

DIGITAL PIONEERS

ACADEMY

EMPLOYEE HANDBOOK

Revised August 22, 2019

WELCOME!

Welcome to the Digital Pioneers Academy family! We are thrilled that you have made the decision to join our team and develop the next generation of innovators. At DPA, we prepare students to meet or exceed the highest academic standards, while cultivating the strength of character necessary to both graduate from four-year colleges and thrive in 21st century careers.

At Digital Pioneers Academy, we exist

- to help all students in the nation, from the most equipped to the most under-served, become the creators of the digital economy, not just consumers.
- to show the nation that a school can and should do this.
- to provide our students with the skills to graduate from college and work in the 1.4 million computing jobs available.

Our guiding philosophy is to do whatever it takes to achieve high quality RESULTS. We are OPTIMISTIC and believe we can achieve our goals. We use effective effort to achieve EXCELLENCE. We practice EMPATHY by listening to one another to solve complex problems and create a community in which each individual is known, loved, and respected. We show INTEGRITY when we are confident and humble as members of our team. We are INNOVATIVE. We think critically, creatively, and thoughtfully.

While the following pages detail the policies and procedures we believe are necessary to govern a growing organization, we want to emphasize that, above all else, Digital Pioneers Academy is focused on helping our scholars achieve outstanding results. While we believe clarity of policies and procedures are important, we believe talented people are even more important as they make the real difference in the lives of our scholars. We want to be clear that we see this handbook as a reference and guide, but it is not a script. As we grow and work hard to meet the needs of our scholars, we are certain we will encounter many challenges, and we need to work together to figure out the solutions.

We look forward to climbing the mountain with you!

Best,

Mashea Ashton
Founder and CEO

INTRODUCTION

This Employee Handbook is designed to provide information about Digital Pioneers Academy's employment policies and practices. These policies and practices reflect Digital Pioneers Academy's values and goals, which include a commitment to develop the next generation of innovators and prepare students to meet or exceed the highest academic standards, while cultivating the strength of character necessary to both graduate from four-year colleges and thrive in 21st century careers.

Digital Pioneers Academy's handbook will be updated periodically to reflect changes in policy and law. Thus, Digital Pioneers Academy reserves the right to interpret, alter, eliminate, or otherwise modify any provisions of this Employee Handbook at any time without notice. Please note, however, that oral statements or representations cannot change the provisions of this Employee Handbook. This iteration of the Employee Handbook supersedes and replaces all previous versions and any previous inconsistent verbal or written policy statements.

Employment at Digital Pioneers Academy is at-will. This means that employees may resign at any time, and may be terminated at any time, without notice or cause. This also means that Digital Pioneers Academy may change the terms of the employment relationship, including an employee's hours, salary, title, job duties, or place of work, without notice or cause. Nothing in this handbook limits an employee's or Digital Pioneers Academy's right to terminate employment without notice or cause. No Digital Pioneers Academy representative is authorized to enter into a contrary agreement – express or implied – except Digital Pioneers Academy's Founder and Principal or her designee and the employee. Any such contrary agreement must be in writing and signed by Digital Pioneers Academy's Founder and Principal or her designee and the employee.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers, nor is this Handbook intended to create a contract guaranteeing employment for any specific time period.

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EMPLOYMENT POLICIES AND PROCEDURES

EQUAL OPPORTUNITY EMPLOYER

Digital Pioneers Academy (DPA) is committed to providing a work environment that is free of discrimination. As an equal opportunity employer, Digital Pioneers Academy complies with all applicable federal and DC anti-discrimination laws. Digital Pioneers Academy does not discriminate against employees or applicants for employment on any legally-recognized basis or protected class including, but not limited to, race, color, national origin, gender identity, sexual orientation, religion, age, genetic information, physical or mental disability, political affiliation, marital status, pregnancy, familial responsibilities, personal appearance, source of income, veteran status, uniform service member status, or any other protected class under federal or DC law. This policy governs all aspects of employment at Digital Pioneers Academy, including recruitment, hiring, placement, training, promotion, transfer, demotion, compensation, benefits, discipline, termination, and all other terms and conditions of employment.

Consistent with our nondiscrimination policy, Digital Pioneers Academy will attempt to provide reasonable accommodations to a qualified individual with a disability, unless doing so would pose an undue hardship. Similarly, Digital Pioneers Academy is committed to providing reasonable accommodations for an employee's bona fide religious beliefs, unless doing so would cause more than a minimal burden on school operations. In general, it is the employee's responsibility to notify Digital Pioneers Academy leadership of the need for an accommodation.

EMPLOYMENT CATEGORIES

Full-Time / Part-Time Employees

Regularly work an average of 30 hours or more per week. All full-time employees qualify for Digital Pioneers Academy benefits. Regularly work less than an average of 30 hours each week. Part-time employees qualify for certain Digital Pioneers Academy benefits, including all benefits required by law, as described below.

Temporary Employees

Employees assigned to positions on a temporary basis, not to exceed six months in length. No individual may be employed as a temporary employee for longer than six months in any 12-month period. Temporary employees are *not* eligible for Digital Pioneers Academy benefits except as required by law.

In addition to the preceding categories, Digital Pioneers Academy employees are also categorized as "exempt" or "non-exempt", in accordance with the Fair Labor Standards Act (FLSA).

Exempt / Non-Exempt Employees

Pursuant to applicable federal and state law, exempt employees are employees 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 hour laws. Exempt employees 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 law. Non-exempt employees are hourly employees whose job duties and responsibilities do not exempt them

from coverage under the FLSA overtime pay provisions. Non-exempt employees must receive overtime pay compensation for all overtime hours worked. All employees who are not classified as “exempt” are classified as “non-exempt”. For additional information on overtime payments, please refer to the Overtime section of this Handbook.

EMPLOYMENT ELIGIBILITY

Immigration Reform and Control act and E-Verify

In compliance with the federal Immigration Reform and Control Act of 1986, as amended, and any state law requirement, Digital Pioneers Academy is committed to employing only individuals who are authorized to work in the United States. As a condition of employment, each new employee must complete a Form I-9, Employment Eligibility Verification and present documentation establishing his/her identity and employment eligibility within three days of hire. Digital Pioneers Academy 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 employees. E-Verify electronically checks the information provided by the employee on his or her Form I-9 against records contained in DHS and Social Security Administration (SSA) databases.

If an employee is authorized to work in the USA for a limited time, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed with Digital Pioneers Academy.

Background Checks

All Digital Pioneers Academy employees, interns, volunteers, contractors, consultants, and other third parties working for Digital Pioneers Academy must have a background check completed prior to beginning work. Depending on one’s involvement with Digital Pioneers Academy, the type of background check may vary. Each individual, regardless of their position, will complete a Background Criminal and Sexual Offender Check Consent Form prior to working or volunteering at Digital Pioneers Academy. Such consent authorizes Digital Pioneers Academy to obtain additional background checks that may take place at any time during employment. Please note that Digital Pioneers Academy complies with all rights under the Fair Credit Reporting Act.

All Digital Pioneers Academy employees will be required to renew their relevant background checks every two years.

Non-School Based

All other Digital Pioneers Academy employees, interns, volunteers, contractors, consultants and other third parties must also complete a background check and National Sex Offender Check prior to their start date volunteering and/or working at Digital Pioneers Academy. Additionally, any Digital Pioneers Academy employee with financial authority must also have a Federal Criminal Check completed. All results will be reviewed and before any adverse action is taken, based in whole, or in part on the information contained in the consumer report, Digital Pioneers Academy will provide a copy of the report, the name, address, and telephone number of the reporting agency, and a summary of rights under the Fair Credit Reporting Act. Please contact Digital Pioneers Academy leadership for the necessary paperwork.

References

Prior to being offered a position at Digital Pioneers Academy, all potential employees will provide a minimum of three references to Digital Pioneers Academy. Digital Pioneers Academy leadership will contact each reference and keep the notes from the conversations and/or e-mails for one year. Digital Pioneers Academy reserves the right to contact individuals whose contact information is not provided by you, but from another source. If you have any questions concerning reference checks, please contact Digital Pioneers Academy leadership.

Certifications and Highly Qualified Status

If your position at Digital Pioneers Academy requires you to be certified in a certain field of work, or highly qualified to teach a specific subject area, you must have these necessary qualifications prior to starting with Digital Pioneers Academy.

Maintaining and Updating Personal Data

All employees are required to complete all applicable federal and state tax withholding forms. Failure to file such documentation with DPA will result in the employee not being paid. Employees must also promptly notify the Director of Operations of any changes in personal data (or manually update information on ADP WorkforceNow). Marital status, personal mailing addresses, telephone numbers, number and names of dependents, beneficiaries, tax-withholding information, individuals to be contacted in the event of an emergency, educational accomplishments, and other such personal data must be accurate and current at all times. DPA and our Human Resource partners will maintain the confidentiality of such information in accordance with applicable law.

EMPLOYMENT DEPARTURES

Voluntary or Involuntary Termination

Employment at Digital Pioneers Academy is at-will. This means that employees may resign at any time, and may be terminated at any time, without notice or cause. This also means that Digital Pioneers Academy may change the terms of the employment relationship, including an employee's hours, salary, title, job duties, or place of work, without notice or cause. Nothing in this handbook limits an employee's or Digital Pioneers Academy's right to terminate employment without notice or cause. No Digital Pioneers Academy representative is authorized to enter into a contrary agreement—express or implied—except Digital Pioneers Academy's leadership and the employee. Any such contrary agreement must be in writing and signed by Digital Pioneers Academy's leadership or her designee and the employee.

Voluntary Termination

Should an employee decide to leave Digital Pioneers Academy, Digital Pioneers Academy asks that he/she provide at least two weeks advanced written notice. An employee's thoughtfulness is appreciated and will be noted favorably if that individual ever wishes to reapply for employment with Digital Pioneers Academy.

An employee will return all Digital Pioneers Academy property and equipment, included but not limited to, devices and mobile phones, laptop, and keys on their last day at Digital Pioneers Academy. All Digital Pioneers Academy property should be returned to the Director of Operations unless otherwise specified.

If an employee voluntarily terminates their employment with Digital Pioneers Academy, he/she will receive their last paycheck the following pay period either through direct deposit or a manual check.

Involuntary Termination

If an employee is involuntarily terminated from Digital Pioneers Academy, Digital Pioneers Academy leadership will individually determine when, where, and to whom the employee should return all Digital Pioneers Academy property.

He/she will receive their last paycheck the following pay period either through direct deposit or a manual check.

General Termination Information

If a voluntarily or involuntarily terminated employee has any questions regarding his/her Digital Pioneers Academy benefits, those questions may be directed to the Director of Operations. Additionally, all resigning employees are welcome to complete a brief exit interview prior to leaving.

You should also notify Digital Pioneers Academy leadership if your address changes during the calendar year in which termination occurs so that your tax information will be forwarded to the proper address.

PAY & HOURS OF WORK

Digital Pioneers Academy complies with all applicable federal and DC laws regarding wage payment.

Payday

Digital Pioneers Academy employees are paid semi-monthly on the 15th and the last day of each month, over a 12-month period. When the payday is on a weekend or holiday, employees typically will be paid on the last business day before the weekend or holiday.

All employees should review their paycheck for errors. If a mistake has occurred, please report it to Digital Pioneers Academy leadership immediately.

Direct Deposit

All full- and part-time employees have the option to receive their pay in a payroll check or by having their pay deposited into their bank account through our direct deposit program. If an employee chooses to have their paycheck directly deposited into their specified accounts, the employee can view paystubs through workforcenow.adp.com in their Pay Statement account. To directly deposit funds in an employee's account, employees must grant consent on workforcenow.adp.com portal. Please contact Digital Pioneers Academy leadership to receive more information.

Updates to your bank account via workforcenow.adp.com portal may result in delays in your direct deposit.

School Work Schedule

Digital Pioneers Academy student hours are Monday through Friday, 7:30 am – 5:00 pm. Extended day programming is available for students each day from 5:00 pm – 6:00 pm.

School staff are expected to arrive by 7:00 am, unless otherwise stated, and leave between 4:30 pm and 7:00 pm, depending on assigned responsibilities.

School Closings

Digital Pioneers Academy generally follows the District of Columbia Public School system regarding school delays and closings but will make all final decisions on their own. If there are changes or modifications, notices will be sent home, the media will be altered, and/or families will be contacted. Digital Pioneers Academy employees will be notified via text and/or e-mail.

Attendance and Punctuality

Attendance and punctuality are important factors for an employee's success at Digital Pioneers Academy. We work as a team. Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your non-working hours whenever possible.

If an employee will be late to work due to illness or other personal reasons, the employee must notify Digital Pioneers Academy leadership prior to the start of the workday, or the evening before if possible. Although leadership may ask an employee for a doctor's note explaining an absence for medical reason, a doctor's note does not excuse unscheduled absences. If an employee does not notify leadership that he/she will be missing work, and does not report to work, disciplinary actions up to, and including, termination may occur.

Lateness is defined as arriving after an employee's scheduled time. Lateness will not be tolerated at Digital Pioneers Academy and repeat offenses will result in disciplinary action up to, and including, termination.

If you are absent for three consecutive days without notifying Digital Pioneers Academy, it is assumed that you have voluntarily abandoned your position and you may be removed from payroll.

Timekeeping

Non-exempt employees must record their hours daily on electronic timesheets through ADP. All hours must be submitted for approval. If anyone within Digital Pioneers Academy instructs an employee to not record all time worked or otherwise fill out timesheets inaccurately, the employee is required to notify Digital Pioneers Academy leadership immediately.

Non-exempt employees must also record vacation, sick, bereavement, jury, and/or holiday leave on their timesheets. No one has the authority to direct an employee to fill out a timesheet that does not accurately report time worked and leave taken. If anyone instructs an employee not to record all time worked or otherwise fill out timesheets inaccurately, the employee is required to notify Digital Pioneers Academy leadership immediately. If an employee makes a mistake in reporting time, the employee should immediately report the correct hours and how the mistake happened to Digital Pioneers Academy leadership.

Overtime (Non-Exempt Employees)

There may be times when an employee will need to work overtime to meet the needs of Digital Pioneers Academy students. Although employees will be given notice when feasible, this is not always possible. Non-exempt employees are expected to gain approval for all overtime in advance by Digital Pioneers Academy leadership.

Overtime pay is based on actual hours worked; time off on holidays, sick leave, or any leave of absence will not be considered hours worked for purposes of overtime calculations. Overtime is normally paid at the rate of 1.5 times an employee's regular rate of pay for hours worked over 40 in any workweek. In calculating hours worked, for purposes of overtime pay, break periods are considered part of the workday, but lunch periods are not. Digital Pioneers Academy's workweek runs from Sunday at 12:01am through midnight Saturday. Exempt employees do not receive overtime pay.

An employee who fails to gain prior approval from his/her Supervisor *before* working overtime or fails to report overtime on his/her timesheets and obtain the signature of Digital Pioneers Academy leadership may be subject to disciplinary action.

Employee Paycheck Deductions (Exempt Employees)

Digital Pioneers Academy is required by law to make certain deductions from an exempt employee'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 employee lives, and the benefits that are chosen, there may be additional deductions. All deductions, and the amount of the deductions, are listed on each employee's pay stub, which can be viewed through an employee's iPayStatement account. These deductions are totaled each year for an employee's Form W-2, Wage and Tax Statement.

Digital Pioneers Academy may make deductions from exempt employees' salaries in a way that is permitted under federal and DC wage and hour law. Thus, exempt employees may be subject to the following salary deductions, except where prohibited by law:

- Absences of one or more full days for personal reasons, other than sickness or disability;
- Absences 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;
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted;
- Suspensions of one or more full days for violations of safety rules of major significance;
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence;
- Any days during the employee's first and last weeks of employment the employee does not work;
- Any unpaid leave taken under the Family and Medical Leave Act, including intermittent or partial day leave;

- Negative vacation leave balances, in whole-day increments only.

If an employee believes that an improper deduction from pay has occurred, he/she should notify Digital Pioneers Academy leadership within 24 hours of learning of the deduction. Digital Pioneers Academy will make every effort to investigate the complaint promptly, review the results, and make a good faith determination as to whether the deduction was improper. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as determined under federal or DC law.

Garnishment and Child Support

A wage garnishment or wage attachment is an order from a court or government agency that is sent to an employer requiring an employer to withhold a certain amount of money from an employee's paycheck and send this money directly to the creditor. Thus, when an employee's wages are garnished by a court order or government agency, Digital Pioneers Academy is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck.

All court orders for child support include an automatic wage withholding order. Digital Pioneers Academy may be held liable for failing to comply with a child support order. Thus, Digital Pioneers Academy is legally bound to withhold the amount indicated in a child support order from an employee's paycheck.

In either case, Digital Pioneers Academy will honor applicable federal and DC laws that impose limits on the amount of an employee's income that may be subject to garnishment or wage withholding.

Employee Referrals

Digital Pioneers Academy encourages all employees to reach out to their personal and professional networks to ensure Digital Pioneers Academy has the most qualified and effective team to meet the needs of our students. For this reason, we have instituted the Digital Pioneers Academy Employee Referral Bonus program. Please contact Digital Pioneers Academy leadership for details about this program.

Performance Awards

Digital Pioneers Academy may award and/or recognize employees for their positive contributions through monetary and other performance awards.

Additional Duty Pay

Employees leading an extracurricular activity, sport, or extended day care for an entire semester upon agreement with Digital Pioneers Academy leadership may be entitled to receive additional duty pay. Please contact Digital Pioneers Academy leadership for more information about this stipend.

EMPLOYEE BENEFITS

Digital Pioneers Academy has developed a comprehensive set of employee benefits designed

to supplement our employees' regular wages. Digital Pioneers Academy provides an array of benefits to meet the diverse needs of our staff. Our comprehensive benefit program includes:

- Medical, dental, and vision coverage
- COBRA coverage
- Life, disability, and accidental death and dismemberment insurance
- Flexible Spending Accounts (health and dependent care)
- Commuter benefit
- 401k retirement plan

The Employee Handbook is intended to provide eligible employees with a brief overview of current benefit options. Employees should refer to the official benefit plan documents and summary plan descriptions for details and enrollment information. Benefits payable under the plans, if any, will be determined under the terms and language of the official plan document for the relevant plan. If there is any inconsistency between this summary or any other descriptions of the plan, and the official documents, the official plan documents govern.

Digital Pioneers Academy reserves the right to modify its benefits at any time, with or without notice to employees. Employees should contact Digital Pioneers Academy Director of Operations and/or the plan administrators with specific questions.

Medical, Dental, and Vision Coverage

Full-time regular employees scheduled to work at least 30 hours per week, and eligible dependents, may participate in the Digital Pioneers Academy medical, dental, vision, disability, and Flexible Spending Account benefits. For the medical, dental and vision plans, your eligible dependents include your spouse or Domestic Partner and/or your children up to end of the month when they turn 26 years old.

The *TotalSource Benefits Guide* provided to all eligible employees of Digital Pioneers Academy contains descriptions of the options provided in each benefit category. These summaries are intended to help you choose among the available options under the benefits program. This guide does not take the place of the legal plan documents. The policy document for each applicable plan is available in the ADP on-line enrollment portal next to each benefits plan. If there is a conflict between this enrollment guide and the plan documents, the official plan documents will govern.

Enrollment

Coverage as a new hire will begin on date of hire for the dental, vision, and disability benefits and the first of the month following date of employment for the medical benefit. If you start on the first of the month, benefits are effective immediately. Changes made during the annual Open Enrollment period are effective July 1, except where noted.

The Digital Pioneers Academy benefits program offers you a selection of benefit plans that you can tailor to meet your needs. You elect only the benefits plans you and your family needs. You can decline coverages that you do not need. You can evaluate your benefit coverage and change every year during the annual Open Enrollment period. Changes made during the annual Open Enrollment period are effective July 1. After Open Enrollment ends, due to plan rules and IRS regulations, you cannot change your elections unless you

have a “Qualified Change of Status”, as defined in the plan documents.

Costs

Digital Pioneers Academy pays a portion of each participating employee’s medical, vision, and dental care coverage cost. The employee is then responsible for paying the remaining balance, plus any additional cost for dependents, through a pre-tax payroll deduction.

Contacts

Aetna (medical and dental)	800-444-6222	www.myuhc.com
VSP (vision)	800-423-2765	www.vsp.com

Cobra Coverage (Consolidated Omnibus Budget Reconciliation Act)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives eligible employees and beneficiaries the opportunity to continue health insurance coverage under Digital Pioneers Academy’s health plan when a qualifying event would normally result in the loss of eligibility for health insurance coverage.

Some common qualifying events are resignation; termination of employment; death of an employee; a reduction in an employee’s hours; leave of absence; divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, eligible employees or beneficiaries pay the full cost of coverage after a qualifying event at Digital Pioneers Academy’s group rate plus an administration fee for the continuation of coverage. Digital Pioneers Academy will provide eligible employees with a written notice describing their rights under COBRA when a qualifying event occurs.

The *TotalSource Benefits Guide* provided to all eligible employees of Digital Pioneers Academy contains a description of the plan and official plan documents, including important information about eligible employees’ and their beneficiaries’ rights and responsibilities. Failure to timely comply with the notice may result in a loss of insurance coverage. In the event of divorce, legal separation, or a child’s loss of dependent status, employees or an employee’s family member must notify the plan administrator within 60 days of the occurrence of the event.

Life, Disability, and Accidental Death and Dismemberment Insurance

Full-time regular employees scheduled to work at least 30 hours per week, and eligible dependents, are eligible for life, short- and long-term disability, and accidental death and dismemberment insurance. To enroll, eligible employees must complete the applicable forms and designate a beneficiary where appropriate. The costs of these plans are fully paid by Digital Pioneers Academy.

Enrollment

Coverage as a new hire will begin on the first of the month following date of employment for the medical benefit and date of hire for the dental, vision, and disability benefits. If you start on the first of the month, benefits are effective immediately. Changes made during the annual Open Enrollment period are effective July 1, except where noted.

The *Benefits Enrollment and Reference Guide* provided to all eligible employees of Digital Pioneers Academy contains a description of the plan and official plan documents.

Contacts

Lincoln Financial (life & disability)	800-423-2765	www.lfg.com
MDG (broker/advocate)	888-282-1591	www.mdgbenefits.com

Flexible Spending Accounts (Health and Dependent Care)

Digital Pioneers Academy offers the option of a Flexible Spending Account. The ADP Flexible Spending Account (FSA) benefit allows employees the opportunity to make pre-tax contributions toward medical and/or dependent care expenses. Premium contributions and qualified expenses are deducted from gross pay before income taxes and Social Security are calculated.

Health

Funds may be used to cover medical, dental, and/or vision expenses not covered by insurance. Employees may carry over up to \$500 in unspent contributions to the following year.

Dependent Care

Funds may be used to cover expenses such as preschool, child or elder care, and summer camp. Contributions unspent at the end of your plan year are forfeited.

Enrollment

Effective September 1, 2018, coverage as a new hire will begin on the first of the month following date of employment for the medical benefit and date of hire for the dental, vision, and disability benefits. If you start on the first of the month, benefits are effective immediately. Changes made during the annual Open Enrollment period are effective July 1, except where noted.

To enroll in this plan, employees must complete an election form. Participating employees cannot make changes to pre-tax contributions until the next open enrollment period, unless there is a change in family status or eligibility due to a loss of coverage.

The *TotalSource Benefits Guide* provided to all eligible employees of DPA contains a description of the plan and official plan documents.

Commuter Benefits

Digital Pioneers Academy offers employees a Commuter Benefit program. The ADP commuter program provides employees the opportunity to make a monthly contribution of pre-tax funds to their smart card to be used for transportation purposes to and from work. Commuter Benefit contributions can save as much as a third of what you pay for parking and public transit, including train, subway, bus, ferry and eligible vanpool, as part of your daily commute to work. A maximum monthly contribution limit is set annually by WMATA. DPA complies with all regulations set forth by the District of Columbia Commuter Benefits Law.

Enrollment

Digital Pioneers Academy employees are eligible to enroll in this benefit at any time during their employment and may pause or cancel contributions at any time.

401(k) Retirement Plan

The Digital Pioneers Academy 401k Plan provides employees, 21 years of age and older, the ability to save for retirement from the first day of employment. Digital Pioneers Academy offers a per pay match of 50 percent on the first 6 percent contributed, vested after three years of employment. Employees have the option to contribute both pre- and post-tax (Roth) deferrals into this plan. Employees can find 401(k) Retirement Plan description and enrollment information at <https://workforcenow.adp.com>.

Digital Pioneers Academy will provide a description of the plan, official plan documents, and enrollment information to employees via its partner sites.

TIME OFF AND OTHER LEAVE

Paid Time Off

Full- and part-time employees are eligible for paid holidays immediately upon hire.

Paid time off is accrued at a rate of a half day per month for teaching staff and one day per month for administrative staff from the date of hire and reset at the start of each new fiscal year, July 1. Any unused paid time off days in a school year are not be carried over to the next school year and are lost. Digital Pioneers Academy does not compensate employees for unused paid time off upon voluntary or involuntary termination of employment.

Paid time off days may be used as planned personal days or sick days, sick days will be discussed in the section below, and must be taken in half-day or full-day increments. Planned paid time off should be scheduled at least two weeks in advance but no later than 24 hours in advance. Sick days need not be planned, but the school must be notified no later than 6:00 AM. In this case, the employee must place a phone call to his/her direct supervisor as soon as he/she is able on the day he/she will be absent. Paid time off days are a gratuity rather than a wage.

Paid time off days may not be used on any working day prior to or after a holiday, long weekend (longer than two days), or weekday that there is no school. Paid time off days may also not be used on Professional Development days.

Part-time employee time off will be accrued based on the number of hours normally scheduled to work. Hourly employees are paid only for hours worked. If an hourly employee works over a holiday, please see the Wage and Hourly Policies and Procedures portion of the Employee Handbook for more detailed information.

Holidays

Digital Pioneers Academy observes the following holidays for all employees:

New Year's Day	Independence Day	Veterans Day
Martin Luther King Jr. Day	Labor Day	Thanksgiving
President's Day	Columbus Day	Christmas
Memorial Day		

Scheduled school breaks within the academic year are paid holidays. The number of days/weeks may vary depending on the needs of the students and school as determined by Digital Pioneers Academy leadership. Required professional days may be designated by Digital Pioneers Academy leadership. During professional days, all designated staff must be present, and no paid time off days will be approved.

Paid Sick Leave

Digital Pioneers Academy complies with federal and Washington, DC sick leave laws. Full-time employees are allotted and may use a total of five paid sick days per school calendar year. Part-time and temporary employees accrue paid sick leave at the rate of one hour per 43 hours worked, not to exceed seven days per year, which they may use after 90 days of employment. Paid sick leave can only be used in half-day or full-day increments.

DC Accrued Sick and Safe Leave Act

In compliance with the D.C. Accrued Sick and Safe Leave Act of 2008 (Sick and Safe Act) and amendments thereto, eligible Digital Pioneers Academy employees may use unscheduled paid leave for absences due to the employee's, or a family member's, physical or mental illness or to seek legal protection from domestic violence or sexual abuse, as required by law. Digital Pioneers Academy leadership may not deny requests for leave when the leave is being used consistent with the Sick and Safe Act. Unscheduled leave will be paid if the need for leave is unforeseeable and the employee has given timely verbal notice for which paid leave is requested or, if the employee has an emergency, within twenty-four hours of the onset of the emergency.

Family Member

The Sick and Safe Act defines a "family member" to mean an employee's:

- spouse (including domestic partners)
- the parents of a spouse
- children (including foster children and grandchildren)
- the spouses of children
- parents
- siblings
- the spouses of siblings
- a child who lives with an employee and for whom the employee permanently assumes and discharges parental responsibility
- a person with whom the employee shares or has shared, for not less than the preceding 12 months, a mutual residence and with whom the employee maintains a committed relationship.

Sick Leave Request Procedure

A covered employee who needs to use paid sick leave:

- For foreseeable reasons, he/she should contact Digital Pioneers Academy leadership orally or in writing as soon as he/she is aware of the need to take leave and provide a reason for the absence and the expected duration of the leave.
- For unforeseeable reasons, he/she must provide Digital Pioneers Academy leadership with a request for leave as soon as possible, preferably prior to the start of the school day during which the leave is requested.
- In the case of emergency, he/she must notify his/her Supervisor of the request as soon as practicable, preferably prior to the start of the next school day or within 24 hours of the onset of the emergency, whichever occurs sooner.

A covered employee may be required to provide reasonable certification to Digital Pioneers Academy leadership upon the employee's return to work or within one school day thereafter concerning the employee's use of sick leave, if the employee used more than three consecutive workdays for such leave.

Retaliation Prohibition

Digital Pioneers Academy prohibits retaliation against any covered Digital Pioneers Academy employee for requesting or using sick leave in accordance with this policy and the DC Sick and Safe Leave Act. Following termination, if an employee is rehired by Digital Pioneers Academy as a full-time or part-time employee within one year of separation, any previously accrued but unused sick leave will be reinstated.

An employee's unused balance of accrued paid sick leave does not carry over from year to year. Digital Pioneers Academy does not compensate employees for unused sick leave upon voluntary or involuntary termination of employment. If an employee's absence is covered by the Family Medical Leave Act, that employee should follow the procedures set forth in that policy.

Bereavement Leave

All full-time and part-time employees may receive up to ten paid bereavement days for the death of an employee's spouse, domestic partner, or children (i.e. biological or adopted child, minor legal ward, or stepchild). All full-time and part-time employees may receive up to four paid bereavement days for the death of a parent, legal guardian, sibling, or grandchild. All full-time and part-time employees may receive up to two paid bereavement days for the death of an aunt, uncle, or grandparent.

Requests for bereavement leave should be made to Digital Pioneers Academy leadership as soon as possible. Digital Pioneers Academy reserves the right to request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service, or related event, as a condition of bereavement pay.

Jury Duty/Witness Leave

Full-time employees summoned for jury duty, or subpoenaed to testify as a witness, will be granted the necessary time off upon furnishing proof of such notice to serve. Absences for jury or witness duty are not deducted from any leave allowance. Full-time employees will be paid

their regular salary for up to ten business days of jury duty. Should you have to serve longer than ten business days, compensation for your service will be determined on a case-by-case basis. Your leave may include unpaid time off, if applicable. Temporary and part-time employees will not be paid for jury or witness duty.

In compliance with the DC Sick and Safe Act, employees may use unscheduled paid leave to participate in a civil or criminal legal proceeding related to or resulting from domestic violence or sexual abuse of the employee or the employee's family member. When an employee needs to appear in court for these reasons, the employee must inform Digital Pioneers Academy leadership in the same manner as described in the Sick Leave section.

Should jury/witness leave not require the full workday or workweek, Digital Pioneers Academy employees are required to return to their duties at Digital Pioneers Academy at the end of the jury service.

Military Leave

Full-time employees who are absent from work due to service in the uniformed services, including but not limited to, service in the armed forces of the United States or the armed forces reserves, the national guard, or another commissioned corps of public service, will be granted an unpaid leave of absence in accordance with federal and state laws governing such leaves, such as the Uniformed Services Employment and Reemployment Rights Act.

Unless otherwise provided by state law, employees on such leaves of absence are generally entitled to certain reemployment rights and benefits if they meet the following requirements:

- **Advance Notice:** The employee must personally, or through an officer of the service, give written or verbal notice before the need for military leave begins, unless precluded by military necessity or circumstances which make notice unreasonable or impossible;
- **Duration of Leave:** The employee's cumulative period of service in the uniformed services while in Digital Pioneers Academy's employment may not exceed five years, unless additional service is required to complete an initial period of obligated service, the employee is unable to obtain orders of release through no fault of his/her own, the employee is able to certify in writing by the Secretary of Defense that additional training is required, or additional service is required during a national emergency or war; and
- **Timely Reemployment Application:** The employee must return to work or apply for reemployment within the required time frame depending on the length of the employee's service.

An eligible employee should contact Digital Pioneers Academy leadership for more details regarding military leave (e.g., what type of service qualifies for this leave entitlement, what constitutes timely reemployment, under what circumstances an employee's application for reemployment may be denied, an employee's rights and obligations related to employment benefits while on leave and upon returning from leave, etc.).

Paid Parental Leave

Primary Caregivers

Digital Pioneers Academy school-based employees who have been employed for a total of twelve months or more, and who have worked at least 1,000 hours during the 12-month period immediately preceding the beginning of their leave, and who are *primary caregivers*, are eligible for four weeks of paid Parental Leave following the birth or adoption of a child. This paid parental leave is available to the primary caregiver once in a twelve-month period and must be taken in a consecutive four-week period. Paid Parental Leave runs concurrent with leave taken pursuant to the Federal Family and Medical Leave Act.

Secondary Caregivers

Digital Pioneers Academy employees who have been employed by Digital Pioneers Academy for a total of 12 months or more, and who have worked at least 1,000 hours during the 12-month period immediately preceding the beginning of their leave, and who are *secondary caregivers*, are eligible for five days of Paid Parental Leave following the birth or adoption of a child. This paid parental leave is available to the secondary caregiver once in a twelve-month period and must be taken in a consecutive five-day period.

Accommodations for Lactating Mothers

Digital Pioneers Academy will provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child, for up to one year after the birth of the employee's child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid in accordance with state law. Digital Pioneers Academy will also make a reasonable effort to provide nursing employees with the use of a room or other location near the employees work area to express breast milk.

The Employee Handbook does not cover every aspect of the DC FMLA or the Federal FMLA. For additional information, please contact Digital Pioneers Academy leadership. Employees should notify their manager to request time needed under this policy.

School Visitation Leave

Employees who are parents, guardians, or acting in place of the parents of a school-aged child are allowed up to 24 hours of School Visitation Leave, without pay, during any 12-month period to attend their child's school conference, classroom activity, or other school-related events.

Employees must provide a written request to Digital Pioneers Academy leadership to use School Visitation Leave at least five calendar days prior to the event, unless the need to attend the school-related event cannot be reasonably foreseen. Digital Pioneers Academy reserves the right to deny the use of School Visitation Leave if granting the leave would disrupt the school day or if it is unusually difficult to cover the staff's job duties during the planned leave.

Family and Medical Leave (FMLA)

Digital Pioneers Academy provides unpaid, job-protected leave for certain family and medical reasons to eligible employees in accordance with the Federal Family and Medical Leave Act of 1993, as amended ("Federal FMLA"), the District of Columbia Family and Medical Leave Act

("DC FMLA"), and other applicable law. Eligible employees may coordinate FMLA leave with other types of paid and/or unpaid, and these leaves will run concurrently.

Purposes of Leave

Eligible employees may take unpaid family or medical leave pursuant to the DC FMLA and Federal FMLA under the following circumstances:

- The birth and care of a child (but only during the first 12 months after birth)
- The adoption of a child or placement of a foster child (but only during the first 12 months after the adoption or placement);
- To care for an employee's family member with a serious health condition;
- A serious health condition that makes the employee unable to perform the essential functions of the employee's job;
- A military exigency or to care for an injured service member.

Duration of Leave

The Federal FMLA provides twelve weeks of unpaid leave during a 12-month period. The DC FMLA provides employees 16 weeks of family leave to care for a family member and up to 16 weeks of medical leave for an employee's own serious health condition over a 24-month period. Spouses who both are employed by Digital Pioneers Academy may be limited in their use of leave in some circumstances and should consult Digital Pioneers Academy leadership with questions. Federal FMLA and DC FMLA run concurrently and cannot be used consecutively if leave is covered under both laws.

Eligible Employees

An employee is eligible for Federal FMLA leave if he/she (i) has been employed by Digital Pioneers Academy for 12 months (which need not be consecutive, and includes periods of paid and unpaid leave), and (ii) has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

An employee is eligible for DC FMLA leave if he or she (i) has been employed by Digital Pioneers Academy for at least one year without a break in service except for regular holiday, sick or personal leave and (ii) has worked at least 1,000 hours during the 12-month period immediately preceding the request for family or medical leave.

Eligible Family Members

The DC FMLA and Federal FMLA collectively define a family member as:

- A spouse (i.e., husband or wife).
- A person with whom the employee shares or has shared within the last year a mutual residence and with whom the employee maintains a committed relationship.
- A son or daughter (biological, adopted, foster, stepchild, legal ward, or a child of a person standing in loco parentis) who is either under the age of 18, or over the age of 18 and disabled within the meaning of the Americans with Disabilities Act.
- A parent (including a person who has acted in loco parentis, such as

a stepparent or grandparent).

Digital Pioneers Academy may require reasonable documentation to confirm a family relationship.

Qualifying Serious Health Conditions

The DC FMLA and Federal FMLA collectively define a serious health condition as an illness, injury, impairment, or physical or mental condition that involves either:

- Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with the inpatient care.
- Continuing treatment by a health care provider.

A serious health condition *does not* include the following unless complications arise, and/or the condition requires continuing treatment by a healthcare provider: common cold, flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontic problems, periodontal diseases, and cosmetic treatments.

Medical Certification

Digital Pioneers Academy may require an employee to provide medical certification for the employee's own serious health condition or for the serious health condition of a family member. Medical certification should be provided in advance whenever possible. When this is not possible, the employee is expected to provide the certification to Digital Pioneers Academy leadership within fifteen calendar days of his or her request for leave.

Digital Pioneers Academy leadership may not request additional information related to an employee's need for family or medical leave. However, Digital Pioneers Academy leadership may contact the employee's health care provider for the purposes of clarification and authenticity of the medical certification.

All employees returning from a medical leave must provide medical certification of their fitness to return to work before they begin working. Digital Pioneers Academy also requires periodic updates to support leave in excess of 30 days and requests to extend leave. If the initial leave request was longer than 30 days, medical certification is required every 30 days after the expiration of the initial leave request. Consistent with other applicable leave policies, failure to provide medical certification may result in discipline or termination due to unexcused absences.

If there is a dispute about the initial medical opinion as to an employee's own serious health condition, Digital Pioneers Academy may require a second opinion by a health care provider of its choice at its expense. If a third opinion is necessary, a third health care provider may be selected, also at Digital Pioneers Academy's expense.

Intermittent Leave or Reduced Schedule Leave

Digital Pioneers Academy employees may not take intermittent leave or reduced work schedule for the birth or adoption of a child or the placement of a child in foster care, absent an express, written agreement with the Digital Pioneers Academy leadership. Leave taken for

a serious health condition of an employee or family member may be taken intermittently or on a reduced work schedule where a health care provider determines that doing so is medically necessary, and the employee provides required medical certification. If an employee takes intermittent leave or a reduced work schedule, Digital Pioneers Academy may temporarily transfer that employee to another position with equivalent pay and benefits to better accommodate the leave.

When planning medical treatment, an employee should make a reasonable effort to schedule leave so as not to unduly disrupt Digital Pioneers Academy's operations. Employees are expected to consult Digital Pioneers Academy leadership prior to the scheduling of treatment to work out a schedule that best suits the needs of both the employee and Digital Pioneers Academy.

Leave Request Procedure

Requests for FMLA leave must be approved in advance by Digital Pioneers Academy leadership. If the need for leave is foreseeable, an employee must provide Digital Pioneers Academy with written notice at least 15 days before the start of the leave. If the need is unforeseeable, and 15 days' notice is not possible, notice must be given, at least orally, as soon as practical.

When an employee requests leave under this policy, it is essential to specify whether the leave requested is for family or medical purposes. Leave requests should set forth the reasons for the requested leave, the anticipated duration of the leave, and the anticipated start date of the leave. All employees requesting a leave extension should also do so in writing, if possible, two weeks prior to the end of their scheduled leave. Please contact Digital Pioneers Academy leadership for additional information and/or to obtain the proper forms.

Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy.

Compensation During Leave

All FMLA leave is unpaid, but eligible employees may substitute Digital Pioneers Academy paid leave, including any available sick leave, vacation leave, or parental leave, may apply for short- and/or long-term disability benefits, or may be eligible for workers' compensation benefits.

Consistent with federal law, available sick leave may not be used during any FMLA leave that also qualifies for workers' compensation benefits. It is the employee's responsibility to apply for workers' compensation benefits, if appropriate, using a form provided by Digital Pioneers Academy. When all forms of paid leave have been exhausted or are unavailable, employees may continue the balance of their leave under this policy on an unpaid basis.

The length of an employee's FMLA leave shall not be extended by his or her use of available sick leave or receipt of workers' compensation benefits during leave. FMLA leave shall not constitute a break in service for purposes of longevity, seniority, or any employee benefit plan. Sick leave continues to accrue only during the paid portion (if any) of FMLA leave.

Group Health Insurance Benefits

Digital Pioneers Academy will maintain group health and dental insurance coverage, for eligible employees, during FMLA leave under the same conditions as coverage would have been provided if the employee had been continuously employed during the period. Employees will continue to be responsible for premium co-payments (if any) for their dependents under Digital Pioneers Academy's group health insurance plans. Failure to make timely payment could result in loss of coverage for dependents. Digital Pioneers Academy will provide employees with written notice of the terms and conditions concerning premium co-payment during leaves. Should Digital Pioneers Academy decide to make general changes in its benefits while an employee is on leave, that employee will be notified as soon as possible.

Employees who do not return to work at the end of their family and/or medical leave will be required to reimburse Digital Pioneers Academy for all premiums paid on their behalf.

Returning to Work

Before returning to work from medical leave, an employee must provide satisfactory medical certification of his/her fitness to return to work.

Upon returning from protected leave, eligible employees will generally be returned to the same position held prior to the leave, or one that is equivalent in pay, benefits, and the terms and conditions of employment. Being on family or medical leave does not provide employees to any further right to employment than if they had not been on leave. Even though an employee is on leave, an employee may be terminated if the employee would have been terminated if he/she had not been on leave (such as when there has been a reduction in force or job abolishment, the employee was employed for a specific period or project which has ended or based on the employee's work performance or conduct). Digital Pioneers Academy reserves the right to deny job restoration to a "key employee" as defined by the U.S. Department of Labor regulations.

Acceptance of other employment during FMLA leave will be considered a resignation from Digital Pioneers Academy.

Employees who do not return to work upon the expiration of their approved FMLA leave shall be terminated subject to applicable workers' compensation law, the Americans with Disabilities Act, and other applicable laws.

Instructional Employees

The FMLA contains special rules applying to instructional employees, who are defined as employees whose principal function is to teach and instruct students in class, small group, or individual settings. Instructional employees include teachers, athletic coaches, and special education assistants.

If an instructional employee elects to take intermittent or reduced work schedule leave (for an employee's own serious health condition, to care for a covered service member, or to care for a sick family member with a serious health condition) and the medical leave is foreseeable based on planned medical treatment, and the employee is scheduled to be off work for more than 20% of the working days during the period of medical leave, Digital Pioneers Academy may require the employee to choose to:

- take leave of a duration not to exceed the duration of the planned leave (the entire period of leave is counted as FMLA leave); or
- temporarily transfer to another position, so long as the position has equivalent pay and benefits, is a position for which the employee is qualified, and better accommodates the employee's intermittent leave.

If an instructional employee begins taking FMLA leave for a purpose other than their own serious health condition within the last three weeks of the end of the academic term and the duration of the leave is greater than five working days, Digital Pioneers Academy may require the employee to continue taking leave until the end of the term.

If an instructional employee begins taking FMLA leave for a purpose other than their own serious health condition within the last five weeks of the end of the academic term, Digital Pioneers Academy may require the employee to continue to take leave until the end of the term if the leave is greater than two weeks in duration and the return to employment would occur during the 2-week period before the end of the academic term.

If an instructional employee begins taking FMLA leave for a purpose other than their own serious health condition more than five weeks prior to the end of the academic term, Digital Pioneers Academy may require that the instructional employee continue to take leave until the end of the term if the leave is at least three weeks in duration and the return to employment would occur during the three-week period before the end of the academic term.

Under these circumstances, Digital Pioneers Academy will only charge the period of leave taken until the employee is ready to return to work against the instructional employee's twelve weeks of leave (not the additional time Digital Pioneers Academy is requiring the employee to not work). Determinations with respect to reinstatement at the end of FMLA leave shall be made based on established school policies and practices.

Military Caregiver Leave

An eligible employee who is the child, spouse, parent, or next of kin of a covered service member may take Military Caregiver Leave, pursuant to the FMLA, which must be used to care for a covered service member with an injury or illness incurred in line of duty, while on active duty in the Armed Forces, that renders he or she medically unfit to perform the duties of the service member's office, grade, rank, or rating. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary disability retired list, for a serious injury or illness. FMLA leave allows for eligible employees a total of 26 workweeks of unpaid FMLA leave within a 12-month period to care for a military service member.

Employees are expected to give reasonable prior notice, preferably 30 days, of the need to take Military Caregiver Leave. If unforeseeable, then within the timeframe of the absence notification within the leave notification policy as described above.

Digital Pioneers Academy may require proof of the service member's military status and proof of the serious injury or illness. Medical certification should be provided in advance if possible. When this is not possible, the employee is expected to provide the certification within fifteen

calendar days of his or her request. If an employee fails to provide certification, Digital Pioneers Academy reserves the right to deny the employee continuation of leave.

Workers Compensation

On-the-job injuries are covered by Digital Pioneers Academy's Workers' Compensation insurance policy. This insurance is provided at no cost to an employee. If an employee becomes injured on the job, the employee should report the incident immediately to Digital Pioneers Academy leadership.

EXPENSES AND EXPENSE REIMBURSEMENT

Reimbursement

All Digital Pioneers Academy employees should direct purchase requests to the Director of Operations.

If the use of personal funds for work-related expenses is required and approved, the employee may submit a request for reimbursement of those funds. DPA leadership will provide the required reimbursement request form. DPA does not reimburse the sales tax paid for retail items because we are a tax-exempt organization.

All reimbursement forms must be signed by the employee and DPA leadership. Once approved, the reimbursement form and receipts should be submitted electronically per instructions on the form. Reimbursement checks will be available in the office with two weeks of the submission of a properly completed request form.

Parking and Moving Violation Fines

DPA will not pay parking or other moving violation tickets (i.e. speeding tickets, etc.) for any staff member. Staff members are expected to park legally, and staff members, especially when transporting children, are expected to abide by all driving and parking laws.

Tuition Reimbursement

DPA typically does not reimburse employees for the cost of tuition, including graduate or certification programs.

Other Reimbursements

Please contact the Director of Operations in advance if you require reimbursement for other School-related expenses. Such reimbursement shall be granted at the sole discretion of the Director of Operations and Principal and only upon submission of appropriate documentation.

Corporate Credit Card

The Digital Pioneers Academy corporate credit card cannot be used for personal expenses or to obtain cash advances, bank checks, traveler's checks, cash transfers, or expenses other than those incurred by the assigned employee named on the card.

Misuse of the card will result in withdrawal of credit card privileges. If the card is used for an employee's personal expenses, Digital Pioneers Academy reserves the right to recover these funds from the employee. Card users will be required to sign a document authorizing that Digital Pioneers Academy may recover, from their salary, any amount incorrectly charged to Digital Pioneers Academy. The recovered wages may not decrease an employee's paycheck below the minimum wage, set forth by the District of Columbia, for the hours worked during that pay period.

Corporate credit card expenditures must be reconciled and submitted to your Director of Operations, with original receipt, within ten business days of the expenditure. Similarly, Digital Pioneers Academy Leadership employees must also reconcile corporate credit card expenditures with the original receipt to the Finance Associate. If an expense is submitted without a receipt, Digital Pioneers Academy may recover, from the employee's salary, any amount spent on a Digital Pioneers Academy credit card that does not have an accompanying receipt. The recovered wages may not decrease an employee's paycheck below the minimum wage, set forth by the District of Columbia, for the hours worked during that pay period.

Continued or repeated violation of this policy will result in cancellation of the card and such other actions as appropriate up to and including termination.

Lost or stolen credit cards must be reported immediately to Digital Pioneers Academy leadership.

HARASSMENT POLICY

POLICY PROHIBITING HARASSMENT

Digital Pioneers Academy is committed to providing a work environment that is free of harassment. As an equal opportunity employer, Digital Pioneers Academy complies with all applicable federal and DC anti-harassment laws. Digital Pioneers Academy prohibits harassment based on race, color, national origin, gender identity, sexual orientation, religion, age, genetic information, physical or mental disability, political affiliation, marital status, familial responsibilities, pregnancy, personal appearance, source of income, veteran status, uniform service member status, or any other protected class under federal or DC law.

Prohibited harassment is verbal or physical conduct that denigrates or shows hostility to an individual based on one of the protective categories specified above. Prohibited harassment may include, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the employee's normal work or movement.

Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere on Digital Pioneers Academy's 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 this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

POLICY PROHIBITING SEXUAL HARASSMENT AND UNWELCOME SEXUAL CONDUCT

Digital Pioneers Academy is committed to providing a workplace free of sexual harassment and other unwelcome sexual conduct. Digital Pioneers Academy prohibits unwelcome sexual conduct that creates an offensive or hostile working environment or unwelcome sexual conduct that is made a condition of working at Digital Pioneers Academy. Sexual harassment may occur between people of the same or opposite sex.

Examples of prohibited unwelcome sexual conduct include, but are not limited to:

- Verbal harassment (e.g., sexual requests, comments, jokes, slurs);
- Physical harassment (e.g., physical contact); and
- Visual harassment (e.g., posters, cartoons, e-mails or drawings of a sexual nature).

Our workplace is not limited to Digital Pioneers Academy's facilities but includes anywhere a business/school-related function is taking place, including all DPA sponsored events. Sexual harassment and any unwelcome sexual conduct of any kind may result in disciplinary action, up to and including termination of employment, regardless of whether it is unlawful.

POLICY PROHIBITING SEXUAL ABUSE

Digital Pioneers Academy prohibits and does not tolerate sexual abuse in the workplace or in any DPA activity. Sexual abuse includes sexual molestation, sexual assault, sexual exploitation, or sexual injury. As explained below, Digital Pioneers Academy provides procedures for employees, volunteers, family members, board members, students, or others to report sexual abuse and disciplinary penalties for those who commit such acts. No employee, volunteer, student or third party, no matter his or her title or position has the authority to commit or allow sexual abuse. Any incidents of sexual abuse reasonably believed to have occurred will be reportable to appropriate law enforcement agencies and regulatory agencies.

Digital Pioneers Academy has a zero-tolerance policy for any sexual abuse committed by an employee, volunteer, board member or third party.

COMPLAINT PROCEDURE AND OPEN-DOOR POLICY

Digital Pioneers Academy has an open-door policy. If an employee believes that he or she has been subjected to unwelcome conduct, prohibited harassment, discrimination, or retaliation by any Digital Pioneers Academy employee, vendor, parent, student, or family, the employee should immediately report the incident to Digital Pioneers Academy leadership. If either of these individuals are involved in the reported conduct, or, for some reason the employee feels uncomfortable making a report to leadership, the employee should make a report to the Chair of the Board or General Counsel. Reporting may be done in person, in writing, or by telephone.

During the complaint process, Digital Pioneers Academy will protect, to as great a degree as is legally possible, the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person. Digital Pioneers Academy will not retaliate, nor will it tolerate retaliation, against employees who complain in good faith about harassment or discrimination in the workplace. If Digital Pioneers Academy receives an allegation of harassment or discrimination or has reason to believe harassment or discrimination is occurring, we will take the necessary steps to ensure that the matter is promptly investigated and addressed. If the allegation is determined to be credible, Digital Pioneers Academy will take immediate and effective measures to end the unwelcome and/or unlawful behavior.

Digital Pioneers Academy leadership who observe, are informed of, or reasonably suspect incidents of possible harassment or discrimination must immediately report such incidents to Digital Pioneers Academy leadership, which will either initiate or oversee a prompt investigation. Failure to report such incidents are considered a violation of this policy and may result in disciplinary action, up to and including termination.

Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment. Digital Pioneers Academy leadership will take effective measures to ensure no further apparent or alleged harassment occurs pending completion of an investigation.

Digital Pioneers Academy employees are encouraged, and welcome, to share ideas, suggestions, and complaints with Digital Pioneers Academy leadership, members of the Digital Pioneers Academy Board, or the General Counsel. We hope this open-door policy promotes a sense of open communication, camaraderie, and fosters a team environment. Digital Pioneers Academy's Whistleblower Policy prohibits retaliation against any employee, volunteer, board member, or student who reports a good faith complaint, or who participates in any related investigation.

Mandated Reporters

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 Services Agency (CFSA) employees, nurses, and mental health professionals.

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 Services Agency (CFSA). The CFSA hotline, at (202) 671.7233, is available 24 hours a day, seven days a week.

If any employee has any questions about the mandated reporter requirements, the employee should contact Digital Pioneers Academy leadership.

Digital Pioneers Academy's Whistleblower Policy prohibits retaliation against any employee, volunteer, board member, or student who reports a good faith complaint, or who participates in any related investigation.

WHISTLEBLOWER POLICY AND PROCEDURES

Digital Pioneers Academy is committed to lawful and ethical behavior in all its activities and requires the board, advisors, employees 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.

The objectives of Digital Pioneers Academy's whistleblower policy are to establish policies and procedures to:

- Prevent or detect and correct improper employer wrongdoing, including violation of public policies expressed in statutes, regulations, or constitution as provisions;
- Encourage each director, officer, employee and volunteer ("Individual") to report what he or she in good faith believes to be a material violation of law or policy or questionable accounting or auditing matter by Digital Pioneers Academy;
- Ensure the receipt, documentation, retention of records, and resolution of reports received under this policy; and
- Protect Individuals from retaliatory action.

Reporting Responsibility

Each Individual has an obligation to report what he or she believes is a material violation of law or policy or any questionable accounting or auditing matter by Digital Pioneers Academy, its directors, advisors, employees, volunteers, or other representatives. The types of concerns that should be reported include, for purposes of illustration and without being limited to, the following:

- Providing false or misleading information on Digital Pioneers Academy's financial documents, grant reports, tax returns or other public documents;
- Providing false information to or withholding material information from Digital Pioneers Academy's auditors, accountants, lawyers, directors or other representatives responsible for ensuring Digital Pioneers Academy compliance with fiscal and legal responsibilities;
- Embezzlement, private benefit, or misappropriation of funds;
- Material violation of Digital Pioneers Academy policy, including among others, confidentiality, conflict of interest, whistleblower, ethics and document retention;
- Discrimination based on any protected class;
- Sexual harassment or abuse;
- Facilitating or concealing any of the above or similar actions.

Reporting Concerns

Employees

Whenever possible, employees should seek to resolve concerns by reporting issues directly to Digital Pioneers Academy leadership until matters are satisfactorily resolved. However, if for any reason an employee is not comfortable speaking to leadership or does not believe the issue is being properly addressed, the employee may contact a member of the Digital Pioneers Academy Board or the General Counsel.

Board Members, Advisors and Other Volunteers

Board members, advisors, and other volunteers may submit concerns to Digital Pioneers Academy leadership. If the volunteer, advisor, or board member is not comfortable reporting to either of these individuals, or if he/she does not believe the issue is being properly addressed, he/she may report directly to the Chair of the Board.

Handling of Reported Violations

Digital Pioneers Academy will promptly investigate all reports filed in accordance with this policy with due care. 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 problem. Digital Pioneers Academy leadership will issue a full report of all matters raised under this policy to the Board. The Board may conduct a further investigation upon receiving the report.

For matters reported directly to the Chair of the Board, the Board shall promptly acknowledge receipt of the complaint to the complainant, if the identity of the complainant is known, and investigate to determine if the allegations are true and whether the issue is material and what, if any, corrective action is necessary. Upon the conclusion of this investigation, the Board shall promptly report its findings.

The Board shall have full authority to investigate concerns raised in accordance with this policy and may retain outside legal counsel, accountants, or any other resources reasonably necessary to conduct a full and complete investigation of the allegations.

No Retaliation

This Whistleblower Policy is intended to encourage and enable board members, advisors, employees, and volunteers to raise serious concerns within the organization for investigation and appropriate action. With this goal in mind, no board member, advisor, employee, or volunteer who, in good faith, reports a concern shall be threatened, discriminated against, or otherwise subject to retaliation or, in the case of an employee, adverse employment consequences due to such report. Moreover, a volunteer or employee 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 serious violation of law or policy or a material accounting or auditing matter. 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 dismissal from the volunteer position or termination of employment. Depending on the circumstances, such conduct may also give rise to other actions, including civil or criminal lawsuits.

Confidentiality

Digital Pioneers Academy 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 Digital Pioneers Academy's operations by Digital Pioneers Academy's Board, Finance Committee, independent public accountants, and/or legal counsel.

WORKPLACE NORMS AND EMPLOYEE CONDUCT

PROFESSIONAL ATTIRE

To model professionalism for our students, employees are expected to dress professionally when school is in session and at Digital Pioneers Academy events. The following are generally regarded as unprofessional attire: cut-off shorts, flip-flops, revealing clothing, clothing with curse words, or any article of clothing that degrades the image of the school or Digital Pioneers Academy. Any employee appearing for work in unsuitable attire may be asked to go home and change clothes.

STANDARDS OF CONDUCT

Employees are expected to conduct themselves in a mature and responsible manner consistent with the mission and values of Digital Pioneers Academy. In this regard, there are certain standards of conduct that all employees must know and follow both on and off Digital Pioneers Academy premises. These rules are designed for the protection of our employees, and for the good of Digital Pioneers Academy as a whole. It is not possible to list all the forms of behavior that are considered unacceptable during your employment, but the following are examples of conduct that may result in disciplinary action, including but not limited to suspension or termination of employment:

- Theft or unauthorized removal or possession of property belonging to another
- Use of racial slurs, derogatory comments, or insults
- Falsification of timekeeping or other records
- Working under the influence of alcohol or illegal drugs (or abusing prescription medication)
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of Digital Pioneers Academy property
- Smoking in prohibited areas
- Rude or unprofessional behavior toward a student or staff member
- Sexual or other unlawful harassment or discrimination
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the work place
- Excessive absenteeism or any absence without notice
- Unauthorized or unnecessary absence from the workplace during the workday
- Unauthorized use of telephones, mail system or other Digital Pioneers Academy equipment
- Unauthorized disclosure of confidential business information
- Violation of personnel policies
- Unsatisfactory performance or conduct

- Inappropriate activities involving children
- Inappropriate and unprofessional attire during the school day or at Digital Pioneers Academy events
- Providing maliciously false or misleading information
- Failure to cooperate in or interfering with a Digital Pioneers Academy investigation

Where, in the judgment of Digital Pioneers Academy, an employee's performance or conduct does not meet our standards, Digital Pioneers Academy will take the action that it determines to be appropriate. Employees shall be subject to disciplinary action, up to and including discharge without notice. Both Digital Pioneers Academy and the employee have the right to end the employment relationship at any time with or without cause or notice.

Employee Interactions with Students

Digital Pioneers Academy expects employees to protect the safety, interests, and rights of all students and alumni and to use their best judgment during all interactions with students and families.

Digital Pioneers Academy staff will NOT:

- Allow any student or alumni to spend the night at his/her house or apartment;
- Drive any student in their personal vehicles except in the case of emergency, as explained in Digital Pioneers Academy's Student Transportation Policy;
- Spend time outside of regular school hours with student or alumni unless it has been approved by your School Leader or DPA Leadership;
- Engage in any activities that would endanger any of our student(s) or alumni; and
- Engage in any inappropriate acts or behaviors with any Digital Pioneers Academy student(s) or alumni.

Any employee who witnesses or suspects staff misconduct that endangers the safety, interests, or rights of all students and alumni, including inappropriate behavior between students and staff members, faculty, parents, volunteers, or other Digital Pioneers Academy affiliated personnel, must notify Digital Pioneers Academy leadership.

Employee Fraternalization Policy

Digital Pioneers Academy permits the employment of qualified family members, domestic partners, and significant others, if such employment does not create a conflict of interest. In accordance with Digital Pioneers Academy's employment policies, employee hiring, or promotion shall be based on an employee's job qualifications and performance. Relationships by family, marriage, domestic partnership, or significant others shall neither advantage nor disadvantage an employee's selection, promotion, salary, or other conditions of employment.

Digital Pioneers Academy recognizes that at times, employees and their family members, domestic partners, significant others, and/or personal relationships may be assigned to positions that create a coworker or supervisor-subordinate relationship and will exercise sound judgment with respect to the placement of employees in these situations.

Outside Employment

As an employee, your primary responsibility is to DPA. No employee may accept outside employment if such employment interferes with his or her employment at DPA. Employees must notify DPA of any outside employment. Faculty also must comply with DPA's policy regarding tutoring students outside of class or otherwise giving them "extra help."

ALCOHOL, DRUG, AND TOBACCO FREE WORKPLACE

Employees who work while under the influence of drugs and alcohol present a safety hazard to students, 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 outcomes. Accordingly, Digital Pioneers Academy will maintain a drug, alcohol, and tobacco free environment.

The following conduct is prohibited on Digital Pioneers Academy's property, including but not limited to school buildings, grounds, parking lots, fields, and off-site activity areas with staff, students, or parents.

- ❑ Possession, transfer, sale, distribution, use or solicitation of illegal drugs on Digital Pioneers Academy property (including the parking lot and adjacent areas) or during working hours.
- ❑ Possession (in unopened containers) or use of alcohol on Digital Pioneers Academy property (including adjacent areas) or during working hours, unless specifically authorized by the School Leader.
- ❑ Possession or use of tobacco products on Digital Pioneers Academy property (including the parking lot and adjacent areas) or during working hours.
- ❑ Reporting to work or being present at work while being intoxicated or impaired by alcohol or drugs. This does not include the authorized use of alcohol at Digital Pioneers Academy sponsored functions or activities.
- ❑ Reporting to work, or being present at work, with a detectable amount of any illegal drug or its metabolites in the employee's body.
- ❑ 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 employee who is taking prescription drugs that may affect the employee's ability to perform the job properly and safely should inform the School Leader 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 employment policy, Digital Pioneers Academy 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. Employees 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. Digital Pioneers Academy will attempt to assist employees through referrals to rehabilitation and/or appropriate leaves of absence and other measures, consistent with Digital Pioneers Academy's policies and applicable federal, state, or local laws.

Digital Pioneers Academy further reserves the right to take any and all appropriate and lawful actions necessary to enforce this alcohol, drug, and tobacco free workplace policy including, but not limited to, the inspection of Digital Pioneers Academy issued lockers, desks, or other suspected areas of concealment, as well as an employee's personal property when Digital Pioneers Academy has reasonable suspicion to believe that the employee has violated this drug, alcohol, and tobacco free workplace policy. Furthermore, if there is any reasonable suspicion that an employee has taken illegal drugs, or is on illegal drugs, while on Digital Pioneers Academy's property, Digital Pioneers Academy reserves the right to conduct a drug test.

Violations may result in disciplinary actions up to and including termination.

CONFIDENTIAL BUSINESS INFORMATION

During employment, Digital Pioneers Academy employees may have access to confidential business information. Confidential business information is a valuable and unique asset of Digital Pioneers Academy or third parties who have furnished it to Digital Pioneers Academy. Releasing such information Digital Pioneers Academy's explicit consent irreparable harm. Employees are prohibited from revealing confidential business information to anyone outside Digital Pioneers Academy unless given specific permission to do so by Digital Pioneers Academy leadership.

Confidential business information includes, but is not limited to, Digital Pioneers Academy's financial information, data or statements; the existence and contents of agreements; proposals; grants; strategies; donor lists; contact lists; membership lists; student lists; student contact information; computer data; and planned activities that are not public knowledge.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. This decision will be made at the discretion of Digital Pioneers Academy leadership in response to an employee's request, a valid subpoena, or valid court order. Information that is or later becomes publicly available in a manner wholly unrelated to any breach of this policy will not be considered confidential business information as of the date it enters the public domain. If you are uncertain whether something is confidential business information, you shall treat it as confidential until you receive clarification from Digital Pioneers Academy leadership.

Nothing in this policy is intended or shall be construed as prohibiting or limiting employees from disclosing or discussing wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act.

CONFLICTS OF INTEREST

Employees must refrain from any activity or from having any financial interest that is inconsistent with Digital Pioneers Academy's best interest. In addition, employees must refrain from activities, investments, or associations that compete with Digital Pioneers Academy, interfere with the employee's judgment concerning Digital Pioneers Academy's best interests, or exploit the employee's position with Digital Pioneers Academy for personal gain.

Before accepting a gift from any vendor, individual, or organization that sells or provides a

service to, purchased from, or competes with Digital Pioneers Academy, you must first contact and consult with Digital Pioneers Academy's Director of Operations. The purpose of this policy is to prevent any real or perceived conflicts of interest on the part of Digital Pioneers Academy and/or any of its individual employees. This policy is effective regardless of either the value of the proposed gift, or an employee's specific position of employment at Digital Pioneers Academy. This policy is inapplicable to any gifts, donations, or grants solicited by Digital Pioneers Academy employees for purposes of funding or supporting Digital Pioneers Academy's programs and activities.

Digital Pioneers Academy does not retaliate against any employee who in good faith discloses a violation of the Conflict of Interest policy.

EMPLOYEE SAFETY

Due to the nature of Digital Pioneers Academy's work, Digital Pioneers Academy asks that all employees, both part-time and full-time, are able to lift and carry, up to or around 40 pounds.

TECHNOLOGY AND ACCEPTABLE USE POLICY

Digital Pioneers Academy adheres to the federal requirements and guidelines stipulated under Title XVII—Children's Internet Protection Act (CIPA). Visit <http://www.fcc.gov/guides/childrens-internet-protection-act> to view this Act in its entirety.

Digital Pioneers Academy's policy of internet safety is enforced to and includes measures that block or filter internet access for both minors and adults to certain visual depictions. These include visual depictions that are obscene, child pornography, or harmful to minors.

Digital Pioneers Academy also adheres to the federal requirements and guidelines stipulated under the Family Educational Rights Privacy Act (FERPA). The full text of this document can be viewed at <https://www.ed.gov/policy/gen/guid/fpco/ferpa/>.

Digital Pioneers Academy employees may choose to access Digital Pioneers Academy accounts and services from personal devices on both a one-time and ongoing basis. To protect confidential data as defined in FERPA, Digital Pioneers Academy will take reasonable steps to protect such data on employees' professional and personal devices. Such steps may include but are not limited to: restricting access to certain days/times, requiring a passcode, disabling specific applications and services, and wiping ("erasing") some or all data from a personal device upon an employee's resignation or termination. While it is not Digital Pioneers Academy's intention to wipe personal data from an employee's personal device, this may result from Digital Pioneers Academy's effort to protect confidential data. Employees are especially advised to maintain backup copies of personal data if they will use a personal device to access Digital Pioneers Academy accounts and services.

Digital Pioneers Academy computers, phones, and internet system are provided for the use of its employees for educational purposes, which include the performance of the employee's job duties and related activities. This provision covers the use of these

computers and phones while both on and off school grounds as well as after normal school hours. The computer, phones, documents, and information stored and processed by the computer or phone remain the property of Digital Pioneers Academy.

All computer and account passwords must be made available to Digital Pioneers Academy leadership upon request. Employees may use passwords that are unknown to Digital Pioneers Academy but will need to disclose their password to authorized users upon request of Digital Pioneers Academy leadership. Employees are prohibited from attempting to gain unauthorized access to the Digital Pioneers Academy network or to any other computer system through the network or go beyond their authorized access, including attempting to use the passwords of other employees, log in through another person's account, or access another person's files. Employees are also prohibited from making deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. Employees will not use the network to engage in any other illegal act, including, but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of another person.

Digital Pioneers Academy's policies against sexual and other types of harassment and discrimination apply in full to use of the internet and e-mail. Employees are prohibited from using their assigned computers or phones in a way that may be offensive to others. Forbidden transmissions include, but are not limited to, sexually explicit messages or artwork, ethnic or racial slurs, unwelcome or inappropriate sexual propositions, offensive comments based on gender identity, age, national origin, sexual orientation, disability, religious or political beliefs, or anything construed as harassment or disparagement of others, including communications that classify as personal attacks or cyberbullying and prejudicial or discriminatory attacks. This policy includes information sent or viewed on an employee's personal computer or device on or around the premise of Digital Pioneers Academy, during a Digital Pioneers Academy event or activity, or sent during operating hours on a non-Digital Pioneers Academy network.

Any violation of the prohibitions set forth in this agreement may result in disciplinary actions, including, without limitation, termination of employment.

Social Media Guidelines

Digital Pioneers Academy recognizes the value of promoting our organization's mission, values, and goals using online social media. Digital Pioneers Academy has provided the following policies and guidelines to support and guide employees when they communicate online. While using personal social media, employees shall abide by all policies contained in this handbook. Failure to do so shall be subject to corrective action, up to and including termination.

Internet Access

During work hours or using Digital Pioneers Academy equipment, internet access and use is a privilege and must be carried out in a manner that is consistent with job responsibilities and policies, which address appropriate use of scheduled work time and resources.

Use of Social Media

Consistent with the values of Digital Pioneers Academy, employees are expected to be fair and courteous to fellow Digital Pioneers Academy employees, students, parents, and

community members at all times, including through their use of personal social media. Employees should not be in communication directly with students through social media mediums. This includes but is not limited to friending students on Facebook, following students on Instagram, becoming friends with students on Snapchat, and other mediums as well.

Employees should resolve work-related complaints by speaking directly with co-workers or by utilizing Digital Pioneers Academy's open-door policy rather than by posting complaints to a social media outlet. Digital Pioneers Academy are prohibited from posting statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that maliciously disparage students or fellow staff, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on race, sex, disability, religion or any other status protected by law or Digital Pioneers Academy policy.

Nothing contained in this policy should be interpreted or applied in a way that interferes with the legal rights of employees to engage in Section 7 activities under the National Labor Relations Act.

Other Compliance Issues

Copyrighted materials belonging to entities other than Digital Pioneers Academy may not be transmitted by employees on the internet or e-mail. Users are not permitted to copy, transfer, rename, or add or delete information or programs belonging to other users unless given express permission to do so by the owner of such information or programs. Failure to observe copyright laws or license agreements may result in disciplinary action from Digital Pioneers Academy or legal action by the copyright owner.

All documents, information, or messages created, sent, or retrieved over the school's computer or phone systems are the property of Digital Pioneers Academy. Digital Pioneers Academy reserves the right to access and monitor all documents, information, messages (including e-mails, text, and voicemail), and files on school-provided equipment or system at any time without notice. All communications may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver. Employees should not assume that communications sent and received by Digital Pioneers Academy's by e-mail, text, voicemail, etc. are private or confidential. Employees should also not communicate with any student or parent after 9PM through any medium. If employees are reached out to after 9PM from a student or parent they should respond the following morning.

Some Digital Pioneers Academy communication systems are not secure methods of communication and there is the potential that information sent over these systems might be intercepted and read by unauthorized individuals. Employees must take every precaution to protect proprietary and confidential information about Digital Pioneers Academy.

Employees who become aware of misuse of Digital Pioneers Academy's equipment or systems, including but not limited to e-mail, text, internet, and voicemail should promptly contact the Director of Operations. Violation of this policy may result in disciplinary action, up

to and including termination.

SAFETY AT DIGITAL PIONEERS ACADEMY

Digital Pioneers Academy has a commitment to maintaining a safe and efficient working environment. If any Digital Pioneers Academy employee observes a safety issue at Digital Pioneers Academy, please contact Digital Pioneers Academy leadership immediately.

EMERGENCIES

Digital Pioneers Academy leadership should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, threats of violence, and the smell of smoke.

Should an emergency result in the need to communicate information to employees outside of business hours, Digital Pioneers Academy leadership will contact you. Therefore, it is important that employees keep their personal emergency contact information, including mobile number and personal e-mail address, up to date. Notify Digital Pioneers Academy leadership when this information changes.

When events warrant an evacuation of the building, follow established protocols and the instructions of Digital Pioneers Academy leadership. Lead students out of the building in a quick and orderly manner and assemble at the pre-determined location to await further instructions and information.

EMERGENCY DRILLS

Emergency drills are scheduled periodically throughout the year at Digital Pioneers Academy. These drills are an important aspect in school and student safety. Complete cooperation is expected during these drills, any questions concerning procedures should be directed to the Director of Operations.

STUDENT SAFETY

If a Digital Pioneers Academy employee, intern, volunteer, or a contractor/consultant notices neglect or abuse of a Digital Pioneers Academy student, as described in the Mandatory Reporters section, you are required to immediately contact Digital Pioneers Academy leadership to report this matter.

WEAPONS PROHIBITED

Possession, use, or sale of weapons, firearms, or explosives on work premises or while engaged in Digital Pioneers Academy business on or off premises is forbidden, except where expressly authorized by Digital Pioneers Academy and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to Digital Pioneers Academy leadership immediately.

Violations of this policy will result in disciplinary action, up to and including termination.

WORKPLACE SEARCHES

To protect Digital Pioneers Academy property and ensure the safety of all employees, Digital Pioneers Academy reserves the right to conduct personal searches consistent with local and federal law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes, or any other possessions or articles carried to and from Digital Pioneers Academy's property. In addition, Digital Pioneers Academy reserves the right to search any employee's office, desk, files, locker, equipment, or any other area on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of Digital Pioneers Academy, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of Digital Pioneers Academy.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on, entering, or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including termination, if upon investigation they are found to be in violation of Digital Pioneers Academy's security procedures or any other Digital Pioneers Academy rules and regulations.

WORKPLACE VIOLENCE

Violence by an employee or anyone else, against another employee, student, parent, community member, contractor, or associate of Digital Pioneers Academy will not be tolerated.

Employees should not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, you are required to contact Digital Pioneers Academy leadership or an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including failure to report or fully cooperate in the Digital Pioneers Academy's investigation, may result in disciplinary action, up to and including termination.

STAFF VISITORS

To ensure a safe, happy, and healthy environment for students and employees, all Digital Pioneers Academy employees, interns, parents, and volunteers are required to check in upon arrival.

NON-SOLICITATION

Solicitation by employees is prohibited on Digital Pioneers Academy property through any means, including e-mails, flyers, or other forms of advertising or petitioning, during working time in working areas, and during non-working time in areas accessible to parents and students. This includes but is not limited to, selling goods, collecting money, or soliciting support for an organization, company, political candidate, or association. If a Digital Pioneers Academy employee is found to have violated this policy, the employee shall be subject to corrective action, up to and including termination.

Digital Pioneers Academy prohibits non-employees from solicitations or distributions of any kind on Digital Pioneers Academy property. If a nonemployee is found soliciting, that individual will be removed from the premises.

PERSONAL PROPERTY

Digital Pioneers Academy is not responsible for loss or damage to personal property. Valuable personal items, such as purses, wallets, technology, and all other valuables, should not be left in accessible areas.

RESPONDING TO OUTSIDE INQUIRIES FOR INFORMATION

MEDIA RELEASE

As a member of the Digital Pioneers Academy team, an employee may be photographed, videotaped, or interviewed as part of school communications. If an employee does not feel comfortable with this exposure, please contact Digital Pioneers Academy leadership.

MEDIA INQUIRIES

All media inquiries regarding Digital Pioneers Academy and its operations must be referred to Digital Pioneers Academy leadership.

RECEIPT OF DIGITAL PIONEERS ACADEMY EMPLOYEE HANDBOOK AND EMPLOYMENT-AT-WILL STATEMENT

I acknowledge that I have received my copy of the Digital Pioneers Academy Employee Handbook, which outlines the policies, practices and employee benefits of Digital Pioneers Academy. I understand that this edition of the Employee Handbook supersedes all previous verbal or written descriptions of Digital Pioneer Academy's personnel policies and procedures and employee benefits.

I understand that employment at Digital Pioneers Academy is at-will. This means that I may resign at any time and may be terminated at any time, without notice or cause. This also means that Digital Pioneers Academy may change the terms of my employment relationship, including my hours, salary, title, job duties, or place of work, without notice or cause. Nothing in this handbook limits my or Digital Pioneers Academy's right to terminate my employment without notice or cause. No Digital Pioneers Academy representative is authorized to enter into a contrary agreement—express or implied—except Digital Pioneers Academy's Founder and Principal or her designee. Any such contrary agreement must be in writing and signed by Digital Pioneers Academy's Founder and Principal or her designee. The Employee Handbook is not a contract, and nothing contained herein should be construed to create a contract of employment or a contract of any kind.

I understand that the Employee Handbook describes important information about Digital Pioneers Academy.

I agree to read the entire Handbook during my first three days of employment, or within three days of receiving it. I agree to abide by all the policies and procedures contained in the Handbook. If I have any questions about the Handbook or other personnel policy issues, I will consult with my immediate supervisor.

I understand that this Employee Handbook refers to current benefit plans maintained by Digital Pioneers Academy and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I also understand that if a written agreement is inconsistent with the Employee Handbook, the written agreement is controlling.

If I have questions about the handbook, I will ask a member of the Digital Pioneers Academy leadership team.

Signature: _____ Date: _____

Name (Printed): _____