violation of this dress code, as determined in the sole discretion of your immediate supervisor, Principal and/or the Director of Human Resources, you may be prevented from working until you return to work dressed and groomed in an appropriate manner. As permitted under federal and DC law, the time required away from the office to change may be deducted from your annual leave time or be counted as Leave without Pay. If you are sent home more than three times in a calendar year you may be subject to disciplinary measures, up to and including termination of employment.

Nepotism

It is FPCS policy not to allow team members who are relatives to work in a subordinate-manager relationship and not to allow a team member to oversee the retention or use of a consultant who is related to the team member. The manager-subordinate relationship shall be interpreted to include all levels of management, not just a team member's immediate manager.

For the purposes of this policy, a relative includes the following:

- the team member's spouse, same-sex spouse, or partner;

- the team member or the spouse/partner's, same-sex spouse, natural and adopted children, parents, grandparents, great-grandparents, brothers, sisters, half brothers and sisters, grandchildren, great-grandchildren, aunts, uncles, nieces, nephews, first cousins, second cousins and persons married to them.

If a relative relationship is established after a reporting relationship between team members is established, it is the responsibility of the supervisor involved to disclose the existence of the relationship to the Director of Human Resources. If a relative relationship exists between coworkers, it is the team member's responsibility to disclose the relationship to their respective supervisors. The individuals concerned, in concert with FPCS management, will be given the opportunity to decide who is to be transferred to another appropriate and available position. If a decision cannot be reached within 30 calendar days, FPCS may unilaterally decide which team member will transfer or terminate one of the two team members may occur at the discretion of management.

When a dating relationship or marriage between team members creates a prohibited subordinate-manager relationship, the Romantic Relationships Policy applies.

Bulletin Boards

Bulletin boards maintained by FPCS at the campuses are to be used only for posting or distributing materials of the following nature:

- notices concerning matters directly related to the instruction of students
- legal posting requirements

All posted material must have authorization from the Human Resources or the site Principal. All team members are expected to check the bulletin boards periodically for new and/or updated information regarding professional development, internal job postings, student and family activities and changes in Human Resources policies and procedures. Team members are not to remove material from the bulletin boards.

Section 10

Use of Electronic Resources and Other Company Property

Phone, Computer, Internet and Email Usage

FPCS provides its team members with various electronic resources for use in the office, while traveling, or at home, including but not limited to, cell phones, computers, electronic mail, voicemail, copier machines, fax machines and access to computer networks including the Internet/World Wide Web (collectively “Electronic Resources”). All of these Electronic Resources and their individual components (e.g., each individual PC, printer, network connection, laptop, software program) are the property of FPCS and are provided for business purposes. You should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

Personal use of the Company telephone for any type of call for which there is a charge such as (e.g. international, collect calls) is not permitted. Team members should practice discretion when making personal calls and may be required to reimburse FPCS for any charges resulting from the personal use of the telephone.

To ensure effective telephone communications, team members should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

The use of portable computing devices is not private. The Company has the ability to access and review all information stored on the Company’s portable computing devices and network. FPCS reserves the right to perform such an inspection at any time, for any reason. You should not expect that any files, records, or other data stored on the Company’s equipment and network will be private, even if you attempt to protect its privacy. This applies to remote work as well as team members’ personal devices that may from time to time be connected to FPCS’s computers or networks.

Any violation of any part of the FPCS Electronic Resources policy may subject a team member to discipline, up to and including immediate termination.

Personal Use

Team members are permitted to use FPCS’s electronic resources for occasional and important non-business purposes, such as coordinating child care with a family member or communicating a change in work schedule. Non-business uses should not involve significant use of FPCS’s resources, such as your or others’ work time, computer time, or bandwidth.

You should not use FPCS’s electronic resources to access, or send email through, a personal email account. You should be aware that a copy of email accessed from or transmitted through your personal account using Friendship’s electronic resources may be stored on Friendship’s electronic resources. Such email may be reviewed by FPCS at its discretion.

All non-business use of FPCS’s electronic resources is subject to all FPCS’s policies, including this policy. Therefore, you should not transmit any communication through, or store any data, FPCS’s electronic resources if you wish to keep that information confidential from FPCS.

Social Media/Blogging

The goal of social networking and blogging for FPCS is to become a part of our school community’s interests and conversation and to promote web-based sharing of ideas and exchange of information. Authorized social networking and blogging is used to convey information about FPCS’s services, communicate with team members and parents to brainstorm, issue or respond to breaking news or negative publicity, and discuss activities and events.

When social networking, blogging or using other forms of web-based forums, FPCS must ensure that use of these communications maintains our brand identities, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

Rules and Guidelines

The following rules and guidelines apply to social networking and blogging when authorized by FPCS and done during work time. The rules and guidelines apply to all employer-related blogs and social networking entries. Only authorized team members can prepare and modify content for FPCS's website located on the internet and the intranet. That includes any related blogs or social networking entries affiliated with FPCS in any way. Content must be relevant, add value and meet at least one of the specified goals or purposes developed by FPCS. If uncertain about any information, material or conversation, discuss the content with your manager. All team members must identify themselves as team members of FPCS when posting comments or responses on the employer's blog or on the social networking site. All copyrighted information where written reprint authorization has not been obtained in advance cannot be posted on FPCS's blogs.

Unauthorized Social Networking

FPCS recognizes that team members may engage in "blogging" and the use of various forms of web-based social media that are not sponsored by FPCS. "Blogging," for purposes of this policy, means social networking and/or posting information on one's own, or on someone else's, blog or social media site (such as Facebook, Twitter, Instagram, etc.) journal or diary on the Internet. "Blogging" also includes any other form of social networking or posting information on the Internet, such as postings on a personal Web site, social networking or affinity Website, on a bulletin board, or in a chat room.

Team members who engage in blogging and other uses of social media should be mindful that their postings, even if done off premises and while off duty, could have an adverse effect on FPCS's legitimate business interests. Team members should consider the following if blogging and other uses of social media include any references to FPCS or your affiliation with FPCS.

Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just FPCS.

Team members cannot use employer-owned equipment, including computers, company-licensed software or other electronic equipment or facilities or company time, to conduct **personal** blogging or social networking activities. Please see the section above on authorized social networking. The use of company equipment and company time is permitted for business purposes as outlined in that section.

Team members cannot use blogs or social networking sites to harass, threaten, discriminate or disparage team members or anyone associated with or doing business with FPCS. Team members cannot use information regarding FPCS on a blog or social networking site in violation of FPCS's confidential information policy.

If you choose to identify yourself as an FPCS team member, please understand that some readers may view you as a spokesperson for this organization. Because of this possibility, team members must state that their views expressed in a blog or social networking area are their own and not those of FPCS, nor any person or organization affiliated or doing business with FPCS.

Team members cannot post on personal blogs or social networking sites photographs of other team members, students, members, vendors or suppliers, nor can team members post photographs of persons engaged in company business or at company events.

Team members cannot post on personal blogs or social networking sites any advertisements, nor sell company products and services.

Team members cannot link from personal blog or social networking site to the FPCS internal or external web site.

If contacted by the media or press about their post that relates to FPCS's business, any response should make clear that you are not expressing the views of FPCS.

You are more likely to resolve complaints about work by speaking directly with your coworkers, supervisor or other management-level personnel than you are by posting complaints in a blog or online. If you, nonetheless, decide to post complaints or criticism in a way that is defamatory or untruthful about FPCS or any of the organization's team members you should be prepared to face the possible consequences. These policies apply even if your blogging is anonymous or under a pseudonym. If you do engage in such blogging, you should be aware that your content may be monitored for defamation or untruthfulness and in appropriate circumstances we will take steps to determine your identity.

Team members are asked to observe the following guidelines in their personal blogging activities:

- Do not engage in blogging using any corporate, electronic resources.
- Your blogging is subject to all of the policies in this Handbook, including but not limited to "Prohibition on Discrimination and Harassment", "Standards of Business Conduct and Ethics", "Computer, Internet and Email Usage."

- Make it clear to your readers that the views expressed are yours and yours alone.
- Do not defame or make false statements about FPCS and the partners, members, affiliates, customers, vendors, or competitors.
- Do not use photographs of FPCS's students.
- Do not infringe on FPCS's trademarks.
- Do not use FPCS proprietary information on a blog or social networking site.
- Do not post material that *may be construed* as discriminatory or harassment based on race, ethnicity, color, national origin, religion, sex, sexual orientation, age disability, or any other legally protected characteristic.

If you need clarification of any aspect of this policy, contact Human Resources. Failure to comply with this policy may lead to disciplinary action up to and including termination and if appropriate, we will pursue all available legal remedies.

Ownership

All records related to and used on FPCS Electronic Resources, including but not limited to, all e-mails, instant messages, records of Internet access, voicemail messages, data backed up to FPCS's network and all documents created on any FPCS computer or laptop, are FPCS records and property.

No Right to Privacy

Team members have no right to or expectation of privacy concerning their use of FPCS Electronic Resources or records that are stored on or received, created, sent, accessed, or to which team members are given access via FPCS Electronic Resources.

Monitoring of Records and Use

FPCS may at any time without notice inspect the records stored, received, created, sent or accessed by any team member through the use of Electronic Resources and may monitor team members' use of any and all Electronic Resources, including inspection of e-mail messages, voicemail messages and Internet use. By using Electronic Resources, you consent to such inspection and monitoring. This means that FPCS would be able to track your deleted email messages and websites visited by you. The encryption, labeling of an email or document as private, deletion of an email or document, or any other such action does not diminish FPCS rights in any manner. You should be mindful that FPCS backs up the network frequently for business purposes, and messages deleted from one PC are not necessarily deleted from the network and back-up files.

Transmission of Records to Law Enforcement & Others

All FPCS records, including those contained on Electronic Resources are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or at the discretion of FPCS management. FPCS may at any time without notice divulge records or information found while monitoring a team member's records or use of Electronic Resources to any necessary individual or authority.

Assigned Electronic Resources

The Electronic Resources assigned to you are for your use. You are responsible for ensuring that those Electronic Resources are managed according to this policy. You should not share your log-in information with anyone. If a visitor or temporary team member needs access to Electronic Resources, they should be referred to the Technology Department. You should not leave an unattended workstation that is logged into the network; you must log out, lock the computer, or employ a password-protected screensaver before leaving a workstation. Any suspicious activity by anyone should be immediately reported to the Chief of Technology or the Director of Security.

Non-Disclosure of Electronic Confidential Information

In addition to the requirements for handling confidential information as stated in the Confidentiality Policy in this Handbook, confidential information in electronic form must never be disclosed to persons or entities outside FPCS. E-mails should be archived by team members according to FPCS record retention policies.

Back-Ups of Computer Files

Your computer files will be properly backed up if you store all of your files on the network servers, which are backed up frequently. Team members are strongly encouraged to save files to the network drives rather than to the hard drive of the computer so that they can be backed up.

Computer Viruses

All computers have FPCS-provided anti-virus software installed. This software must remain activated at all times. The Technology Department will ensure that the software is updated as appropriate. The Technology Department will also ensure that all security updates for operating systems, web browsers, and server applications are installed as soon as they become available.

Other Restrictions on Internet Use

FPCS team members should not visit any web site that might cause damage to FPCS's image or reputation. In addition, you should be mindful that web sites often collect information about visitors, which links the user to FPCS.

Copyright Violations

FPCS prohibits the illegal duplication of software. Unauthorized duplication of software is a federal crime. Team members should only use software in accordance with its licensing agreement. Without the prior written authorization of the Chief Operating Officer or Chief of Technology, team members may not:

- install any software on FPCS-owned computer equipment
- install FPCS-owned software on any non-FPCS-owned computer equipment
- provide copies of FPCS-owned or licensed software to anyone.

You should be aware that much of the material available on the Internet is copyrighted or trademarked, including music and movies found on sites such as Napster, and articles, books, book excerpts and other written material found on countless websites. Other than viewing publicly available material, you should not use any material found on the Internet in any manner without first establishing that such use would not be in violation of a copyright or trademark.

Physical Security of Computer Equipment

You should ensure that all Electronic Resources (computers, monitors, laptop computers, phone, blackberries, printers, etc.) that are assigned to or regularly used by you are maintained and used in a manner consistent with their function and such that the possibility of damage and/or loss is minimized.

Electronic Resources that are not portable should not be removed from FPCS premises without the prior written authorization of the Chief of Technology. You should not modify FPCS computer equipment in any way unless specifically authorized in writing by the Technology Department.

Whenever possible, all portable Electronic Resources (laptop computers, phones, blackberries, electronic organizers, etc.) should be maintained under the direct supervision of the person to whom they have been issued. The resources should never be left unattended in locations such as airports and hotel lobbies. When the resources must be left unsupervised, they should be made as inconspicuous as possible.

The loss of any Electronic Resources or of any FPCS-related information must be immediately reported to the Technology Department, which will ensure that all possible steps are taken to protect FPCS from further information loss. When appropriate, you must file all necessary police reports, accident forms, and/or insurance claims to aid in the recovery or replacement of stolen equipment.

Damage to or loss of Electronic Resources caused by negligence and/or violation of this policy may result in the responsible team member being charged for the repair or replacement costs.

Use of Equipment and Vehicles

When using any FPCS property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Such prompt reporting could prevent deterioration of equipment and possible injury to team members or others. Your supervisor can answer any questions about your responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Section 11

Disciplinary Actions and Dispute Resolution

FPCS may decide in its sole and complete discretion to warn, discipline, suspend or discharge team members with or without progressive disciplinary actions. The appropriate action will depend on the severity of the unsatisfactory performance or behavior, the team member's past performance or the needs of FPCS. As stated, employment at FPCS is at-will and employment may terminate at any time for any reason.

Where progressive discipline is considered to be the appropriate response, FPCS may follow a course of action that may include verbal counseling, followed by a written warning and performance improvement plan that designates action steps to be taken and timing for such action steps. If during the period that a performance improvement plan is in place, job performance/behavior continues to be below standard, the team member may be dismissed from the employ of FPCS, which may be prior to the end of the performance improvement plan period. Progressive discipline does not alter the at-will employment relationship.

If, in the opinion of FPCS, a team member's action(s) or alleged action(s) warrant immediate dismissal or suspension (with or without pay), FPCS reserves the right to act in a manner that it deems appropriate to the situation, without following the disciplinary procedure described above.

FPCS offers team members access to its EAP in the event that such a resource may be helpful in improving the team member's performance/behavior. Refer to the EAP policy for further information.

Internal Problem Resolution

FPCS is committed to providing the best possible working conditions for its team members. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from FPCS supervisors and management.

FPCS strives to ensure fair and honest treatment of all team members. Supervisors, managers, and team members are expected to treat each other with mutual respect. Team members are encouraged to offer positive and constructive criticism.

Problem Resolution Procedure

If you disagree with established rules of conduct, policies, or practices, you may express your concern through the problem resolution procedure. No team member will be penalized, formally or informally, for voicing a good faith complaint with FPCS in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs in which you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to make use of the following steps. You may discontinue the procedure at any step. If you believe that you are being discriminated against or harassed, you should follow the steps in the Equal Employment Opportunity policy or Complaint Procedure for Claims of Unlawful Harassment.

- Present your concern to your immediate supervisor or the School Business Manager at your school within five calendar days after an incident occurs. If your supervisor or School Business Manager is unavailable or if you believe it would be inappropriate to contact that person, you may present the problem to the Director of Human Resources or any other member of management.
- Your supervisor or School Business Manager is to respond to the problem during the initial discussion or within five calendar days, after consulting with appropriate management when necessary. Your supervisor or School Business Manager will document the discussion.
- If you maintain that the problem remains unresolved after discussion, you may present the problem to the Director of Human Resources within five calendar days after the discussion with your supervisor or School Business Manager.

- Human Resources will counsel and provide a resolution to the problem consistent with the supporting facts, applicable policies, precedence, business practices and state and federal law. If the solution provided by Human Resources does not resolve the issue then you will be directed to the COO for further resolution.
- If you are directed to the COO for further resolution, you should present the problem to the COO in writing within five (5) days of your meeting with Human Resources.
- After careful review of the information presented, the COO will inform you of a final decision regarding the problem presented within five calendar days from the date of submission, and will forward a copy of the written response to your file. The COO has full authority to make any adjustment deemed appropriate to resolve the problem.

Section 12

Termination of Employment

Resignation

Your supervisor/manager and Human Resources should be notified immediately of your intent to resign your employment with FPCS. As a professional courtesy, you should provide FPCS with a written advance notice period, preferably four weeks for exempt team members and two weeks for non-exempt team members. You will receive information from Human Resources regarding continuation of your health insurance through COBRA continuation coverage.

Job Abandonment

If you are absent from your position without notifying your supervisor or Principal for three consecutive work days, you will be considered to have voluntarily resigned from your position. If you fail to return from vacation/annual leave, you will also be considered to have voluntarily resigned from your position.

Exit Interviews

Exit interviews are conducted by a Human Resources team member. The interview will address:

- forms needed to receive 403(b) distributions
- eligibility for benefits continuation and conversion
- final pay
- return of all FPCS property
- your continuing obligations not to disclose any FPCS confidential and/or proprietary information
- reimbursement to FPCS for any amount owed by you to FPCS for any reason
- Survey completion
- any other relevant issues to close out your employment with FPCS.

Seperation Benefits

Benefits (Life, Medical, Vision and Dental) may end on your last day of employment, on the last day of the month in which employment is terminated, or otherwise in accordance with the terms of the benefit plan. Unless discharged for gross misconduct, you may have the option of continuing your Medical/Dental Benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), as amended and related laws. Human Resources will provide you with details regarding continuation of benefits.

Any accrued, unused vacation/annual leave time will be paid out to you in your final paycheck. FPCS does not pay out for any unused sick leave or personal days.

Final Paycheck

In accordance with applicable law, the Payroll Department will adjust your final paycheck to recover any balances owed to FPCS prior to releasing it. Your final paycheck will be processed in the normal payroll cycle unless applicable law requires earlier distribution. Outstanding reimbursement requests shall also be processed in the normal cycle.

All terminating team members are processed through Human Resources, and the Termination Checklist is forwarded to the Payroll Department. The Payroll Department will conduct a search for any outstanding debts or liabilities owed to FPCS.

Return of Property

You are responsible for all FPCS property, materials, or written information issued to you or in your possession or control. You must return all FPCS property immediately upon request or upon termination of employment. Where permitted by applicable laws, FPCS may withhold from your final paycheck the cost of any items that are not returned when required. FPCS may also take all actions deemed appropriate to recover or protect its property.

Eligibility for Rehire

If you leave FPCS in good standing and if you give appropriate advance notice of your resignation, you may be eligible for rehire. Any former team member wishing to be considered for rehire must first be approved for rehire by the Director of Human Resources and the Chief Operating Officer. A supervisor desiring to rehire a former team member must complete a rehire authorization and have it approved by the Director of Human Resources. If rehired within one year of the departure date, you will:

- retain your original hire date for the purpose of vacation/annual leave accrual, retirement vesting and other seniority issues except reduction-in-force benefits
- not carry over any vacation/annual leave from prior employment at FPCS.

Section 13

Team Member Safety and Security

The safety of students, team members and others on FPCS premises is of utmost importance. Friendship is committed to maintaining a safe and secure environment and to complying with applicable health and safety laws. Meeting this commitment requires the continuous cooperation of all team members. FPCS expects team members to be aware of safety and security issues and to alert management to conditions which might pose a safety or security risk. All team members have the following responsibilities regarding safety and security:

- You must immediately report to your supervisor any potentially unsafe conditions; even if you think that the problem has been remedied. Supervisors must immediately arrange to have the unsafe condition assessed and, if necessary, remedied.
- You must immediately report any injury, accident or illness, regardless of the severity of the incident of any other team member, student, parent or visitor in the building. If immediate medical attention is required, your supervisor or another member of management will first assist affected parties in obtaining medical care. After medical care has been obtained, the supervisor must report the incident to Human Resources so that appropriate paperwork can be initiated.
- You must immediately report any suspicious persons in the workplace to your supervisor or the school security guard. You should maintain your building keys, security pass and/or identification badge in your possession at all times. Do not lend these items to anyone and immediately report their loss to your supervisor or to the security guard. You also should not disclose your computer password or any other security access codes to anyone who is not authorized to have that information. If you believe that anyone else may have obtained this information, immediately report to your supervisor.

FPCS may periodically issue rules and guidelines concerning workplace safety and security, which you should review to ensure that you are in strict compliance with them. Failure to comply, or negligent

behavior that jeopardizes workplace safety or security, will result in disciplinary action, up to and including termination.

Dangerous/Emergency Situations

If you encounter an armed or dangerous person, you should not attempt to challenge or disarm the individual. If a supervisor can be safely notified of the need for assistance without endangering your safety or the safety of others, such notice should be given.

Workplace Violence Prevention

All team members, visitors, students and parents, without exception, will be treated with courtesy and respect at all times. You are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

FPCS is committed to preventing workplace violence and to maintaining a safe environment for students and team members. FPCS has zero tolerance for violence. Firearms, weapons and other dangerous or hazardous devices or substances are prohibited from the premises of FPCS without proper authorization, regardless of whether you are licensed to carry the weapon or not. The only exception to this policy is for police officers, security guards, or other individuals who have been given written permission to carry a weapon on FPCS premises by the Senior Director of School Operations and Site Services.

Conduct that threatens, intimidates or coerces another team member, visitor, student, parent, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment based on an individual's sex, race, age or any characteristic protected by applicable law.

All threats of, or actual, violence, both direct and indirect, must be immediately reported to a supervisor, Principal, Director of Security, or any other member of management. This includes threats or acts by team

members as well as by students, parents, visitors, vendors, or other members of the public. When reporting a threat or act of violence, be as specific and detailed as possible.

FPCS will promptly and thoroughly investigate all reports of threats or actual violence and of suspicious individuals or activities. The identity of the individual making the report will be protected as much as is practicable. In order to maintain safety and the integrity of its investigation, FPCS may suspend team members, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of, or actual, violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

FPCS encourages you to bring your disputes or differences with other team members to the attention of your supervisor/manager or the Director of Human Resources before the situation escalates into potential violence. FPCS is eager to assist in the resolution of disputes and will not discipline you for raising such concerns.

This policy shall not be construed to create any duty or obligation on the part of Friendship Public Charter School to take any action beyond that required of an employer by existing law.

Accidents and Emergencies

All team members will be provided care, first-aid, and emergency service as required, for injuries or illnesses while on FPCS premises. You should contact your supervisor, the nearest manager, and/or 911 in the event of an accident or emergency.

If you are injured on the job, FPCS provides coverage and protection in accordance with Workers' Compensation law. When an injury is sustained while at work, the incident must be reported immediately to your supervisor/manager or to Human Resources, each of whom will notify the other.

Failure to report accidents is a serious matter, as it may preclude your coverage under Workers' Compensation Insurance.

Safety and Health

FPCS is committed to providing a safe and healthy workplace for all of its team members. FPCS complies with all applicable requirements issued by the Federal Occupational Safety and Health Administration and the District of Columbia, and implements a site-specific safety and health program for each of its facilities. The

responsibility for the success of the safety and health program is shared by management and all FPCS team members.

Managers and supervisors are responsible for developing safety awareness within themselves and those whom they supervise. Managers and supervisors must ensure that all operations are performed with the utmost regard for the safety and health of all team members involved.

Team members are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations. Team members are encouraged to be alert to unsafe conditions and report them promptly to their Principal or supervisor. Team members also are responsible for continuously practicing safety while performing their job duties.

Visitors

In order to help ensure safety on FPCS premises and to avoid unnecessary distractions, visits by family members and personal friends during work hours should be avoided, except in the event of an emergency. Unattended children are not permitted on Friendship premises at any time. No visitors are permitted in areas restricted to team members only, unless authorized by the school Principal. All visitors are required to check in with the security guard or front desk, obtain a visitor's pass, and/or be accompanied by a team member at all times.

External soliciting is not allowed in FPCS buildings. It is best to keep purses, wallets, and other valuables in a locked drawer or cabinet when not on your person. FPCS is not liable for personal stolen property.

School Volunteers

Any person, parent, guardian, foster parent, or relative who wishes to volunteer with children in any grade or in any venue (classroom, cafeteria, office, etc.) must be cleared through FPCS' Volunteer Process which includes a criminal background check. Please direct any inquiries to the School Business Manager who will provide information as to how to begin the process through Human Resources. Your area or school will receive the name and a copy of the Volunteer Application when the prospective volunteer has been cleared for interacting with children.

This procedure is a requirement of the District of Columbia Public Charter School Board under whose auspices FPCS retains its charter. Non-compliance with this policy and procedure will be grounds for disciplinary action, up to and including termination.

Unexpected Office Closures

In the event it becomes necessary to close any of our offices due to unforeseen circumstances such as inclement weather or a building's condition, FPCS will:

- Alert the main switchboard to be able to provide details of the closing(s); and
- Email impacted team members

Team members must also contact their supervisors for further direction on alternative working arrangements.

Emergency Closings

This policy establishes guidelines for operations during periods of extreme weather and similar emergencies. FPCS remains open in all but the most extreme circumstances. Unless an emergency closing is announced, all team members are expected to report to work. However, team members are urged to use their own discretion in deciding whether they can commute safely to work.

Closing Procedures

If weather or other emergency conditions prevent you from reporting to work on time, you are responsible for notifying your supervisor within the first hour of the workday. If possible, such notification should be made by telephone directly to your supervisor. If direct contact is not possible, leaving a detailed voicemail message or a message with another designated team member is acceptable. You should leave a phone number where you can be reached.

School and Community Office closings are made at the discretion of the Chairman and/or his designee. Please listen to local radio station WTOP or local television stations (usually Channels 4, 5, and 9) for updated announcements.

If FPCS offices are closed due to weather or other emergency, essential functions may still need to be maintained and *essential personnel may need to report to work unless otherwise instructed*. A roster of essential personnel will be maintained by each department manager. An up-to-date copy of each department's roster will be kept on file in the Human Resources department. Team members will be notified at the time of hire, promotion or transfer whether their position is considered part of essential personnel.

Pay and Leave Practices

When a partial-day or full-day closing is authorized, the following pay and annual leave practices apply:

- Non-exempt team members in nonessential operations are granted administrative leave. Such team members are compensated at their regular rate of pay for their normally scheduled hours.
- Non-exempt team members who are designated as essential are compensated at 1.5 times their regular rate of pay during the emergency closing period, and are not given time off at a later date for hours worked during the period of closing.
- Exempt and nonexempt team members on annual leave on a day when a full or partial-day closing occurs are charged with annual leave for that day.
- Exempt team members who are in nonessential operations and who are not required to work are granted paid administrative leave for any partial or full-day absences due to a closure of operations by FPCS.
- Exempt team members in essential operations are eligible for administrative time off for hours worked during the period of the closing.

Announcements

Modifications to normal operations are announced as early as possible on the radio (WTOP) and on local television stations (usually Channels 4, 5, and 9). In severe weather situations, team members, depending upon location, can expect an email message and a message on the FPCS website by 6:30 a.m. local time with information about FPCS's operating status.



Confidentiality Agreement

It is the policy of Friendship Public Charter School to provide our team members and students with a level of privacy and confidentiality with any information concerning any of our team members or students. In the course of your work, you may have access to confidential information (oral, written or computer generated) about FPCS team members and/or students, and their families and/or personal business. You also may have access to confidential school business information including computer programs, software and supporting documentation, technological improvement plans, strategic plans, financial information and personal identifying information (including, but not limited to co-workers and their families).

Therefore, I Agree That:

- My right to enter or make use of confidential information is restricted to my need to know the data or information to perform my job responsibilities.
- I will keep my computer access password(s) confidential.
- If another method of accessing a computer system is used, I will restrict its use to myself.
- I will not discuss any confidential information in any public areas, hallways, gathering spaces, etc.
- I will hold all confidential information of which I have knowledge in the truest confidence, as required by law.
- I agree to utilize confidential information obtained by me only for the benefit of the team member and/or student, or in the performance of my job responsibilities.

- I understand that records may be confidential by virtue of the Family Educational Rights and Privacy Act, the Health Insurance Portability and Accountability Act and other laws. Under these privacy laws, I may not disclose information about FPCS students, unless I am certain that a provision of the law allows disclosure in particular circumstances. Nor may I disclose Social Security Numbers and personal identifying information, computer passwords, bank account numbers, and other sensitive information. If in doubt about the confidentiality of any record or my ability to legally disclose information, I agree to consult with the Director of Human Resources before disclosing any information.

Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment or contract with FPCS. Further, this agreement mandates compliance extending beyond employment, contract, or association with FPCS, as required by law. This agreement is given in consideration for my continued employment at Friendship Public Charter School. The terms of this agreement remain in effect during **and after** my employment with FPCS.



Conflict of Interest Statement

Purpose

FPCS expects team members to exhibit ethical and business-like conduct at all times. The commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting on behalf of the organization.

This Conflict of Interest Statement will be used to notify the organizational leadership of FPCS of any potential or real conflicts of interests that you may have. The corporation may use this statement to limit your participation in decision-making processes, to determine its business relationships, and to pursue action against a team member if necessary.

Privacy

This statement will be filed with FPCS. Copies of your completed statement may be acquired by submitting a request to the CEO. FPCS may discuss the contents of this statement with others if it is necessary to do so in the fulfillment of its mission and in adherence to applicable laws and regulations.

Definition

The term “conflict of interest” encompasses situations in which financial or other professional and personal considerations may compromise, or have the appearance of compromising an individual’s professional judgment in spheres of activity in which FPCS is involved.

Certification Requirement

I certify that I have reviewed the FPCS’s Conflict of Interest Statement. I also certify that I have not and will not:

- Participate, directly or indirectly, in any arrangement, agreement, contract, investment, or other activity with any party doing business with FPCS that has resulted or could result in personal gain for a relative or me.
- Receive, directly or indirectly, any payments, salary, loans or gifts of any kind, or any free service, discounts or other fees from or on behalf of any person or organization engaged in any transaction with FPCS. I understand that I may accept a gift, award or other favor which the CEO of FPCS authorizes and is nominal or customary in education.
- Solicit business, gifts, services or any kind of relationship from Friendship Public Charter School’s team members, volunteers, parents, students and all other such parties with which FPCS has a relationship.

I also understand that engaging in any activity that represents a conflict of interest may result in disciplinary action, up to and including immediate termination.



Friendship Public
Charter School

Acknowledgment of Receipt of Electronic Resources & Company Assets

I have received a copy of the FPCS Use of Electronic Resources and Other Company Property policies. I understand it is my responsibility to read these policies and to bring any questions I may have about their provisions to my supervisor or a member of the Operations team.

I understand that all electronic communications systems and all information transmitted by, received from, or stored in these systems is the property of FPCS. I also understand that these systems are to be used for job-related purposes and limited personal purposes, and I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information on this equipment.

I agree not to use a code, access a file, or retrieve any stored communication unless authorized. I acknowledge and consent to FPCS monitoring my use of this equipment at any time at its discretion. Such monitoring may include printing and reading all emails entering, leaving, or stored in these systems.

I further acknowledge that I have read and understand the requirements, and expectations associated with my use of any and all Company equipment/assets as described in the Computer, Internet, & E-Mail policy. I have reviewed a copy of the policy and agree to abide by the policy guidelines. I understand that violation of said policies and/or guidelines as described there-in may result in disciplinary actions up to and including termination of employment.

I understand that these policies replace and supersede any previous policies or practices pertaining to such matters at FPCS. I understand that FPCS may change, modify, amend or delete these policies at any time.

I further understand that if I have questions, at any time, regarding any of FPCS's policies, I may consult with my immediate supervisor or any member of the Human Resources Department.

Team Member's Signature

Date

Print Team Member's Name

PLEASE SIGN AND RETURN THIS ACKNOWLEDGEMENT TO HUMAN RESOURCES

This Team Member Handbook does not constitute a contract or agreement of employment nor guarantee any fixed terms and conditions of employment, either express or implied. FPCS reserves the right to alter, eliminate, or otherwise change any policy, without notice, at any time, except the at-will employment policy, which may only be changed by written agreement signed by an team member and the Chief Executive Officer or their Designee.

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Friendship Public
Charter School