

Employee Handbook

Girls Global Academy



August 2021

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Welcome

Welcome to Girls Global Academy!

At Girls Global Academy, we take the safety and education of our students and staff as an important responsibility.

Girls Global Academy is a community of dedicated innovators who believe girls matter. Through our daily work, each member of the GGA community believes in the mission and commits to actions that equip the next generation of leaders to navigate the world with confidence and compassion to succeed in any path they may choose. Our approach to education will allow girls to develop strong voices that inspire change. Our decisions are guided by the standards set forth in our values. Our culture is driven by our values and our philosophy. We have a community oriented culture, and the foundation of our culture is centered on our values.

We believe students and families are our partners in education; trusting relationships foster learning and open communication; learning should be challenging, meaningful, and joyful; community members are valuable and contribute to the success of the school; and pedagogical growth stimulates creativity and competence. We uphold a relentless focus on a welcoming, safe, and culturally-responsive environment for our staff, students and families.

The mission of Girls Global Academy is: ***fostering pathways to lead and learn***. All GGA graduates will attain the mindsets, behaviors, competencies and skills to ensure success in college and career.

Our Motto is *Because You Matter* and our GGA Employee Handbook has important information about responsibilities and rights of the employees of the school. One of our guiding principles is to create a school where every individual feels welcomed and valued. The Handbook provides the policy and structure to create a positive, accountable, and productive work environment that every staff member deserves. Your commitment to the core values of sisterhood, scholarship, service, and safety is critical to making GGA a community asset.

Karen Venable-Croft

Executive Director

Introduction

This Employee Handbook (“Handbook”) is a compilation of personnel policies, practices and procedures currently in effect at Girls Global Academy (“GGA”). The Handbook is designed to introduce you to GGA, familiarize you with GGA policies, provide general guidelines on work rules, benefits and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment.

Our Employee Relations Philosophy

One of the most important and effective ways we can serve our students is creating a safe, trusting, and responsible workplace for GGA employees. We value teamwork. Our practice is to treat each employee as an individual. We believe that the workplace is an environment of empowerment and accountability. All members of GGA school community build relationships based on trust, respect, and communication.

This Employee Handbook is not a contract. Like most schools, Girls Global Academy generally does not offer individual employees formal employment contracts with GGA. This Handbook does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. All employment at GGA is at-will, and either you or Girls Global Academy terminate the employment relationship at any time, with or without cause, and with or without notice. Nothing in this Handbook or any oral statement changes the at-will relationship. This Handbook is applicable to all employees, regardless of their date of hire.

The purpose of the Handbook is simply to provide you with a convenient explanation of present policies and practices at GGA. This Handbook is an overview or a guideline. *It cannot cover every matter that might arise in the workplace.*

GGA reserves the right to modify any of our policies and procedures, including those covered in this Handbook, at any time. This Handbook replaces any prior policies, procedures, and practices. This Handbook refers to current benefit plans maintained by Girls Global Academy. If you have specific questions regarding the benefit plans, please refer to the actual plan documents and summary plan descriptions or contact the Operations Team. We will seek to notify you of such changes by email and other appropriate means. **However, such a notice is not required for changes to be effective.**

Part 1 – Working at Girls Global Academy

Recruitment and Hiring

GGA's primary goal when recruiting new employees is to fill vacancies with people who have the best available skills, abilities or experience needed to perform the work. Decisions regarding the recruitment, selection and placement of employees are made on the basis of job-related criteria.

When positions become available, qualified current employees are encouraged and are welcome to apply for the position. As openings occur, notices relating general information about the position are posted.

We encourage current employees to recruit new talent for Girls Global Academy.

Equal Employment Opportunity

GGA is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy), national origin, ancestry, physical or mental disability, age, sexual orientation, gender identity and/or expression, veteran status, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms GGA's commitment to the principles of fair employment and the elimination of all discriminatory practices. Details of our equal employment opportunity policies are further explained in Part 3 below.

Immigration Law Applicable to All Employees

GGA complies with the Immigration Reform and Control Act of 1986 by employing only U.S. citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of work to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (Form I-9). If you cannot verify your right to work in the United States within three (3) days of hire, then GGA is required by law to terminate your employment.

Employment of Relatives and Personal Relationships

Relatives of current employees will be considered for employment using the same hiring criteria as is utilized in hiring any employee. Family and personal relationships will constitute neither an advantage nor disadvantage in consideration for employment. This extends to practices that involve employee hiring, promotions, transfers, disciplines, performance management, and terminations. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other.

Nepotism

GGA is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, Girls Global Academy will hire relatives of persons currently employed only if: a) candidates for employment will not be working directly for or supervising a relative, and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current employees and candidates for employment.

"Family member" is defined as one of the following: spouse or significant other, parent/step parent, child/step child, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son, daughter)

Employee Classifications

Every employee is classified as either exempt or non-exempt according to the Fair Labor and Standards Act (FLSA). Certain administrative, executive and pedagogical staff members are exempt under the FLSA.

Exempt Employee

Exempt employees may work more flexible and longer hours and are not entitled to overtime pay. The non-exempt category applies to all other employees. Non-exempt staff members must receive extra pay for overtime work (which must be pre-approved by supervisors, as described in the overtime section), but are only paid for the actual hours that they work. Your offer letter of employment should specify your FLSA classification. If you do not know your FLSA classification, please ask your supervisor or the Executive Director.

Non-Exempt Employee

Non-exempt employees working 8-hour days may have two 15 minute paid breaks per day, one in the morning and one in the afternoon, and one unpaid 30-minute meal break per day. All breaks are not cumulative, and are forfeited if not taken.

Overtime

Overtime compensation is paid to all non-exempt employees in accordance with applicable FLSA requirements. All overtime hours must be approved by your supervisor in advance and are based on actual hours worked. Time off on holidays, sick leave, personal 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 your regular rate of pay, for each hour worked over 40 hours 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. Girls Global Academy's workweek runs from Saturday at

12:01 AM through midnight Friday. Exempt employees do not receive overtime pay.

Employee Types

GGA offers different types of employment which determines eligibility for benefits that are available.

Full-Time Employee

Full-time employees are those who are regularly scheduled to work at least 40 hours per week. Full time employees are eligible for all the types of benefits described in the benefits section of this Handbook. All full time employees are eligible for benefits, however there are some variances for 10 month, 11 month, and 12 month employees. Your time expectations are defined in the offer letter and the Executive Director will provide you with a calendar of scheduled work days.

Part-Time Employee

Part-time employees are those who are regularly scheduled to work at least 20 but fewer than 40 hours per week. Part-time employees are not eligible for benefits, with the exception of the 401(k) plan. Any employee who works 1,000 hours per year or more may participate in the 401(k) plan.

Temporary Employee

Employees hired for an interim period of time, usually to fill in for personal leave, leaves of absence, or projects of a limited duration are considered temporary. Temporary employees are not eligible for benefits. Temporary employees include interns and co-op students.

All Employment at GGA is At Will

Girls Global Academy generally does not offer individual employees a formal employment contract with GGA. Employment is “at will,” meaning that you or GGA may end your employment at any time for any lawful reason.

Independent Contractors

Persons hired by GGA to perform a particular scope of work, typically for a limited time period as an independent contractor. These persons may be self-employed or they may work for an outside agency. Independent contractors are not employees of GGA and therefore do not follow this handbook and are not eligible for GGA benefits.

Requirements Before Starting

Employment Paperwork

As a new hire you are required to submit your documentation required for employment on or before your first day of employment. Required documents vary by position. Your offer letter specifies the documents needed. If you do not submit the required documentation on or by your first day of employment, you will NOT be allowed to start

your employment. Returning employees may also be required to complete documents to maintain their employment.

Fingerprinting

As included in the terms of the offer letter, GGA requires that all employees be fingerprinted by the Metro Police Department as required by regulations for OSSE and DC PCSB. *Expenses for this will be incurred by the employee and reimbursed by GGA upon starting.*

Background Investigations

As included in the terms of the offer letter, GGA will conduct regional and/or national background check(s) on all employees in compliance with all applicable laws and regulations, including the DC School Safety Omnibus Act of 2018. The results of such checks may affect hiring and retention decisions by GGA. GGA will conduct an initial background check, and reserves the right to run additional periodic background checks for employees. The results of any such search will be shared with an employee if requested by the employee, or if the results may contribute to a decision adversely affecting an individual's employment status.

In accordance with state and Federal laws and regulations, GGA is prohibited from hiring or employing, under any circumstances, any person convicted of certain classes of crimes. Throughout employment with GGA, employees must report any new felony or misdemeanor convictions, beyond minor traffic violations, to your supervisor or Human Resources Department. Failure to provide this information, or providing incomplete or inaccurate information to GGA regarding the conviction or pending charges, including while employed by GGA, is subject to disciplinary action, up to and including termination.

Medical Requirements

All employees must have a current TB test on record in line with local regulations. Any employee without a current TB test will be placed on unpaid administrative leave and, should the test not be brought current, will be subject to termination. In addition, Girls Global Academy recommends that the aforementioned employees receive the Hepatitis B series of vaccines. Expenses for this are not reimbursed by GGA.

CPR and Basic First Aid (Recommended)

All instructional staff members (and employees whose job descriptions involve regular time spent in schools and/or with students) are recommended to hold and maintain CPR and Basic First Aid certifications. Documentation of these certifications is given to office staff. You must submit documentation of your completed certification to the Director of Finance and Operations to be placed in your personnel file.

Orientation and Training

To help you become familiar with Girls Global Academy and our way of doing things, GGA will provide an orientation and training session within the first few days after you begin work.

Some of the content of the session will depend in large part on the nature of your responsibilities, while other parts will be applicable to all employees. In addition, GGA may periodically offer additional training or educational programs. Some programs may be voluntary, while others will be required.

Basic Employment Expectations

Standards of Conduct

We expect business-like, professional conduct from our employees. In general, this means that we expect employees to maintain the following examples of appropriate conduct, including but not limited to:

- On time and regular attendance
- Being present and focused during work hours
- Modeling the pillars of sisterhood, scholarship, service and safety
- Act honestly, truthfully and with individual integrity
- Being curious
- Teamwork
- Committed to self-reflection and improvement
- Respectful communication and language use
- Not use a position at Girls Global Academy for any personal gain

Job Duties

GGA has done its best to provide a detailed description of job responsibilities in the job announcement each employee applied to, however, GGA reserves the right to assign and reassign duties within reasons in fulfillment of its mission. In addition, you may be asked to go beyond your usual job responsibilities to assist or fill in for another employee on a temporary basis without additional compensation.

Hours of Work

The standard work week for full-time staff is approximately 40 hours. The school is open to employees daily from 7:00 AM to 7:00 PM. The workweek is generally from Monday through Friday, with **normal operating hours from 7:45 a.m. to 4:00 p.m.** On Wednesday, operating hours are on a modified schedule.

In addition, teachers should plan to be available for additional hours per month for staff meetings, departmental meetings, other professional development activities, and family engagement activities, and they may serve as emergency substitutes for extended day activities. The principal may change the schedule to best meet the needs of the school.

In addition, **there are events throughout the year that require instructional and non-instructional staff to work later in the evening.** These events include, but are not limited to, family conferences, family literacy events, and open houses. *Staff will be notified as far in advance as possible.*

While the expectation is that full-time employees work 40 hours each week, many staff members choose to come in earlier or leave later than their scheduled hours in order to ensure a high-quality environment and level of planning.

All employees will be expected to follow procedures as described by their supervisor regarding arrival and departure.

Attendance and Punctuality

It is important for you to report to work on time, and to avoid unnecessary absences and early departures. GGA recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism, tardiness, or early departures may result in disciplinary action up to and including discharge. Excessive absenteeism, frequent tardiness, or early departures put an unnecessary strain on your coworkers and can have a negative impact on the success of GGA.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor or the designated manager using the system and procedures provided in training.

Some, but not all, absences are compensated under GGA's leave and benefits policies described in the Leave Section below.

You are expected to be in the building and ready to at your scheduled time each day. If you are delayed, you must call your immediate supervisor to state the reason for the delay. As with absences, you must make every effort to speak directly with a manager. Employees not adhering to this policy will be subject to discipline, up to and including termination.

Inclement Weather

GGA is open for business unless there is a government-declared state of emergency or unless you are advised otherwise by your supervisor. There may be times when we will delay opening and on rare occasions we may have to close. In general, the school will follow the guidance of the District of Columbia Public Schools (if DC Public Schools are closed, then Girls Global Academy campuses will be closed and school-based employees will not be required to work).

In the event that GGA's facilities are closed by the school's leadership or the government, employees will be paid for the day. If GGA's facilities are open and you are delayed getting to work or cannot get to work at all because of inclement weather, the absence will be charged to (1) personal/sick time or (2) unpaid time off, in that order. You should always use your judgment about your own safety in getting to work.

When potentially dangerous weather develops during the day and a decision is made by GGA to close early, you will be compensated for the full day.

When severe weather develops or is anticipated to develop during the day and a decision is made by management to close before 4:00 p.m., you will be compensated as if you had worked to the end of your regularly scheduled hours for that day. If you elect to leave prior to the time GGA closes, you will be required to use personal or sick time in an amount equal to the number of hours between the time you left and the time the office closed.

Dress Code

As an employee of GGA, we expect you to present a clean and professional appearance when you represent us, whether you are in or outside of the office. Appropriate business attire demonstrates professionalism and appropriate respect for our students, families and community. The current GGA dress code is business casual and does not require staff to wear uniforms.

Please keep in mind that GGA is a professional business office, where families and others often visit. We want to model behaviors we want our students to practice in a professional workplace, therefore generally, clean, neat clothing is acceptable. The following types of clothing are *inappropriate* attire at all times: any type of sleepwear, revealing pants or shirts, flip-flops or slides, visible undergarments, clothing showing inappropriate language. Professional looking jeans can be worn (not ripped). Shorts are not encouraged. Other clothing may be deemed inappropriate by your supervisor and will be clearly communicated to you to address it. Comfortable shoes are encouraged. Open-toed shoes are not recommended for safety reasons. Exceptions can be made by the Executive Director based on job requirements or for special events. Employees not adhering to this policy will be subject to discipline, up to and including termination.

Work Space

Employees are responsible for maintaining the workspace and/or classroom assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently. Employees should keep in mind that their workspace is part of a professional environment that portrays GGA's overall dedication to providing quality service to our students. Therefore, your workspace(s), including shared workspaces, should be clean, organized and free of items not required to perform your job.

Office Equipment and Supplies

Certain equipment is assigned to staff depending on the needs of the job, such as a calculator, printer and access to our other student and school technology. This equipment is the property of GGA and cannot be removed from the office without prior approval from your supervisor, with the exception of the laptop computer issued to you for school purposes. It is expected that you will treat this equipment with care and report any malfunctions immediately to staff members equipped to diagnose the problem and take corrective action.

All employees must sign an Equipment Accountability Agreement form that outlines the

responsibilities, safeguard, and transport of any technology assigned to staff. All Girls Global Academy property must be returned on or before the last day of the school year or your last day of work if employment ceases for any reason. Employees who are found to be at fault for sufficient damage equipment, such as computers, to warrant replacement may be required to pay for a replacement item.

GGA strives to provide all the needed materials and supplies you need for your work, in exchange we hold staff accountable to use GGA office equipment and supplied for GGA business purposes only and explicitly not for personal use. Further, Girls Global Academy letterhead, supplies, copiers, postage meters, computer hardware and software, and credit cards are for work use only and not for personal needs. You are responsible for all property, materials, and written information issued to you or in your possession.

Professionalism

Beyond all the basic job expectation items detailed above, all staff are expected to maintain professionalism in all interactions. Employees must behave in a professional, businesslike manner and exercise good judgment. It is essential that you extend the highest courtesy at all times to co-workers, visitors, customers, vendors and clients. A cheerful and positive attitude is essential to our commitment to extraordinary customer service and exceptional quality education. At GGA we use asset based language when referring to students and staff.

Personnel Records

Girls Global Academy maintains confidential records pertaining to all of its employees. These confidential records include, but are not limited to, basic employee and tax information, contact information, performance reviews, and disciplinary issues. Upon reasonable request, an employee may inspect the records Girls Global Academy maintains pertaining to that employee only while in the presence of the Executive Director or other management member. Records may be disclosed to authorities pursuant to federal and DC law, including lawfully issued subpoena and court orders.

For your benefit and for the benefit of Girls Global Academy, the Executive Director must be notified in writing of any changes to your name, address, home telephone number, marital status, number of dependents claimed for income tax purposes, emergency contact information, and all other changes which may affect payroll and benefits information. Such notification should occur as soon as possible after such a change.

Professional Development

Our organization encourages all employees to continually improve in their job skills and within the professional practice. Staff members are expected to participate in professional learning communities within and outside of GGA. Professional Development can occur but not limited to teacher orientation, weekly professional development, guided full-day professional development, and self-directed learning.

Vision: **Reflective practitioner and decisions maker** at the local and global level

Beliefs:

Professional development is collaborative

An Inquiry-based approach answer an overarching essential question

Consistent, purposeful, and meaningful learning / experiences

Evidence-based process for sustained student and professional growth

Creative, empowered, accountable staff is power

Performance Reviews

You will have regular performance reviews during your employment with GGA. The first one will occur in the first three months and then performance reviews will normally be conducted annually. All performance reviews will be completed in writing by your supervisor or manager on the form designated by GGA, and reviewed during a conference with you. A performance rubric will be provided by your supervisor and may include factors such as meeting basic job expectations such as your attendance, meeting the requirements of your job description, dependability, attitude, cooperation, compliance with GGA employment policies, any disciplinary actions; the quality of your job performance and year-to-year improvement in overall performance; and an evaluation of your alignment to the mission, school wide annual goals, and overall school performance.

Promotions and Transfers

Anyone interested in job advancement or career opportunities is encouraged to talk with their supervisor.

Most job openings that are intended to be filled from within GGA will be posted internally. The management of GGA does reserve the right, however, to transfer or promote an employee without posting the availability of that position. Temporary transfers may be made at the discretion of GGA management.

In an effort to match you with the job for which you are most suited and/or to meet the business and operational needs of GGA, you may be transferred from your current job. This may be either at your request or as a result of a decision by GGA. Reasons for transfer may include, but are not necessarily limited to, fluctuations in department workloads or production flow; a desire for more efficient utilization of personnel; increased career opportunities; personality conflicts; health; other personal situations; or other business reasons.

You are eligible to request a transfer and to be considered for promotions upon completion of six (6) months of satisfactory performance in your current job. Your eligibility is also dependent, of course, on your having the needed skills, education, experience and other qualifications that are required for the job. However, a transfer may take place within the first six (6) months of employment if the management of GGA believes that it is in the best interest of GGA to make an exception to this guideline.

Progressive Performance Improvement Policy

As an employee at Girls Global Academy, you are expected to exhibit and maintain the highest level of ethical and moral standards and act in accordance with all federal, state, and local laws, as well as Girls Global Academy protocols and standards.

Girls Global Academy has developed the following system of advisories to help you understand and meet the performance level and standards of conduct expected of you. *The Progressive Performance Improvement Policy is a guideline only.* Girls Global Academy reserves the right to deviate from these policies and procedures at any time at its absolute discretion.

Step 1 - Verbal Warning

Your supervisor discusses with you the problem that has occurred and the possibility of corrective action if the problem continues. Some examples of issues that could result in a verbal warning would be noncompliance with the dress code 1 time, as well as not submitting attendance timely 1 time.

Step 2 - Written Warning

Your supervisor reviews the facts with you, explains the infraction, and restates the expected behavior in writing. You are told that further corrective action will be considered if another violation occurs. You may be placed on an Employee Development Plan of Action (performance improvement plan). Some examples of issues that could result in a written warning would be excessive tardiness or absences, as well as not attending mandatory meetings or events.

Step 3 – Suspension

You may be suspended for up to five working days without pay. When immediate action is necessary, or when all of the facts are not available, your supervisor may suspend your work and request you leave the area until a final decision is reached. If an investigation absolves you of blame, you will be paid in full for the time lost during suspension. The relevant administrator will review any suspensions. Some examples of issues which would warrant a suspension would include allegations of inappropriate behavior towards coworkers.

Step 4 – Discharge

You are terminated from your employment at Girls Global Academy. This may be the immediate result depending on the circumstances, prior warnings/write-ups, and/or the severity of the situation.

Nothing in this discipline policy provides any contractual rights regarding employee discipline or counseling, and this policy in no way shall be read as modifying the at-will employment relationship between you and Girls Global Academy.

Recognition

Girls Global Academy believes in positive recognition. Continuous efforts are made throughout the year to recognize staff members who contribute to the success of GGA. Recognition may take many forms and staff members may be recognized at board meetings, in school newsletters, on the school website, and through special events and activities.

Culture of Feedback

Girls Global Academy believes that 'Feedback is Love'. GGA intends to have a staff culture that encourages feedback through the plus/delta method and assumes positive intentions. All circumstances you encounter may not be covered in this handbook, therefore GGA will continue to provide guidance and update this Handbook based on feedback received.

Part 2 – Employee Policies and Practices

Diversity and Inclusion Policy

Girls Global Academy is a school where everyone is highly valued and mutual respect is fostered. We are committed to the development of the whole student in both a supportive and safe environment. We believe in cultivating a diverse and inclusive environment that celebrates all of our students, families, staff and their valuable perspectives.

Commitment to Diversity & Inclusion: At GGA, unique learning profiles, learning differences, and diversity are respected and valued as assets. Our inclusion policy focuses on what students can do and establishes norms for the development of students' authentic interests and talents, meaningful and equitable access to our curriculum, and reasonable accommodations to support learning. In addition, GGA policies and plans across the board intentionally support diversity and inclusion:

- **Admissions:** Our admissions policy will not discriminate based on economic factors. Our admissions process is transparent. Materials about our program are in multiple languages.
- **Safety:** In our planning year, GGA founding team will develop a robust plan for physical and emotional safety. GGA will include specific structures to ensure that our girls' well being is accounted for through inclusiveness, social-emotional learning, and trauma-informed training for staff. Making GGA a safe haven will give our girls the freedom to be who they are.
- **Language:** Our language policy recognizes that language is essential to learning, cultivates students' preferred languages, and ensures that practices are inclusive for students who are learning in a language other than their primary language. We will have a full-inclusion school model for English Language Learners.
- **Gender Identity:** For students who identify as LGBTQ+, GGA is a safe and secure space free from bullying, harassment, and other negative behaviors based on confirmed gender identity, gender expression, gender questioning, and transgender identity.
- **Citizenship Status:** Our citizenship policy includes educational access and accompanying resources for support to undocumented students.
- **Students with Disabilities:** GGA believes that all girls can succeed at high levels with the appropriate support. All students will have access to the same rich, rigorous, inquiry-based global curriculum and standards. Students with disabilities will be held to the same standards as all of our other girls while receiving appropriate services, modifications, and accommodations as outlined in their IEPs and 504 plans.
- **English Language Learners:** We will have a full-inclusion school model for ELLs. All students will have equal access to all programs and services including instructional services (e.g., tutoring), support services, art programs, technology programs, and athletics. English language learners will receive tiered supports based on their English proficiency.

Non-Compete and Conflicts of Interest Policy

During the term of your employment, you will not perform any work, provide any services or enter into any contract, either as an employee or as an independent contractor on behalf of Girls Global Academy, with any education or related service provider without written notification to Girls Global Academy. You further agree that for a period of one year following your final date of employment by Girls Global Academy (which for the purposes of this letter includes any affiliates of Girls Global Academy), you will not, directly or indirectly, individually or together with or through any other person, firm, corporation or entity: (1) in any manner discourage or seek to influence any person or entity which is or has been a customer or client of Girls Global Academy from continuing its business relationship with Girls Global Academy; (2) approach, counsel, or attempt to induce any person working for Girls Global Academy to end his or her relationship with Girls Global Academy in order to become a worker for or associated with any other person, firm, corporation, or entity; or (3) aid or counsel any other person, firm, corporation, or entity to undertake any of the above.

Conflict of interests may arise whenever the professional, personal, or School interests of an employee, officer, director, consultant, volunteer, or a contractor is at odds with the best interests of the School. All employees are expected to act in good faith towards the School. You are expected to report conflicts of interests to the Human Resources Department immediately upon discovery or suspicion of the conflict. Examples may include, but are not limited to:

- An outside business interest which competes with GGA activities
- An outside vendor or a purchaser to GGA
- An outside business involvement or outside employment (moonlighting) which interferes with the ability to devote the proper attention to the responsibilities at GGA
- A relative or person with a significant relationship to a GGA employee who has a business interest in organizations that compete with the School
- Accepting a personal gift from a vendor, which benefits the employee directly.

Personal gifts and favors from individuals with whom the School has a relationship is prohibited. It is the employee's job to give efficient, courteous and friendly service to the students and their families.

If an employee is unsure if a conflict of interest exists, he/she should talk with his/her immediate supervisor. Failure to inform the appropriate people of a conflict of interest, actual or perceived, may result in disciplinary action, up to and including termination.

Confidentiality Policy

During your course of employment with Girls Global Academy, you will receive information concerning the organization's business and operations, all of which shall be considered confidential (hereinafter referred to as "Confidential Information"). Unless compelled by subpoena or other process of law, you will not disclose Confidential Information, directly or indirectly, to any other person or entity (including, but not limited to, any former employee of Girls Global Academy).'

Girls Global Academy must protect the rights of families and all employees must comply with the Family Educational Rights and Privacy Act (FERPA).

Confidential Information

For the duration of employment, you may have access to confidential or proprietary information of varying types. Confidential or proprietary information includes, but is not limited to, child information; parent/family information; financial information; data or statements; the existence and contents of agreements; proposals; grants; organizational or school strategies; donor lists; membership lists; personnel data; and activities that are not public knowledge. You shall not disclose or use confidential information for any purpose other than in the performance of your duties for Girls Global Academy. This obligation is to be adhered to for the entire term of your tenure with Girls Global Academy and beyond the date of termination of employment.

Solicitation

Our employees are encouraged to actively participate in civic affairs and worthy charitable activities. However, the conducting of non-GGA business, such as canvassing, collection of funds, pledges, circulation of petitions for outside issues (such as politics), solicitation of memberships, or any other similar types of activity is not permitted during the working time of either the employee doing the soliciting or being solicited, or at any time in working areas or in public areas.

The distribution of non-GGA related literature, such as leaflets, letters, or other written materials, by any employee is not permitted during the working time of either the employee doing the distributing or to whom the non-GGA related literature is being distributed, or at any time in working areas or in public areas. Staff may request from the Executive Director (or designee) to engage in solicitation in common areas within GGA. Permission for such may be granted with the sole discretion of the Executive Director (or designee). For example, setting up flyers announcing upcoming community events may be permitted, while soliciting other staff to participate in gofundme campaigns via work email may be prohibited depending on the explicit approval of the Executive Director.

This policy is not intended to prohibit staff from exercising good judgment about the nature of posters, signs, or displays they wish to display in their workspace. The Executive Director retains discretion to determine the appropriateness of any such posters, signs or displays.

Use of Assessment Data

Teaching teams use progress monitoring and summative assessment data to improve teaching and learning for all students. Assessment data are primarily used for instructional purposes. All data findings about individual children are confidential and should not be shared with people unrelated to Girls Global Academy instruction. Assessment results should be shared with family members in a way that helps the family understand their child's strengths and opportunities. If you are unsure about the meaning of data, consult your supervisor.

Employees will be provided with further information on keeping student and staff data secure.

Technology Policy

Girls Global Academy Email

We recognize that employees need to be able to communicate quickly and efficiently with other employees. Each Girls Global Academy employee is provided with a standard email address. You are expected to check your email throughout the workday, as email is one of the primary methods of communication between sites and individuals. You will be trained on the use of the communications system.

The email system is intended for business use only. If you need to send a personal email, please use a personal email address.

Girls Global Academy employees should not use the email system for solicitation for commercial ventures or other non-job related solicitations.

The email system is not to be used to create any offensive or disruptive messages. Among those messages considered offensive are any messages that contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses another person's participation in a protected class.

The email system shall not be used, without prior authorization, to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials.

Be mindful that sending an email is the equivalent of sending correspondence on Girls Global Academy letterhead. You should not use the email system to send communications that you would not send on Girls Global Academy letterhead. Remember that anything in an email message might someday be posted on a bulletin board, used in a lawsuit, or shared with people other than the intended recipients. Use the same etiquette and judgment in crafting an email that you would use in sending a letter on Girls Global Academy stationery.

Cell Phone and Google Voice Use Policy

The use of Google Voice and Google Hangouts via your GGA Google Account is strongly recommended. As in all other electronic items, this use of a GGA Google Account for these purposes should not be considered private. All staff will receive a copy of a cell phone agreement.

Internet and Electronic Communication Policy

Girls Global Academy makes computer and Internet services available to employees. These assets are critical components of Girls Global Academy's communication system, and you are expected to use them responsibly. Girls Global Academy regulates and monitors your use of our computer and Internet systems. There shall be no expectation of privacy when using GGA email, computer, or internet systems.

You are prohibited from adding, altering, removing, and uninstalling any software or hardware from Girls Global Academy computers unless you are expressly authorized and directed to do so by the Executive Director or Board of Trustees. You may not duplicate any licensed software or related documentation for use, either on Girls Global Academy premises or elsewhere, unless expressly authorized to do so by written agreement with the licensor. You may not illegally copy material protected under copyright law or make that material available to others for copying. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the appropriate administrator. You may not post Girls Global Academy related material without first having obtained approval from your supervisor. Any material that is posted should have proper permissions, copyright, and trademark notices.

You may not provide licensed software or any other proprietary materials to anyone outside Girls Global Academy. The illegal duplication of software may result in the filing of criminal copyright charges by the owners of the copyrights and can subject both you and Girls Global Academy to liability. All of the software acquired by Girls Global Academy must be purchased, properly registered, and installed by a designated employee. You may not load personal software on Girls Global Academy computers.

Files obtained from sources outside Girls Global Academy – including disks brought from home, files downloaded from the internet, files attached to email, and files provided by customers or vendors – may contain computer viruses that could damage Girls Global Academy 's computer network. You should never download files, accept email attachments, or use disks from untrusted sources. If you are unsure or suspect that a virus has been introduced into Girls Global Academy 's network, you should notify the Director of Technology immediately.

Girls Global Academy is not responsible for material viewed or downloaded by users of its online services. Girls Global Academy may use software to identify inappropriate or sexually explicit Internet sites, which may allow them to be blocked from access by Girls Global Academy networks. If you encounter such material while browsing on the Internet, you should immediately disconnect from the site, regardless of whether the site was subject to company blocking software. You are strictly prohibited from deliberately visiting sexually explicit, offensive, or otherwise inappropriate Internet sites.

Girls Global Academy's email, computers, and internet services are the property of Girls Global Academy and are to be used for the business purposes for which they are being provided. As such, they are subject to monitoring and review by Girls Global Academy. You should not assume that any communication you send and receive through Girls Global Academy's communication systems is private or confidential. Even when a message is erased, it is still possible to retrieve and read that message. Furthermore, the use of passwords does not guarantee confidentiality.

Monitoring and reviewing of communications shall be done in the ordinary course of business at Girls Global Academy 's discretion and is not an exceptional occurrence. It is done solely to further legitimate business purposes including, but not limited to, making certain that

communications with clients, employees, consultants, and vendors are handled appropriately, ensuring that Girls Global Academy 's communication systems are used for proper business purposes, and ensuring that these systems are not used for improper or unlawful purposes. You are prohibited from using Girls Global Academy's online resources in any way that may be disruptive or offensive to others, including, but not limited to, the following:

- Transmitting messages and/or links to websites that are sexually explicit or that are in any way harassing, offensive, discriminatory, threatening, or intimidating in nature;
- Sending chain letters;
- Promoting or participating in gambling pools or other illegal activity;
- Presenting personal views as the views of Girls Global Academy;
- Forwarding jokes;
- Making defamatory statements; or
- Conducting non-work-related commercial or personal business, such as online shopping or vacation planning.

Computer use, emails, and Internet usage while using Girls Global Academy electronic systems and property are not considered private or confidential. Girls Global Academy reserves the right to access, review, audit, intercept, and disclose all messages/communications created, received or sent on Girls Global Academy's email, telephone, voicemail, computer, and Internet systems for any purpose without advance notice and consistent with applicable state and federal laws. The contents of communications properly obtained for legitimate business purposes may be disclosed within Girls Global Academy without your permission.

Notwithstanding Girls Global Academy's right to retrieve and read any email or voicemail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. You are not authorized to retrieve or read any email messages that are not sent to you, unless specifically authorized, in writing, by the proper recipient of the email or voicemail.

Use of the telephone, voicemail, computer, and Internet through Girls Global Academy's equipment, technology, and systems constitutes your consent to all of the terms and conditions of this policy.

Shared Documents on Google Drive

Girls Global Academy operates a shared network drive with instructional resources and important forms that all staff members have access to at drive.google.com. All resources posted to the shared drive are intended for use at Girls Global Academy. If you intend to use these resources for other purposes, you must have the expressed consent of an administrator. You should not share documents outside of Girls Global Academy unless it is required by your role or you have the express permission of your supervisor.

Other Computer Information Systems

Girls Global Academy uses a student information system. The software records student information and data, such as addresses, parent contact information, disciplinary history, attendance, and assessment scores. All teachers will receive training on using the system. You

are responsible for submitting daily attendance records for your class as well as other information throughout the academic year.

You should ensure all information and data entered into all systems, (e.g., progress monitoring, etc.) are current and correct.

Telephones

All employees are encouraged to take personal calls outside of regularly scheduled hours of work or during regularly scheduled breaks during the school day whenever possible. Students should not be left unsupervised to take calls or handle personal business. Use of the telephone, voicemail, computer, and Internet through Girls Global Academy's equipment, technology, and systems constitutes your consent to all of the terms and conditions of this policy.

Staff are permitted to use their personal mobile phones for work, but it is discouraged as staff are provided phones in the building and through their multiple means of communication through your GGA provided laptop to communicate with students and families.

Professional Video Recording

As part of our constant evaluation and assessment of our instructional model, you may be videotaped or photographed in the course of the day. Girls Global Academy may revise, annotate, edit, and otherwise alter the recorded material to emphasize certain aspects of instruction or the classroom. These recordings and photographs may be shared with project staff, consultants, other educators, and the public, and they may be shown at teacher training and conferences or posted online. Girls Global Academy owns all copyright to these materials. Your signature in this Handbook constitutes your acceptance of this policy and consent.

Consent to be Recorded

Girls Global Academy reserves the right to photograph, videotape, and use the names of its employees and facilities in connection with its activities and to reproduce such images or make available such names to promote, publicize, or explain Girls Global Academy, and its activities. This includes the right, without limitation, to make available or to publish such images and names in newsletters or in public-relations/promotional materials such as marketing and admissions publications, advertisements, fundraising materials, and any other Girls Global Academy -related publications. This also includes external publications and other media not under the control of Girls Global Academy. These images and names may appear in any of a variety of formats and media now available or that may be available in the future including, but not limited to, print, broadcast, videotape, and electronic/online media. If you prefer not to be included, contact the Director of Operations to provide accommodations where possible. Your signature in this Handbook constitutes your acceptance of this policy and consent.

Media Inquiries

The Executive Director is the authorized spokesperson for GGA. No other faculty or staff member is authorized to engage in conversation or any other contact or communication with any media members or outlets as a representative, or speaking on behalf of the school without express written permission from the Executive Director. To ensure that the School communicates with the media in a consistent, timely and professional manner about matters

related to the School, employees should notify the Executive Director that they have been contacted by the media whenever they are asked to speak on behalf of GGA so that GGA knows that a media inquiry has been made. If an employee contacts or communicates with a media member or outlet in their personal capacity in connection with issues or activities relating to GGA, they must make clear that they are speaking for themselves only, and not on behalf of GGA.

Violation of this Policy

In all circumstances, use of Internet access and email systems must be consistent with the law and GGA policies. Violation of this policy is a serious offense and, subject to the requirements of law, may result in a range of sanctions from restriction of access to electronic communication facilities to disciplinary action, including dismissal.

Social Media and Social Networking Policy

Social media includes, but is not limited to: personal blogs, sites such as Facebook, LinkedIn, Instagram and Twitter; video, image, document, or wiki postings on sites such as YouTube, Picasa, and SlideShare; chat rooms and forums; personal websites; and journals, diaries, or personal newsletters not affiliated with Girls Global Academy.

Personal Use of Social Media

Girls Global Academy respects the right of employees to write blogs and use social media and social networking sites. Girls Global Academy does not want to discourage employees from self-publishing and self-expression, and we take a neutral position towards employees who use social media in connection with personal interests and affiliations, or for other lawful purposes. However, you are expected to follow the guidelines and policies set forth to make clear that your comments and posts are made by you as an individual, not as an employee, agent, or representative of Girls Global Academy.

- Unless specifically authorized in writing by the Executive Director and the Board of Trustees, you are not authorized to, and therefore are restricted from, speaking on behalf of Girls Global Academy through social media.
- You may not discuss with any unauthorized persons or post publicly any privileged, confidential, or proprietary matter to social media or other online platforms. Girls Global Academy considers matters pertaining to our students confidential, privileged, and proprietary.
- *You may not take photographs or videos of students unless authorized by Girls Global Academy.*
- *You may not post photographs or videos of students or other Girls Global Academy employees on social media.*
- You are personally responsible for your commentary and posts through social media. You can be held personally liable for commentary that is considered defamatory, threatening, intimidating, harassing, obscene, proprietary, or libelous.
- You cannot use Girls Global Academy's equipment (including computers or other electronic equipment), facilities, or work time to conduct personal blogging or social media activities.

- When using social media, you must use a personal email address (and not your Girls Global Academy email address) as your means of identification and communication.
- You cannot use blogs or social media sites to threaten, intimidate, harass, discriminate against, or retaliate against an employee or anyone associated with or doing business with Girls Global Academy.
- If you choose to identify yourself as a Girls Global Academy employee through social media, please understand that some readers may view you as a spokesperson for Girls Global Academy. Because of this possibility, we ask that when using social media, you state clearly that you are speaking on behalf of yourself, that your comments, posts, and views are your own, and that you are not authorized to speak on behalf of Girls Global Academy.

You are cautioned that you should have no expectation of privacy while using social media. Your postings can be reviewed by anyone, including Girls Global Academy. Girls Global Academy will monitor online comments, posts, blogs, forums, and discussions about Girls Global Academy, its employees, and students.

Professional Use of Social Media – Guidelines

These Guidelines will provide information for employees who are authorized to speak on behalf of Girls Global Academy through social media. You must be authorized by the Executive Director and Board of Trustees in writing to speak on behalf of Girls Global Academy. Girls Global Academy may revoke your authorization and access at any time, with or without reason.

- Follow all applicable state and federal laws, regulations, and policies. Any content and/or online activity created by a poster or site moderator that violates these ordinances is strictly prohibited and should be removed.
- Confidentiality: Do not post confidential or proprietary information about Girls Global Academy, its students, its partners, or its employees.
- Privacy: Do not post anything that you would not present in any public forum. In particular, do not discuss a situation involving named or pictured individuals on a social media site without their knowledge or permission. To post pictures of students, you must ensure families have signed the Family Handbook *and* have not submitted a written request revoking their permission. Unless approved by a family member and your supervisor, names of children and family members should be changed or omitted.
- Permanence: Remember that whatever you share (either on Girls Global Academy's behalf or your own personal account) may be public for an indefinite period, even if you attempt to modify or delete it.
- Audience: Be careful what personal information you share online. Many social networking websites are not secure and information is available to anyone with access to a computer and the Internet.
- Association: On many social networking websites, your name and photo appear next to the content that you post and will be associated with you or Girls Global Academy when you are representing Girls Global Academy or its affiliates on the web in an official capacity.
- Copyright and Attribution: Always attribute when quoting or using content created by someone else. Never use copyrighted material without permission.

- Inquiries: All media inquiries must be referred to the relevant administrator.

Compliance

Violations of our social media policy will result in disciplinary action, up to and including termination. Girls Global Academy reserves the right to take legal action against any employees who engage in prohibited or unlawful conduct.

Safety Policies

Safety is one of four pillars of GGA for a reason - we take safety of our staff, students, and families seriously. Failure to adhere to the safety policies may result in discipline up to and including termination, even for a first offense.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions, and health-related issues must be reported immediately to your supervisor. All incidents will require documentation after the incident has been managed, and if needed you will be asked to complete an accident/injury report.

*If someone requires immediate medical attention, you should support the patient first, **contact emergency response agencies first and then immediately contact the Executive Director or Director of Finance and Operations to manage the situation.** If the injury is not urgent, please contact the Director of Finance and Operations or Executive Director first, and they will manage the situation.* It is important that we maintain the privacy of students and staff during emergency situations, therefore if you are not involved in the incident or in the response, please maintain appropriate distance and do not discuss the situation unless directed to by a member of the leadership team.

Further information on handling emergency situations is detailed in the Safety Plan.

Employee Safety

Girls Global Academy is committed to the safety and health of all employees and complies with all local and federal regulations governing injury, accident prevention, and employee safety. Maintaining a safe work environment requires everyone's continuous cooperation. Girls Global Academy will maintain safety and health practices consistent with the needs of the industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. It is a requirement that each supervisor make the safety of employees an integral part of regular management functions. Girls Global Academy strongly encourages you to communicate with your supervisor regarding safety issues.

Emergency Contacts

All employees must have at least two current emergency contact numbers on file. Employees will be responsible for providing this information during the onboarding process.

Zero Tolerance for Workplace Violence

Girls Global Academy is committed to preventing workplace violence and to maintaining a safe work environment. Accordingly, Girls Global Academy has a zero-tolerance policy concerning threats, coercion, intimidation, and violence of any kind in the workplace either committed by or directed towards our employees.

All threats (or acts) of violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by contractors, customers, vendors, solicitors, or members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. All suspicious individuals or activities should be reported as soon as possible to your supervisor. Do not place yourself or anyone else in danger. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Girls Global Academy will promptly and thoroughly investigate all reports of threats (or acts) of violence and of suspicious individuals or activities. If you submit a report, your identity will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Girls Global Academy may place employees on leave, either with or without pay, pending investigation.

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

Girls Global Academy encourages you to bring any disputes or differences you may have with other employees to the attention of your supervisor or the Executive Director. Girls Global Academy is ready and willing to assist in the resolution of employee disputes.

Dangerous Situations

If you confront or encounter an armed or dangerous person, you should not attempt to challenge or disarm the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, contact him or her immediately. Otherwise, cooperate and follow the instructions given. These guidelines should also be applied when dealing with a dangerous or violent child. You should not intervene in any conflict between non-Girls Global Academy students, particularly conflict where physical contact or restraint may be involved. The best course of action is to contact your principal or supervisor who will then determine the best plan. If they can not be reached, call 911.

Weapon-Free Workplace

You are not permitted to bring weapons of any kind onto or within 1,000 feet of GGA premises or to GGA functions (D.C. Code §22-4502.01). If you are suspected of possessing a weapon, you will be subject to a search at GGA's discretion. Such searches may include, but not be limited to, your personal effects, desk, and workspace. Any violation of this policy shall subject the offending employees to disciplinary action, up to and including termination. Customers and invitees who violate this policy will be banned from GGA premises.

Drug, Alcohol, and Substance Abuse

Girls Global Academy has a vital interest in maintaining a safe and efficient working environment. Employees who work while under the influence of drugs or alcohol present a safety hazard to children, co-workers, and themselves. Working under the influence of drugs or alcohol limits your ability to perform and provide required services. Accordingly, Girls Global Academy is committed to maintaining a drug-free environment and will strictly enforce anti-substance abuse policies.

The following are strictly prohibited:

- Possession, transfer, sale, distribution, use, or solicitation of illegal drugs on Girls Global Academy grounds and facilities (including the parking lot and adjacent areas).
- Possession or use of alcohol during Girls Global Academy operational hours in Girls Global Academy facilities, apart from at approved staff events.
- Reporting to work or being present at work while intoxicated or impaired by alcohol or drugs.
- Abuse of prescription drugs: Prescribed drugs will be allowed only when taken in accordance with an official physician's prescription, and where such use will not adversely affect your ability to properly and safely perform your duties. If you are taking prescription drugs that may affect your ability to perform your assigned tasks properly and safely, including, but not limited to, medically prescribed marijuana, you should inform your supervisor before or immediately upon return to work. Abuse of prescribed drugs will not be tolerated and will be treated in the same fashion as the use of any illegal drugs.

Smoke-Free Environment

Girls Global Academy offers a smoke-free environment to all employees and students. Smoking, including all tobacco products and electronic cigarettes, is strictly forbidden in all Girls Global Academy facilities and within 200 feet of all school grounds.

Workplace Searches

To safeguard the property of the employees, students, and GGA, and to prevent the possession, sale and use of illegal drugs on GGA premises, GGA reserves the right to search any employee's office, desk, files, mail boxes and so forth. GGA also reserves the right to question employees and all other people entering and leaving GGA premises and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes or any other possessions or articles carried to and from GGA's property. Inspections may be conducted at any time at the discretion of management. Where deemed necessary, law enforcement may be involved.

People requesting entrance to the premises who refuse to cooperate in a workplace search/inspection will not be permitted to enter the premises. Employees working on, or entering or leaving the premises who refuse to cooperate in an inspection, as well as those employees who are found to be in possession of stolen property, illegal drugs or other prohibited items, will be subject to discipline, up to and including termination. Local law enforcement may be notified.

Student Safety

Maintaining a safe environment for our students requires everyone's vigilance. Girls Global Academy strongly encourages you to communicate with your supervisor regarding safety issues immediately. This could include ensuring conduct in the classroom is appropriate at all times and that content provided to students is educationally appropriate and aligned to our mission.

Conduct with Students

Girls Global Academy staff will conduct one-on-one meetings with students with another adult present whenever possible and in open, visible spaces when having another adult present is not possible. Employees should not be alone in a private space with students without visibility to the space.

Inappropriate Conduct by Girls Global Academy Employees with Student

Employees and volunteers should be aware that all suspicions and allegations of employee abuse or neglect of a student or any other inappropriate behavior toward a student will be treated with the utmost seriousness and will be investigated promptly and thoroughly.

If you know or have a reasonable cause to suspect that a Girls Global Academy student or other child has been physically or mentally abused or neglected by another Girls Global Academy employee, volunteer, or contractor, or is in danger of such treatment, please see the section below on Child Abuse Mandatory Reporting.

If you suspect that another Girls Global Academy employee, volunteer, or contractor has engaged in conduct that is not mental or physical abuse or neglect, but is nevertheless inappropriate, report your concern to your supervisor immediately. Your supervisor will inform the Executive Director who will begin an investigation immediately.

Girls Global Academy Child Physical Support Policy

Girls Global Academy has adopted a comprehensive behavioral plan for interacting with students and will provide relevant training, to which employees shall adhere. We advocate the use of nurturing touches for the optimum growth of our children (*e.g.*, high-fives). In order to promote the physical autonomy and independence of children, teachers must avoid unnecessary touching. However, there may be times when a child's safety is at stake and minor physical support is necessary. Examples include trying to keep a child from harm, or to stop a child from harming himself or herself, another child, or an adult.

If you feel that a situation may be escalating in a negative manner beyond your control, you must get support from another staff member or administrator immediately.

If you have not received training regarding child physical support or do not feel you are sufficiently trained, please immediately inform your supervisor so the proper training can be provided.

Child Abuse and Neglect

All employees of GGA must report all incidents of child abuse and neglect in accordance with applicable state and local law, whether it occurs within GGA or outside of GGA. You will be provided training in identifying child abuse and/or neglect.

D.C. Code §16-2301(23) defines the term “abused child” to mean “a child whose parent, guardian, custodian, or caretaker (academic and residential staff) inflicts or fails to make reasonable efforts to prevent the infliction of physical or mental injury upon the child, including excessive corporal punishment, an act of sexual abuse, molestation or exploitation, physical abuse, or an injury that results from exposure to a drug-related activity in the child’s environment.”

In addition, negligence which leads, or could lead, to physical injury including non-provision of food, clothing, shelter, medical attention, or reasonable supervision is considered to be abusive. Therefore, it is mandatory that any personnel who are aware of matters concerning this type of negligence are to report such information to: the proper authorities and appropriate staff.

Pursuant to D.C. Code § 2-1352, “any person...who knows or has reasonable cause to suspect that a child known to him/her in his/her professional or official capacity has been or is in immediate danger of being a mentally or physically abused or neglected child,...shall immediately report or have a report made of such knowledge or suspicion to either the Metropolitan Police Department...or the Child Protective Services Division of the Department of Human Services.”

Persons required to report such abuse or neglect shall include every physician, psychologist, medical examiner, dentist, person involved in the care and treatment, school official, teacher, social services worker, daycare worker, mental health professional, and residential childcare worker.

In addition to those people who are required to make a report, any other person may make a report to the Metropolitan Police Department of the District of Columbia, or the Child and Family Services Division of the Department of Human Services located at 400 6th Street, SW. When injuries or behaviors are observed that leads anyone to believe abuse may have occurred, or if a child voluntarily discloses the nature of abuse, the teacher or other employees should report such suspicion and/or allegation immediately to the counselor and the Head of School or Assistant Principal, who will assist the employee in contacting the Metropolitan Police Department or Child Protective Services. It is not the duty of GGA employees to validate the abuse, but to report it.

All GGA employees should be mindful of the importance of minimizing the number of interviews which a child is subjected to regarding the incident or abuse. Therefore, the person who first obtains the disclosure is the only person at GGA who should speak to the child, unless otherwise authorized by an administrator. The adult to whom the disclosure was made, or who observed the injuries, should thereafter communicate with other adults as necessary to report

the known or suspected physical or sexual abuse to school authorities and to the Metropolitan Police Department.

TO REPORT ABUSE/NEGLECT: 202-671-7233
FOR 24 HOUR CRISIS COUNSELING: 888-793-4357

Child Abuse Mandatory Reporting Policy and Procedure

Under District of Columbia law (D.C. Code §4-1321.02), school officials and teachers are required to report suspicion of child abuse or neglect. A failure to report suspicion of child abuse or neglect can result in school officials experiencing criminal and/or civil liability as well as possible disciplinary action. Girls Global Academy fully complies with this law.

If you know or have reasonable cause to suspect that a child known to you in your official capacity has been or is in immediate danger of being a mentally or physically abused or neglected child, you must do the following immediately:

1. Report your suspicion to your supervisor as soon as possible to begin the internal investigation process
2. You and your supervisor together will contact Child Protective Services (CPS) or the Metropolitan Police Department (MPD) after the internal investigation is complete.
3. If the protection of a child requires that you first call MPD, do so, and then contact your supervisor immediately after you have called MPD.
4. You and your supervisor will notify your principal and/or school social workers, who must notify the Executive Director.
5. If the suspicion involves another Girls Global Academy employee, volunteer, or contractor, Girls Global Academy management will immediately ensure that this person remains separated from all Girls Global Academy students until an investigation has been completed and may place the employee on Administrative Leave, with or without pay.
6. Girls Global Academy will maintain the confidentiality of all parties involved to the extent possible.
7. Any contact with the media or any outside agency must be through the Executive Director and the Board Chair, or their designee.

Definitions:

Under D.C. Code §16-2301(9)(A), a “neglected child” includes, but is not limited to these examples:

- a. A child who has been abandoned or abused by his or her parent, guardian, or custodian, or whose parent, guardian, or custodian has failed to make reasonable efforts to prevent the infliction of abuse upon the child;
- b. A child who has received negligent treatment or maltreatment from his or her parent, guardian, or custodian; or
- c. One who is regularly exposed to illegal drug-related activity in the home.

Under D.C. Code §16-2301(23)(A), “child abuse” means:

- a. The infliction of physical or mental injury upon a child;

- b. The sexual abuse or exploitation of a child; or
- c. The negligent treatment or maltreatment of a child.

“Child abuse” does not include reasonable and moderate discipline administered by a parent, guardian, or custodian to his or her child. Discipline, however, does not include: burning, biting, or cutting a child; striking a child with a closed fist; inflicting injury to a child by shaking, kicking, or throwing the child; non-accidental injury to a child under the age of 18 months; interfering with a child's breathing; and threatening a child with a dangerous weapon or using such a weapon on a child.

D.C. Code §16-2301(24) defines “negligent treatment” or “maltreatment” as the failure to provide adequate food, clothing, shelter, or medical care, which includes medical neglect. In these cases, the deprivation is not due to the lack of financial means of his or her parent, guardian, or other custodian.

If you have any questions, or do not feel you are sufficiently trained in understanding your legal responsibilities to our students, please see your supervisor immediately. For more information on child abuse, call the Childhelp National Child Abuse Hotline (staffed 24 hours daily with professional crisis counselors): 1-800-4-A-CHILD or 1-800-2-A-CHILD (T.D.D.).

Corporal Punishment

“Corporal punishment” is defined in District of Columbia law (D.C. Code §5-E2403) as the use, or attempted use, of physical force upon, or against, a student, either intentionally or with reckless disregard for the student’s safety, as a punishment, or discipline. The use of corporal punishment is strictly prohibited in and during all aspects of the Girls Global Academy school environment and activities. None of our students shall be subject to the infliction of corporal punishment by any employee or volunteer.

Conduct prohibited by this policy includes actual or attempted use or physical force against a student. It does not include such conduct that is prompted by reasonable efforts at self-defense or the defense of others; is necessary to maintain or regain order; or is necessary for the safety of the educational environment.

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

- Shoving
- Striking
- Grabbing
- Shaking
- Hitting
- Throwing of objects
- Unreasonable restraint
- Directing others or threatening to inflict any of the above on a student

All allegations of the use of corporal punishment shall be promptly investigated. Employees found to have violated this provision will be subject to disciplinary action, up to and including termination.

Student Medication Administration Policy

Some students may need medication administered while at Girls Global Academy. We take care to follow the District of Columbia law on the administration of medication to students (D.C. Code §38-6501.01 et seq.). Sunscreen, Neosporin, and other non-prescription topical salves are included under the umbrella of “medications.” The law requires that we have a valid Medication Action Plan for each student who needs medication administered while at Girls Global Academy. Only a trained and authorized Girls Global Academy employee or agent of the school may administer medication to the student and in accordance with prescribed rules. Even in emergency circumstances, an employee or agent of Girls Global Academy may not administer medication to any student unless he or she has been trained and certified pursuant to law. Medicine administrators will record information about medication administration. Details of these procedures and examples of blank forms can be obtained from the operations staff.

Food Service

Girls Global Academy maintains compliance with National School Lunch Program (NSLP) policies and procedures for all food service, including ensuring accessibility of food and appropriateness of portions. Employees must have a food service manager license in order to plate NSLP meals and snacks. Training is scheduled once a year in August and all appropriate staff members are required to attend. It is important that all school-based staff members are aware of student allergies and are vigilant at preventing exposure to allergens.

Health Safety

Bloodborne Pathogens Policy

In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens standard (29 CFR 1910.1030), the following exposure control plan has been developed by Girls Global Academy:

Exposure Determination

Exposure is defined as contact with blood or other body fluids through percutaneous inoculation (such as needle sticks with contaminated needles) or contact with an open wound, non-intact skin, or mucous membrane.

OSHA has determined that ALL bodily fluids are possible contaminants or infectious materials, regardless of source or individual. The precautions focus on the prevention of transmission of bloodborne pathogens, primarily hepatitis B (HBV) and human immunodeficiency viruses (HIV).

Health Precautions

Universal (*i.e.*, use with every person) precautions are intended to reduce the risk of exposure to potentially infectious materials by taking the following precautions:

1. When appropriate, wear gloves and face masks.
2. Use a 1:10 bleach solution or other designated cleaning method for cleaning.
3. Wash hands carefully with antibacterial soap. Students should also be trained on proper methods for washing hands.

Note: In NO case should the care of a bleeding person be delayed because of lack of gloves.

Bloodborne Pathogens Record Keeping

Documentation must be filed for:

- Any wound that requires pressure to stop bleeding; any exposure to vomit, urine, feces, or open sores of any size on an exposed individual without the use of gloves.
- In reporting and follow-up, the privacy of you or the child who has been injured or exposed is respected.
- A complete copy of the OSHA standard is on file at each site and in the Executive Director's office. All documentation shall be filed with the Executive Director. The necessary forms will be available in the school offices.

Handwashing policy

In order to decrease the spread of infection, staff and children must wash their hands at appropriate times. These times include: before snack, after using the toilet, after handling pets or animals, after wiping or blowing one's nose, and before and after handling food.

When washing hands:

- Use soap and water, lather well above the wrists, and rub your hands together for at least 15-20 seconds, making sure to get in between fingers.
- Once you are finished scrubbing, rinse and dry your hands with disposable towels and turn off faucets with the disposable towel.
- Hand sanitizers are a good temporary solution, but should not replace washing hands with soap and water.

Equal Employment Opportunity and Anti-Discrimination Policy

GGA is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy), national origin, disability, age, genetic information, marital status, personal appearance, sexual orientation, ancestry, gender identity or expression, family responsibilities, political affiliation, military/veteran status, source of income, immigration status (except as necessary to comply with federal, state, or local law, physical or mental disability, medical condition, or any other category protected by applicable federal, state, or local law. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation, and training. We seek to comply with all applicable federal, state and local laws related to discrimination.

GGA makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance within the organization.

If you believe that an employment decision has been made that does not conform with management's commitment to equal opportunity, you should promptly bring the matter to the attention of the Human Resources Department. Your complaint will be thoroughly investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

Americans with Disabilities Act

The federal Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training and other terms, conditions and privileges of employment. The ADA does not alter GGA's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. As a matter of GGA policy, GGA prohibits discrimination of any kind against people with disabilities.

Disabled Defined

An applicant or employee is considered disabled if he or she (1) actually has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record or history of such an impairment or (3) is regarded or perceived (correctly or incorrectly) as having such impairment.

A qualified employee or applicant with a disability is an individual who satisfies the skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

Reasonable Accommodation

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Qualified applicants or employees who are disabled should request reasonable accommodation from GGA in order to allow them to perform a particular job. If you are disabled and you wish such reasonable accommodation, contact the Executive Director. On receipt of your request we will meet with you to discuss your disability. We may ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations or take other steps necessary to help us determine viable options for reasonable accommodation. We will then work with you to determine whether your disability can be reasonably accommodated, and if it can be accommodated, we will explore alternatives with you and endeavor to implement a mutually agreeable accommodation.

Reasonable accommodation may take many forms and it will vary from one employee to another. Please note that according to the ADA, GGA does not have to provide the exact accommodation you want, and if more than one accommodation works, we may choose which one to provide. Furthermore, any accommodation that will impose undue hardship on GGA is not considered reasonable.

Lactation Accommodation

Per DC law, GGA will provide reasonable breaks for an employee to express breast milk for her nursing child for one year after the child's birth in accordance with the provisions of the Patient Protection and Affordable Care Act of 2010. GGA will provide qualifying employees access to a room for private use. If you intend to make use of such break time and believe no room is currently available for you, please contact the Human Resources as soon as possible. Such breaks may be taken every time an employee has a reasonable need to express breast milk and may be taken concurrently with normally scheduled break periods.

Discrimination and harassment against breast-feeding employees is prohibited. Employees who believe that this policy has been or is being violated should immediately notify their GGA Director or the Chief of Staff.

Harassment Policy

Workplace Harassment

GGA is committed to providing a work environment that provides employees equality, respect and dignity. In keeping with this commitment, GGA has adopted a policy of “zero tolerance” with regard to employee harassment. Harassment of any other person, including, without limitation, fellow employees, visitors, clients or customers, whether at work or outside of work, is grounds for immediate termination. GGA will make every reasonable effort to ensure that its entire community is familiar with this policy and that all employees are aware that every complaint received will be investigated and resolved appropriately.

Sexual Harassment

Sexual harassment is prohibited by federal, state and local laws, and applies equally to men and women. Federal law defines sexual harassment as unwelcome sexual advances, requests for sexual favor(s), or other verbal or physical conduct of a sexual nature when (1) submission to the conduct is made either explicitly or implicitly a term or condition of an employee’s employment; (2) submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile or offensive working environment.

These behaviors may include, for example: subtle or overt pressure for sexual favors; inappropriate touching; lewd, sexually oriented comments or jokes; foul or obscene language; posting of suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons; and repeated requests for dates. GGA policy further prohibits harassment and discrimination based on sex stereotyping. (Sex stereotyping occurs when one person perceives a man to be unduly effeminate or a woman to be unduly masculine and harasses or discriminates against that person because he or she does not fit the stereotype of being male or female.) GGA encourages reporting of all perceived incidents of sexual harassment, regardless of who the offender may be. Every employee is encouraged to raise any questions or concerns with Human Resources.

Supervisors’ Responsibilities

All managers are expected to ensure a work environment free from sexual and other harassment. They are responsible for the application and communication of this policy within their work area. Managers should:

- Encourage employees to report any violations of this policy.
- Make sure the Human Resources Department is made aware of any inappropriate behavior in the workplace.
- Create a work environment where sexual harassment is not permitted.

Discrimination and Harassment Complaint Procedure

Reporting: Girls Global Academy encourages reporting of all incidents of discrimination or sexual or other unlawful harassment, regardless of the identity of the offender. Other forms of harassment or discrimination include unsolicited and unwelcome contact or behavior directed

at an employee's race, color, religion, disability, age, national origin, marital status or any other legally protected characteristic. If you feel that you are or have been the victim of illegal discrimination or sexual or other unlawful harassment in violation of our policy, you should immediately notify the immediate supervisor and the Executive Director or the Board of Trustees.

Your complaint does not need to be in writing for us to begin our investigation, but the person to whom you make your complaint may ask you to describe the incident in writing.

Investigating: Girls Global Academy will fully investigate all discrimination and harassment complaints. In our investigation, we will seek to treat the matter as confidentially as possible, but we cannot promise complete confidentiality. The investigation may include individual interviews with the parties involved and, where necessary, with witnesses or others with relevant knowledge. Every report of harassment or discrimination will be investigated promptly and thoroughly. We will advise the reporting employee of the results of the investigation.

Responsive Action: Any employee or agent of Girls Global Academy who has been found to have violated this policy shall be subject to appropriate disciplinary action, up to and including discharge. If your complaint of discrimination is substantiated, Girls Global Academy may provide you with appropriate relief.

No Retaliation: If you report discrimination or harassment or you participate in investigations under this policy, you should not experience any kind of retaliation or reprisal for such participation. If you feel that you have suffered retaliation for reporting harassment or discrimination or for participating in an investigation, please file a complaint using the procedures described above.

Penalties for Violation of Sexual Harassment Policy

If it is determined that inappropriate conduct has occurred, GGA will act promptly to eliminate the offending conduct, and take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action, as GGA deems appropriate under the circumstances and in accordance with applicable law.

Workplace Violence

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, customer, vendor or business associate will not be tolerated. GGA's resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. GGA treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, Human Resources or any member of senior management. When reporting a threat or incident of

violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident. Employees should promptly inform the Human Resources department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. GGA will not retaliate against employees making good-faith reports. GGA is committed to supporting victims of intimate partner violence by providing referrals to community resources and providing time off for reasons related to intimate partner violence.

GGA will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities related to school business. The identity of the individual making a report will be protected as much as possible. GGA will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the School may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

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

GGA encourages employees to bring their disputes to the attention of their supervisors or Human Resources before the situation escalates. GGA will not discipline employees for raising such concerns. However, if it is determined after an investigation that an employee willfully and intentionally provided false information regarding the complaint, that individual will be subject to disciplinary action, up to and including termination.

Whistleblower Policy

This policy is intended to encourage and enable all employees, and others, to raise serious concerns within GGA prior to seeking resolution outside of GGA. No director, officer, or employee who, in good faith, reports a violation shall experience harassment, retaliation, or adverse employment consequences. An employee who retaliates against someone who reports a violation in good faith, is subject to disciplinary action, up to and including termination. If you are uncomfortable speaking with an immediate supervisor, or are not satisfied with the supervisor/manager's response, please speak with someone in the Administration with whom you feel comfortable speaking with. Supervisors are required to report suspected violations of the Code of Conduct to the Founder/Director who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when employees are not satisfied or uncomfortable with speaking with any employee of GGA, he/she should contact the Chair of the Board.

Anyone filing a complaint concerning a suspected violation, or a violation of the Code, must be acting in good faith and must have reasonable grounds for believing the disclosed information designates a violation of the Code. Any allegations which are not substantiated, and which prove to have been made with malicious intent or made knowing the accusation is false, will be subject to disciplinary action, up to and including termination.

Violations, or suspected violations, may be confidentially submitted by the employee or may be submitted anonymously. These reports will be kept confidential to the extent possible consistent with the need to investigate the report.

Part 3 – Compensation

Payroll Practices

GGA has a semi monthly payroll disbursement. Employees will be paid on or before 15th of the month and the last day of the month. All employees will be paid in 24 pay periods spread over the course of the year regardless of the time worked, employment status or employment type.

Employees will be provided with a payroll disbursement calendar for the year. Payments are provided on a one pay period delay to ensure sufficient time to calculate payments and deductions correctly.

Direct Deposit

You will be given the authorization form for direct deposit to have your paycheck deposited directly into your bank account. GGA encourages you to participate in this program to ensure timely payment and prevent any external factors that may delay your payment(s) such as mail delivery and bank delays.

Pay Advances

GGA discourages any advancement of pay not yet earned, and any exception will require an extraordinary or emergency situation. Requests for payroll advances must be made in writing to the Director of Finance and Operations. Advances are made completely at the discretion of GGA management.

Extra Service and Bonuses

Girls Global Academy reserves the right to provide additional compensation as a part of an extra service agreement or as a salary bonus at the discretion of the Executive Director and based on the availability of funds.

Salary Reviews

Compensation increases are given by GGA at its discretion in consideration of various factors, including your performance review. Annual cost of living increases are made at the discretion of the Executive Director and based on the availability of funds.

Salary Deductions and Withholding

GGA will withhold the following from your paycheck:

- Taxes - Federal, state, and local taxes, as required by law, as well as the required FICA (Social Security) and Medicare payments.
- Insurance - Your contribution to health insurance or other insurance premiums for yourself and any eligible family members or to other contributory benefit programs.
- Other Deductions - Other deductions which you authorize, including long-term disability insurance, life insurance, health savings accounts (HSA) contributions, flexible spending account (FSA) contributions, and 401(k)/403(b) contributions.

Exempt Employees: No Pay Docking for Non-Instructional Staff

GGA is fully committed to complying with the FLSA, and any applicable state law, now

and in the future. Therefore, it is the School's policy not to make deductions from the guaranteed salary of employees properly classified as "exempt" except for reasons permitted by law. GGA may make deductions from an "exempt" non-instructional employee's salary for the following reasons only:

- a. if the employee is absent for one or more full days for personal reasons other than sickness or disability and does not have accrued paid time off;
- b. if the employee is absent for one or more full days due to sickness or disability, but has depleted all accrued sick leave as outlined by school policy and ASSLA (Accrued Sick and Safe Leave Act);
- c. as a penalty imposed in good faith for infractions of safety rules of major significance; or
- d. if the employee is suspended in good faith, for one or more full days, for infractions of GGA's written policy on workplace conduct, which is applicable to all employees;
- e. to offset amounts received by an employee as jury fees, witness fees or military pay received in a given week;
- f. in the initial or terminal week of employment (a proportionate part of the salary will be paid for time worked); or
- g. if the employee takes authorized leave under the federal or District of Columbia Family and Medical Leave Act and does not have and use available paid time off or sick leave for this purpose;
- h. to honor amounts ordered by a court to pay an employee's creditor, trustee, or other third party, under garnishment, wage attachment, trustee process, or bankruptcy proceedings;
- i. to cover deductions for certain types of benefit and tax deductions, such as the employee's portion of health, dental, vision or life insurance premiums; state, federal or local income taxes; and social security and Medicare taxes;
- j. Employees are subject to leave without pay for full day absences on blackout dates and/or absence may be reflected in employees yearly evaluation(unless there is a legitimate need for sick leave on those dates): this includes days prior to a paid holiday or the day after a paid holiday, or other days during the school year deemed crucial for staff attendance. (unless there is a legitimate need for sick leave on those dates): this includes days prior to a paid holiday or the day after a paid holiday, or other days during the school year deemed crucial for staff attendance.

If an "exempt" employee believes that an improper deduction has been made from his/her pay, the employee should immediately contact Human Resources, who will promptly and fully investigate the situation. If GGA determines that the deduction was improper for any reason, GGA will reimburse the employee and take steps to assure that such improper deductions do not reoccur.

Expense Reimbursements

Any work-related expense must be approved in writing by your supervisor *prior to the purchase or expense* in order to be reimbursed. Requests should include details on expected expenses and the reason for the expense.

Instructional staff may be given a small budget for classroom related supplies or instructional materials. The principal has the discretion to approve or deny such materials.

For all authorized expenses, employees must submit an expense report that also includes the original receipt. If you fail to submit an expense reimbursement within sixty (60) days from the date of the incurred expense, you may forfeit your right to reimbursement. ie. common reimbursable expenses include costs related to approved local professional development and approved classroom supply expenses.

Employees should ask the Director of Finance and Operations for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses.

Any and all materials purchased by GGA are the property of GGA and need to remain with GGA upon termination of the employee.

Travel Reimbursement

GGA will reimburse you for reasonable business and travel expenses incurred in the course of GGA business. All business travel must be approved in advance. Once approved, employees should make travel arrangements and seek reimbursement in accordance with the guidelines in this policy.

Air Travel Reimbursements

All flights within the continental United States must be in coach. Flights outside of the continental United States may be in business class.

Car Travel Reimbursements

Employees will not be reimbursed for travel to and from home and the employee's school of work. Employees will not be reimbursed for parking or other expenses related to regular commuting to and from work. For travel to meetings at schools or other locations more than 50 miles from GGA campus, employees will be reimbursed at the IRS optional standard mileage rate. Mileage is calculated from GGA to the location of the meeting. When requesting reimbursement for mileage, please include a copy of a map that indicates the distance.

Meal Reimbursements

For required overnight travel, employees are eligible for reimbursement of any meal that was not provided by GGA or a hosting organization. Meals are reimbursed according to current federal GSA guidelines. When requesting reimbursement for meals, please include an itemized receipt.

For full day travel to a project worksite outside of the city in which the employee's school is located, defined as an employee leaving their home in the morning and returning to their home the same evening, employees are only eligible for reimbursement of lunch according to the federal guidelines above. Employees are not eligible for reimbursement of lunch when meals

were provided by GGA or a hosting organization. When requesting reimbursement for meals, please include an itemized receipt.

For part-day travel to a worksite within or outside of the District of Columbia, defined as an employee visiting the worksite and their school on the same day, employees are not eligible for any meal reimbursement.

Lodging Reimbursements

For required overnight travel, employees are eligible for reimbursement of hotel or other lodging costs that are not covered directly by GGA or a hosting organization. Lodging will be reimbursed at the federal per diem rate, which can be found on the GSA website.

Part 4 – Benefits

GGA offers comprehensive benefits packages that may include medical, dental, and vision coverage plans for eligible employees and their eligible dependents as well as other benefits such as disability insurances and retirement account benefits. Details regarding benefit plan(s) are contained in GGA's Annual Benefit Packet which is separate from this Handbook. This section describes the types of fringe benefits provided by GGA and information on your eligibility for these benefits. The offerings detailed in GGA Annual Benefit Packet are subject to change on an annual basis and though we don't anticipate it, GGA retains the right to change the benefits offered based on the availability of funds and the needs of the organization. Benefit plans governed by the federal Employee Retirement Income Security Act (ERISA) may be further described in formal summary plan descriptions or other legal documents available for your review upon request.

Optional Participation

Employees may choose from available plans or elect not to participate. Benefits are a part of your employment package, however if you choose not to participate, GGA does not offer a 'cash in lieu of benefit' option.

Waiting Period

Employees become eligible for coverage the first day of the following month of employment, provided they are an eligible employee and apply within the allotted time frame. Annually there will be an Open Enrollment period. If you decline to participate in these programs on your initial eligibility date, you may request entry into the plan during Open Enrollment or Special Enrollment (described below).

Employee Contributions

GGA's benefit package is contributory; that is, you are responsible for a portion of the premium for your benefits. A portion of the premium, up to a maximum per month, is contributed by GGA. Your contributory cost is deducted from your paycheck.

If you believe an error has been made in regards to your payroll, please contact the Director of Finance and Operations immediately to take the necessary steps to assure any necessary corrections will be made promptly and timely. The School is not responsible for correcting non-reported errors in your payroll. If the School learns that a payroll error has been made, the School will notify the employee directly. If an overpayment occurs on your payroll, you are obligated to repay the School or agree upon a monthly schedule which satisfies the overpayment.

Late Applicants

At the time you are hired, you are given an opportunity to elect certain benefits. If you waive participation in any of those programs for either yourself or your eligible dependents, you will generally be allowed to apply for entry into the various plans only during Open Enrollment.

Open Enrollment

The Open Enrollment period allows employees to add or change their benefits coverage. Applications for medical, dental, short-term disability (STD), long-term disability (LTD), life insurance and supplemental life insurance may be submitted during this period. Changes, additions and other elections made during Open Enrollment will take effect on the effective date following the Open Enrollment period. Once you have made a change, you cannot change that selection until the next Open Enrollment period (except in the case of a major life status change; see Special Enrollment).

Special Enrollment

A “qualifying event,” such as certain life status changes including marriage, birth or adoption of a child or involuntary loss of medical and/or dental coverage, etc. may allow entry into a plan as long as application for coverage is made within 30 days of the qualifying event. For specific details regarding Special Enrollment, please refer to your Summary Plan Description.

Benefits Upon Leaving GGA

Employer paid premiums for insurance(s) will be paid through the last day of the month of termination. An employee’s portion of the premium will be evaluated and determined for correctness at this time.

Continuation of Health Coverage (COBRA)

You and your covered dependents will have the opportunity to continue medical and/or dental benefits for a period of up to 18 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and/or dental coverage for you and your covered dependents would otherwise end due to your death or because:

- a. your employment terminates, for a reason other than gross misconduct; or
- b. your employment status changes due to a reduction in hours; or
- c. your child ceases to be a "dependent child" under the terms of the medical and/or dental plan; or
- d. you become divorced or legally separated; or
- e. you become entitled to Medicare.

In the event of divorce, legal separation, or a child’s loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event. The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

Types of Benefits Offered

Medical Insurance

GGA offers medical insurance to full-time employees. These programs are administered by a major medical insurance carrier and/or health maintenance organization (HMO). An employee contribution for coverage will be deducted from your salary based on your benefit selections. Your summary plan description (SPD) contains more details about these plans. For more details, please refer to the specific SPD that governs each of the plans. In the event of any conflict between the information contained in this Handbook and in GGA's SPDs, the SPDs shall govern. These plans are subject to change at GGA's discretion. Additionally, the amount that you may be required to contribute towards the premiums for any of these plans may be changed at GGA's discretion.

Dental Insurance

GGA offers a dental plan for eligible employees. Please refer to the dental Summary Plan Description for an explanation of the plan benefits and limitations.

Vision Insurance

GGA offers a vision plan for eligible employees. Please refer to the vision Summary Plan Description for an explanation of the plan benefits and limitations.

Short-Term Disability Plan (STD)

A short-term disability plan is provided for eligible full-time employees. Please refer to the STD Summary Plan Description for an explanation of the plan benefits and limitations.

Long-Term Disability Plan (LTD)

Long-term disability coverage is a voluntary benefit that may be made available to employees. This benefit would pay a portion of your regular salary for an extended period of time. LTD is employee-specific. If you elect this type of coverage, please refer to the LTD Summary Plan Description for an explanation of the plan benefits and limitations.

Life Insurance

Full-time employees are eligible for and are automatically enrolled in a group term life insurance program. Enrollees may designate or change the beneficiary for this policy at any time. GGA pays the premium for this program. The face value of this benefit is equal to one times the employee's annual salary. For details please refer to the plan SPD.

Supplemental Life Insurance

Full-time employees are eligible to purchase supplemental life insurance for themselves at group rates. Supplemental life insurance is a voluntary benefit and is employee-specific. Enrollees should refer to the plan SPD for eligibility requirements, plan limitations and additional information.

Workers' Compensation Insurance

To provide for payment of your medical expenses and for partial salary continuation in the

event of a work-related accident or illness, you are covered by workers' compensation insurance, provided by GGA and based on state regulations. The amount of benefits payable, as well as the duration of payments, depends upon the nature of your injury or illness. However, all medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law. If you are injured or become ill on the job, you must immediately report the injury or illness to your manager and the Human Resources Department. This ensures that GGA can help you obtain appropriate medical treatment. Your failure to follow this procedure may delay your benefits or may even jeopardize your receipt of benefits. Questions regarding workers' compensation insurance should be directed to the Human Resources Department.

Unemployment Insurance

The purpose of unemployment insurance is to replace part of your income if you are laid off or terminated through no fault of your own. GGA pays the full cost of unemployment insurance, but it does not decide who is eligible for benefit payments or the amount of the payments. This eligibility and payment amount is decided by state law.

Retirement Benefits

Girls Global Academy offers a 403(b) plan. Employees must complete all necessary application forms and have or open a 403(b) account in order to receive the benefit.

Contributions to 403(b) plans for eligible employees are structured as follows:

- Upon employment at GGA, employees become eligible to make retirement benefits contributions to the 403B plan on their own.
- After 6 months of successful employment, GGA will then begin to match those contributions as described below. In other words, you are not eligible for matching retirement benefits until your 13th pay period.
- At that time, Girls Global Academy will match an amount up to 3% of an employee's annual base salary to the 403(b) plan.
- After four (4) years of consecutive service at Girls Global Academy, the School will match up to an additional 1% of an employee's base salary.
- Employees may have additional contributions to the plan, but those contributions will not be matched.
- Part time employees with five-hundred (500) service hours per year or more are eligible to participate in the 403(b) plan and are eligible for the School's contribution.

6 months – Year 3	(up to 3% match)
Year 4 – beyond	(up to 3% match) + (up to 1% longevity match)

Contributions and matching contributions from the School become effective upon plan enrollment and will be automatically deducted from employee paychecks each pay period. This money is taken out before the employee's pay is taxed. GGA is not responsible for the

investment choices made by employees with respect to the 403(b) funds, nor for the gains, or losses, incurred in connection with specific investment choices or with respect to any act or omission of the investment manager and/or their agents.

Employee Assistance Program (EAP)

An Employee Assistance Program (EAP) is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders. EAP counselors also work in a consultative role with supervisors to address employee and organizational challenges and needs.

Part 5 – Leave Policies

Religious Observance

Federal and state equal opportunity laws generally require employers to accommodate the religious beliefs of employees, but do not require them to provide paid leave. GGA respects your religious beliefs, however, and therefore, will provide 1 day of paid leave to employees who, for religious reasons, must be away from the office on days of normal operation. Employees who require additional time off may use personal days. This leave must be requested through your supervisor two weeks prior to the event.

Paid Holidays

Employees are entitled to the following paid holidays:

- New Year's Day
- Birthday of Martin Luther King, Jr.
- Washington's Birthday
- Emancipation Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Fall Break
- Winter Break
- Spring Break

Personal Leave

Paid Time Off:

10-Month Employees

All team members in 10-month, full-time positions are eligible for a maximum of five (5) paid personal days accrued at 1 per month and five (5) paid sick days at the beginning of each school year.

Employees must request approvals from their supervisor in advance.

11-Month Employees

All team members in 11-month, full-time positions are eligible for a maximum of seven (7) paid personal days accrued at 1 per month and five (5) paid sick days at the beginning of each school year.

Employees must request approvals from their supervisor in advance.

12-Month Employees

Girls Global Academy administrative staff members who are 12-month employees are eligible for (5) paid sick days, and Personal time (in increments as indicated below) with pay in addition to the Holidays and Breaks. Unless otherwise specified in an Offer Letter, Employment Agreement Letter or letter from the Executive Director, the amount of paid personal time (required to be taken in hourly increments) provided to administrative staff members is as follows:

- Year 1: 10 days (80 hours)
- Years 2-4: 15 days (80 hours)
- Years 5+: 20 days (160 hours)

Administrative staff members deemed to be highly essential to the daily functioning of the school must have their time approved in advance by the Executive Director. Administrative staff may not use more than 5 personal days while school is in session without approval of their supervisor. The Executive Director may direct that the building be closed during school breaks and it would not require staff to use personal time.

Part Time and Temporary Employees

Team members in part-time positions are eligible for a maximum of one (1) paid personal day and five (5) paid sick days during each school year. Team members in temporary positions are eligible for paid time off solely in accordance with District of Columbia Accrued Safe and Sick Leave Act of 2008, as amended ("ASSLA").

Employees must request approvals from their supervisor in advance.

Team members hired after the beginning of the school year will be issued personal days calculated on a prorated basis from the date of hire. The paid sick days accrued by each employee in a calendar year will also be subject to the ASSLA, which provides all DC employees with a minimum amount of paid leave for their own or family members' illnesses or medical appointments, and for absences associated with domestic violence or sexual abuse.

Employees may request to use future PTO days up to the end of the academic year. This may be granted at the discretion of the Executive Director. Upon termination, PTO days used that were not accrued would need to be paid back.

Sick or personal leave taken above an employee's current balance will be unpaid.

Upon termination, unused leave will not be paid out.

You may carry over personal leave from year to year and accumulate a maximum of 160 hours of leave for full-time employees and 80 hours for part-time employees. Upon termination, unused leave will not be paid out.

Notification Procedures

When you are absent from work and your absence has not been previously scheduled, you must personally notify your immediate supervisor or manager as soon as you are aware that you will be late or unable to report to work. Leaving a voicemail or message with another staff member does not qualify as notifying your supervisor.

When absence is due to illness, GGA reserves the right to require appropriate medical documentation. Excessive absenteeism or tardiness can result in discipline, up to and including discharge. (Also see the section on Family & Medical Leave for extended leave situations.)

If you are absent because of an accident or longer than seven (7) days due to illness, compensation is paid under the benefits of GGA's short-term disability plan, provided you are eligible for and participate in that plan.

Bereavement Leave

Employees will receive up to three (3) days of paid time off in the event of the death of a member of their immediate family. Immediate family includes spouse, domestic partner, child, parent, parent-in-law, brother or sister, and brother-in-law or sister-in-law. You are allowed one day of paid leave in the event of the death of an extended family member. Extended family includes grandparents, aunts and uncles, and other more distant relatives.

Military Service Leave

Employees serving in the uniformed services, including the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services, may take unpaid military leave, as needed, to enable them to fulfill their obligations as service members. Employees may use accrued personal leave for this purpose.

Administrative Leave Policy

Administrative Leave is a leave of absence (paid or unpaid) initiated to manage special circumstances where it is in the organization's best interest to retain the employee relationship for a period of time to be determined by Girls Global Academy or to provide employees with options not otherwise available.

The decision of whether an administrative leave initiated by Girls Global Academy shall be paid or unpaid, and what benefits shall continue, rests with Girls Global Academy. An administrative leave for investigative/review purposes shall not be given for a predetermined length of time, but will be in effect long enough to conclude the investigation/review. Time that is designated as administrative leave with pay will not be deducted from your paid time off.

An administrative leave carries no promise of reinstatement or future employment and Girls Global Academy reserves the right to terminate your employment while you are on leave or upon your return from leave for any reason.

Employees may request unpaid time off using this administrative leave policy. Approval of

unpaid leave is at the discretion of the Executive Director, and if unapproved may place your job at risk.

The Executive Director, or their designee, may elect to provide comp time as a part of administrative leave on a case by case basis. Comp time would need to be used within a short period of time and is documented in the online system with a note.

Personal Appointments

All employees are encouraged to schedule personal appointments outside of regularly scheduled hours of work whenever possible. If it is necessary to be absent, or if you have to leave for a personal appointment, please notify your manager or immediate supervisor as soon as possible, but no later than the day before such an appointment.

Blackout Dates

Employees should refrain from requesting leave on Blackout Dates whenever possible, unless there is an urgent, legitimate need for leave on those dates or required by law. This includes days prior and after a paid holiday, or other days during the school year deemed crucial for staff attendance. A list of holidays and Blackout Dates can be obtained from Human Resources, and may be subject to change. If a team member is not present on a Blackout Date, those days may be unpaid, as approval of paid leave on Blackout Dates is on a very limited basis, and is at the discretion of the employee's supervisor. Proof may be requested to verify the need for paid leave on a Blackout Date.

Family and Medical Leave (FMLA/DC FMLA)

Family and Medical Leave Generally

We recognize that an employee may need to be absent from work for an extended period of time for family and/or medical reasons. Accordingly, the School will grant time off to employees in accordance with the requirements of the federal Family and Medical Leave Act (Fed-FMLA) and the District of Columbia Family and Medical Leave Act (DC FMLA). Where both the Fed-FMLA and DC FMLA apply, the leave provided by each will count against the employee's entitlement under both laws and must be taken concurrently. An employee who is eligible for leave under only one of these laws will receive benefits in accordance with that law only.

Pursuant to the Universal Paid Leave Amendment Act of 2016 ("Paid Leave Act"), beginning July 1, 2019, GGA is required to contribute an amount equal to 0.62% of the wages of each of its covered employees to the Universal Paid Leave Implementation Fund. Contributions will be collected electronically by payroll tax from the Department of Employment Services (DOES), Office of Paid Family Leave (OPFL), on a quarterly basis.

On July 1, 2020, employees will be able to apply to OPFL for paid family leave. A covered employee is any GGA worker who spends more than 50% of his or her work time for GGA working in the District of Columbia; or whose employment for GGA is

based in the District and who regularly spends a substantial amount of his or her work time for GGA in the District and not more than 50% of his or her work time for GGA in another jurisdiction. A covered employee may include part-time employees, temporary workers and seasonal employees. The duration of benefits provided by the Paid Leave Act allows for 8 weeks of parental leave, 6 weeks of family leave, and 2 weeks of medical leave for every 52 weeks worked. The weekly maximum benefit amount is \$1,000 and is funded solely by employer contributions. DOES will determine an employee's entitlement to paid leave under the Paid Leave Act. GGA will not interfere with, restrain or deny any employee the right to seek benefits under the Paid Leave Act. For more information regarding Paid Family Leave, you should visit does.dc.gov.

District of Columbia Family and Medical Leave Act of 1990 (DC FMLA)

Eligibility

To be eligible for family or medical leave under the DC FMLA, an employee must have worked for GGA for at least twelve (12) consecutive months and must have worked at least 1,000 hours in the twelve (12) months preceding the commencement of leave.

Permissible Uses and Amount of Leave

Medical Leave

Employees qualifying for DC FMLA leave may take up to sixteen (16) weeks of unpaid medical leave in a 24-month period if an employee becomes unable to perform the functions of his or her position because of a serious health condition.

Family Leave

Employees qualifying for DC FMLA leave may take up to sixteen (16) weeks of unpaid family leave in a 24-month period for the following reasons:

- The birth of a child of the employee;
- The placement of a child with the employee for adoption or foster care;
- The placement of a child with the employee, if the employee permanently assumes and discharges parental responsibility for the child; or
- The care of a family member of the employee who has a serious health condition.

Leave taken for the birth, adoption, foster care or other placement of a child must be taken within one year of the birth or placement of a child with the employee.

Family members who are both employed by GGA and who request family leave under the DC FMLA may only take a combined total of 16 weeks of family leave during a 24-month period, and only 4 weeks of that leave may be taken simultaneously.

Definitions

Family Member – A family member is: (a) a person related to the employee by blood, legal custody or marriage (this includes an individual who stood in loco parentis to the

employee when the employee was a child); (b) a foster child; (c) a child who lives with the employee and for whom the employee permanently assumes and discharges parental responsibility; or (d) 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.

24-Month Period - The 24-month period will be measured backward from the date the leave in question begins.

Serious Health Condition – a physical or mental illness, injury or impairment that involves inpatient care in a hospital, hospice, or residential health care facility or continuing treatment or supervision at home by a health care provider or other competent individual.

Intermittent and Reduced Schedule Leave

An employee does not need to use this leave entitlement in one block. Under some circumstances, employees may take family and medical leave intermittently or on a reduced leave schedule when medically necessary. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek or workday. Only time actually taken will be charged against the employee's leave entitlement.

If an employee is taking leave for the birth, adoption, foster care, or other placement of a child, GGA and the employee may mutually agree to a reduced leave schedule, during which the sixteen (16) workweeks of family leave may be taken over a period not to exceed twenty-four (24) consecutive workweeks.

An employee must make a reasonable effort to schedule intermittent or reduced-schedule leave to minimize disruption to work, consistent with the health care provider's treatment plan. When an employee utilizes intermittent or reduced-schedule leave for planned medical treatment, GGA may temporarily transfer the employee to an alternative position with equivalent pay and benefits, if so doing will be less disruptive to GGA during that period that the intermittent or reduced-schedule leave is utilized.

Notice and Medical Certification

Required Notice

Where the need for leave is foreseeable, employees must provide thirty (30) days advance notice of the need to take DC FMLA leave. If an employee fails to give 30 days advance notice for foreseeable leave, GGA may delay the taking of leave until at least 30 days after the date notice is provided. If the approximate timing of the need for leave is not foreseeable, the employee shall request family or medical leave no later than five business days after the absence begins, or as soon as practicable thereafter.

When providing notice of the need to use DC FMLA leave, employees must provide GGA with sufficient information so that it may determine if the leave requested qualifies for protection and the anticipated timing and duration of the leave. Sufficient information to put GGA on notice of an employee's need for DC FMLA leave may include: that the employee is unable to perform job functions; the family member is unable to perform daily activities; or the need for hospitalization or continuing treatment by a health care provider.

Employees must also inform GGA if the requested leave is for a reason for which leave was previously taken or certified.

Certification of Leave

If the reason for the request is due to the employee's own serious health condition or the serious health condition of a family member, the employee must provide medical certification completed by an authorized health-care provider.

When leave is requested, Human Resources will forward a certification request along with other applicable documentation.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include verification of the schedule for treatment, the expected frequency and duration of the treatment, and a statement of the medical necessity for taking such leave.

The employee must provide the requested medical certification within fifteen (15) calendar days of GGA's request, unless it is not practicable for the employee to do so under the particular circumstances, despite the employee's diligent, good-faith efforts.

GGA may request that an employee submit to a second and third medical opinion, at the expense of GGA, if GGA has reason to doubt the validity of the initial certification provided.

Under certain circumstances, GGA may require that an employee re-certify the need for continued DC FMLA protected leave. Failure to submit the required medical certification may result in the delay or denial of leave.

Employer Obligations

GGA will inform employees requesting leave: (1) whether they are eligible to take leave under the DC FMLA; (2) the specific expectations and obligations of the employee under the DC FMLA; (3) the employee's rights under the DC FMLA; (4) the number of hours of leave which are available to the employee under the DC FMLA; and (5) if applicable, a notice that the employee must submit a certification, as referenced above.

If the employee is found not to be eligible for leave, GGA will provide to the employee the reason for his or her ineligibility. If GGA determines that the leave is not DC FMLA

protected, it will notify the employee.

Integration with Paid Leave & Disability Benefits

All accrued paid leave, including personal and sick leave, may be used during any period of family or medical leave. When paid leave is used, it will run concurrently with the employee's DC FMLA entitlements. In order for paid leave to run concurrently with unpaid leave, employees must comply with GGA's normal paid leave requirements.

When an employee is receiving workers' compensation or disability benefits and that employee wishes to supplement such benefits so that the employee receives 100 percent of his or her income while taking leave, the employee should contact Human Resources. Under no circumstance will an employee be able to receive a combination of paid leave and benefits that exceeds 100 percent of the employee's regular income while taking DC FMLA leave unless otherwise required by law.

Maintenance of Benefits During Family and Medical Leave

GGA will maintain group health insurance coverage for an employee on family and medical leave on the same terms and conditions as if the employee continued to work, and the employee will continue to be responsible for the same portion of the employee's health insurance premiums and for payments for other GGA benefit coverage as the employee paid before taking leave. During unpaid leave, the employee may arrange personal payment in accordance with the provisions of the applicable plans. If a required premium is not received within 30 days of the due date, the coverage may be dropped for the remainder of the leave.

If an employee does not return to work following the family and medical leave, such individual may be required to reimburse GGA for the group health insurance premiums it paid during the leave, unless the employee cannot return to work because of the employee's own serious health condition or the serious health condition of the employee's spouse, child or parent or because of other circumstances beyond the employee's control.

Use of DC FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave. Sick and/or personal leave and other benefits do not accrue while the employee is on family or medical leave.

Return to Work

During continuous family and medical leave, employees must report to GGA if their anticipated return to work date changes and/or their intent to return to work.

When an employee returns from family and medical leave, GGA will return the employee to the same position the employee held when the leave commenced, or to an equivalent position that has equivalent benefits, pay and other terms and conditions of employment to the extent the employee would have been entitled to return to such position and retain such terms and conditions of employment had he or she not taken

leave.

GGA is not required to restore “key” employees to their positions or to equivalent positions upon their return to work following family and medical leave when restoration to employment will cause GGA substantial and grievous economic injury. GGA will notify such “key” employees – certain highly compensated, salaried individuals –in writing of the decision denying job restoration. Such employees will be given a reasonable opportunity to return to work after such notification.

Prohibited Practices

Under the DC FMLA, GGA cannot interfere with, restrain, or deny the exercise of any right provided by the DC FMLA or terminate the employment of or discriminate against any individual for opposing any practice or because of involvement in any proceeding relating to the DC FMLA. In addition, GGA cannot use the taking of family and medical leave as a negative factor in employment actions, such as hiring, promotions, or disciplinary actions.

An employee may file a complaint with the DC Office of Human Rights or may bring a private lawsuit against an employer. However, GGA encourages all employees to first bring any concerns they have regarding this policy to the attention of GGA by contacting Human Resources.

GGA prohibits retaliation against any employee for bringing any complaint forward in good faith under this policy.

The DC FMLA does not affect any federal or DC laws prohibiting discrimination, or supersede any DC law that provides greater family or medical leave rights.

Federal Family and Medical Leave Act (FMLA)

Employee Eligibility

To be eligible for federal FMLA Leave benefits, you must: (1) have worked for GGA for a total of at least 12 months; and (2) have worked at least 1,250 hours over the previous 12 months as of the start of the leave. Eligibility requirements may vary for employees who have been on a protected military leave of absence. FMLA leave is unpaid.

Reasons for Leave

FMLA Leave may be used for one of the following reasons:

- The birth, adoption, or foster care of an employee's child within twelve (12) months following birth or placement of the child (“Bonding Leave”);
- To care for an immediate family member (spouse, child, or parent with a serious health condition (“Family Care Leave”);

- An employee's inability to work because of a serious health condition ("Serious Health Condition Leave");
- A "qualifying exigency," as defined under the FMLA, arising from a spouse's, child's, or parent's "covered active duty" (as defined below) as a member of the military reserves, National Guard or Armed Forces ("Military Emergency Leave"); or
- To care for a spouse, child, parent or next of kin (nearest blood relative) who is a "Covered Service Member," as defined below ("Military Caregiver Leave").

Definitions

"Child," for purposes of Bonding Leave and Family Care Leave, means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that Family and Medical Leave is to commence. "Child," for purposes of Military Emergency Leave and Military Caregiver Leave, means a biological, adopted, or foster child, stepchild, legal ward, or a child for whom the person stood in loco parentis, and who is of any age.

"Parent," for purposes of this policy, means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the person. This term does not include parents "in law." For Military Emergency leave taken to provide care to a parent of a military member, the parent must be incapable of self-care, as defined by the FMLA.

"Covered Active Duty" means (1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (2) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation as defined by applicable law.

"Covered Service Member" means (1) a member of the Armed Forces, including a member of a reserve component of the Armed Forces, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty while on active duty that may render the individual medically unfit to perform his or her military duties, or (2) a person who, during the five (5) years prior to the treatment necessitating the leave, served in the active military, Naval, or Air Service, and who was discharged or released therefrom under conditions other than dishonorable (a "veteran" as defined by the Department of Veteran Affairs), and who has a qualifying injury or illness incurred or aggravated in the line of duty while on active duty that manifested itself before or after the member became a veteran. For purposes of determining the five-year period for covered veteran status, the period between October 28, 2009 and March 8, 2013 is excluded.

“Spouse” means the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into, or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This includes common law marriage and same sex marriage in places where these marriages are recognized.

“Key employee” means a salaried FMLA-eligible employee who is among the highest paid 10 percent of all employees employed by the employer within 75 miles of the employee’s worksite.

Length of Leave

The maximum amount of FMLA Leave will be twelve (12) workweeks in any twelve (12) month period when the leave is taken for: (1) Bonding Leave; (2) Family Care Leave; (3) Serious Health Condition Leave; and/or (4) Military Emergency Leave. However, if both spouses work for GGA and are eligible for leave under this policy, the spouses will be limited to a total of 12 workweeks off between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave. The 12-month period will be measured backward from the date the leave in question begins.

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

If both spouses work for GGA and are eligible for leave under this policy, the spouses will be limited to a total of 26 workweeks off between the two when the leave is for Military Caregiver Leave only or is for a combination of Military Caregiver Leave, Military Emergency Leave, Bonding Leave and/or Family Care Leave taken to care for a parent.

Under some circumstances, you may take FMLA Leave intermittently—which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule. Leave taken intermittently may be taken in increments of no less than fifteen (15) minutes. Employees who take leave intermittently or on a reduced work schedule basis for planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt GGA’s operations. Please contact your supervisor prior to scheduling planned medical treatment. If Family and Medical Leave is taken intermittently or on a reduced schedule basis due to foreseeable planned medical treatment, GGA may require you to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave.

When an employee who has been approved for intermittent leave seeks leave time that

is unforeseeable, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave at the time the employee calls off.

If your request for intermittent leave is approved, GGA may later require you to obtain recertification of your need for leave. For example, GGA may request recertification if it receives information that casts doubt on your report that an absence qualifies for Family and Medical Leave.

To the extent required by law, some extensions to leave beyond an employee's FMLA entitlement may be granted when the leave is necessitated by an employee's work-related injury/illness or a "disability" as defined under the Americans with Disabilities Act and/or applicable local law. Certain restrictions on these benefits may apply.

Compensation and Benefits During Leave

Generally, FMLA Leave is unpaid. The School will continue making contributions to employee group health benefits during their leave on the same terms as if employees had continued to actively work. This means that if employees want their benefits coverage to continue during their leave, they must also continue to make the same premium payments that they are now required to make for themselves or their dependents. Employees taking Bonding Leave, Family Care Leave, Serious Health Condition Leave, and Military Emergency Leave will generally be provided with group health benefits for a 12-work week period. Employees taking Military Caregiver Leave may be eligible to receive group health benefits coverage for up to a maximum of 26 workweeks. In some instances, the School may recover premiums it paid on the employee's behalf to maintain health coverage if the employee fails to return to work following a FMLA Leave.

Job Reinstatement

Under most circumstances, employees will be reinstated to the same position they held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. However, employees have no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee would have been laid off if he or she had not gone on leave or, if the employee's position was eliminated during the leave, then the employee will not be entitled to reinstatement.

Confidentiality

Documents relating to medical certifications, recertifications or medical histories of employees or employees' family members will be maintained separately and treated by the School as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to supervisors and managers, first aid and safety personnel or government officials.

Fraudulent Use of FMLA Prohibited

An employee who fraudulently obtains Family and Medical Leave from the School is not

protected by FMLA's job restoration or maintenance of health benefits provisions. In addition, the School will take all available appropriate disciplinary action against such employee(s) due to such fraud.

Nondiscrimination

The School takes its FMLA obligations very seriously and will not interfere, restrain or deny the exercise of any rights provided by the FMLA. We will not terminate or discriminate against any individual for opposing any practice, or because of involvement in any proceeding related to the FMLA. If an employee believes that his or her FMLA rights have been violated in any way, he or she should immediately report the matter to Human Resources.

Additional Information Regarding FMLA

A Notice to Employees of Rights Under FMLA (WHD Publication 1420) is attached to this Handbook. Employees should contact Human Resources as to any FMLA questions they may have.

Military Caregiver Leave

The FMLA, as amended in 2008 and 2010, also allows an eligible employee who is the spouse, son, daughter, parent or next of kin of a member of the Armed Forces, National Guard or Reserves or of certain recent veterans with a serious illness or injury, up to 26 weeks of unpaid leave within a twelve-month period to care for the injured or ill servicemember or veteran. A "serious illness or injury" is generally an injury or illness incurred by the covered servicemember in the line of duty on active duty (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty) that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating. An employee may not take more than 26 weeks of FMLA leave of all kinds in a single 12-month period. (For example, if you take six weeks of FMLA leave for your own illness or that of a family member, you may take no more than 20 weeks to care for an ill or injured service member.) Generally, you must give GGA at least 30 days' notice before the commencement of any military caregiver leave.

Qualifying (Military) Exigency Leave

The FMLA also provides for up to 12 weeks of unpaid leave within a 12-month period when an eligible employee's spouse, son, daughter, or parent is on (or has been notified of an impending call to) covered active duty in the Armed Forces. ("Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country. "Covered active duty" for members of the U.S. National Guard and Reserves means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation.) The leave may also be extended to the family members of certain retired military. This leave may be used to take care of such things as child care or financial and legal arrangements necessitated by the deployment of the family member.

Jury Duty

GGA encourages employees to fulfill their civic duties. To that end, employees will be allowed leave to serve on a jury, if summoned. We request that you bring in a copy of your summons notice as soon as you receive it, so that we may keep it on file. If you are called during a particularly busy period, we may ask you to request a postponement. GGA will provide additional documentation in this regard, if necessary, to obtain such postponement.

Jury duty can last from a portion of a single day to several months or more. During this time you will be considered on a leave of absence and will be entitled to continue to participate in insurance and other benefits as if you were working. While serving on jury duty, you are expected to call in to your supervisor periodically to keep him or her apprised of your status.

GGA will compensate full-time employees for the difference between jury duty compensation and your current daily pay for the first five days of jury service (or in accordance with applicable law, if different). If additional time is required, it will be granted, but without pay.

Appearance as a Witness

An employee called to appear as a witness will be permitted time off to appear, but without pay. Employees will be permitted to use accrued personal leave when appearing as witnesses.

Voting

GGA encourages all employees to vote. Most polling facilities for elections for public office are scheduled to accommodate working voters. GGA, therefore, requests that employees schedule their voting for before or after their work shift. An employee who expects a conflict, however, should notify his or her supervisor, in advance, so that schedules can be adjusted if necessary.

Part 6 – Miscellaneous

Leaving GGA

Every GGA employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain employed by GGA. The organization may terminate an employee's employment, or an employee may terminate his/her employment, without cause, and with or without notice, at any time for any reason. No supervisor or other representative of the organization has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. If you wish to resign your employment with GGA, you are requested to notify your manager of your anticipated departure date at least two (2) weeks in advance. Members of the Executive leadership team are requested to notify the anticipated departure at least twenty business days in advance. This notice should be in the form of a written note or letter.

Accrued but unused personal or sick time (PTO) is not paid upon termination. If you have used personal time or sick time in excess of the time actually accrued, this overpayment will be deducted from your final check(s). Your final paycheck will be provided to you on the next business day for an involuntary termination, or within 7 calendar days for a voluntary termination. The final paycheck will include all required pay for time worked.

GGA asks all employees to participate in an exit interview with their immediate supervisor prior to leaving GGA. This provides an opportunity to return parking passes, keys and other property and tie up any loose ends. You will receive preliminary information at that time regarding continuation coverage and any other continuation of benefits for which you may be eligible.

If you leave GGA in good standing, you may be considered for reemployment at a later date. However, in the case of rehiring, you may be considered a new employee with respect to personal leave, benefits and seniority.

Dispute Resolution

GGA has options for employees when a dispute in the workplace occurs. Our goal is to bring an efficient and prompt resolution to a complaint or conflict between employees or between the employee and employer. Examples of a dispute that may be referred include disputes on work assignments, inconsistent application of policy and procedures, perceived disrespect, expense reimbursement. Alternative dispute resolutions provide the opportunity for all parties to address the problem in a constructive, non traditional legal route and are less costly for all parties.

In a perfect world, every employment relationship would be smooth and harmonious. However, there are, unfortunately, times when employees and employers disagree. These disagreements often arise in the context of involuntary employment termination, but there may be disagreements regarding the right to a promotion, expense reimbursement, or their things.

Work-Related Grievances

Girls Global Academy is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open atmosphere in which any problem, complaint, suggestion or question receives a timely response from School administrators.

GGA strives to ensure fair and honest treatment of all employees, who are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If an employee disagrees with established rules of conduct, policies or practices, he or she may express his or her concerns through the following problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the School in a reasonable, business-like manner or for using the problem resolution procedure discussed below.

Employee Problem Resolution Procedure

If an employee believes that a condition of employment or a decision affecting him or her is unjust or inequitable, he or she is encouraged to follow the following steps. The employee may discontinue the procedure at any step.

1. The employee presents the problem either orally or in writing to the immediate supervisor ideally within 10 calendar days after the incident occurs. If the supervisor is unavailable or the employee believes it would be inappropriate to contact the supervisor, the employee may present the concern to the Executive Director, Principal, or another Administrative Team member. The supervisor must respond orally or in writing within a reasonable amount of time, after consulting with appropriate administrators, when necessary. The supervisor documents discussion and decision.

2. If the employee believes the problem has not been resolved, he/she should provide to the Executive Director or Principal a written statement describing the circumstances involved and what resolution he or she would find acceptable. The employee may consult with the Executive Director or Principal for assistance in formulating a written document stating concerns. This document should be received within a reasonable amount of time after the supervisor has issued a decision on the matter. Human Resources will counsel the employee, assist in putting the problem in writing, meet with the employee's supervisor(s), and work with appropriate administrators to resolve concern(s).

3. If the situation is not resolved to the employee's satisfaction, the problem will be directed to the Executive Director or another Administrative Team member. The Executive Director will review the written material, conduct other research as deemed appropriate and issue a decision within 10 working days. This decision will be final and binding.

4. If the situation involves the Executive Director, the communication should be directed to another key administrator, the Chair of the Board of Trustees.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and administration develop confidence in each other. This confidence is important to the operation of an efficient, harmonious work environment.

Contact Information for Department of Employment Services

It is important that GGA employees feel comfortable about contacting anyone on the leadership team or in the Human Resources Department about any concerns regarding safety, wage and hour issues, or discrimination. However, if you are not comfortable, the Department of Employment Services, specifically the Office of Wage-Hour (OWH), is to be contacted as that office is the designated enforcement agency for the concerns about safety, wage and hour, or discrimination. The OWH can be contacted at 202-671-1880 or via e-mail at owh.ask@dc.gov. The office is located at 4058 Minnesota Avenue, NE, Suite 4300 Washington, D.C. 20019. The office is open Monday –Thursday 8:30-4:30 and Friday 9:30-4:30.

Appendix A: FMLA Poster

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16

Appendix B: Universal Paid Leave Notice



GOVERNMENT OF THE DISTRICT OF COLUMBIA



DEPARTMENT OF EMPLOYMENT SERVICES

NOTICE TO EMPLOYEES

New Benefit Available Beginning in July 2020

Information on Paid Family Leave in the District of Columbia

Your employer is subject to the District of Columbia's Paid Family Leave law, which allows covered employees to receive paid time off for qualifying parental, family, and medical events. For more information about Paid Family Leave, please visit the Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov.

Covered Workers

In order to receive benefits under the Paid Family Leave program, you must have worked for an employer in DC before you experienced a covered event. Your employer should have reported your wages to the Department of Employment Services and paid taxes based on the wages they paid to you. To find out if you are a covered worker, you can ask your employer or contact the Office of Paid Family Leave using the information below. Your employer is required to tell you if you are covered by the Paid Family Leave program. You should receive information about Paid Family Leave from your employer at these three (3) times:

1. At the time you were hired (if you were hired after January 2020);
2. At least once a year starting in 2020; and
3. If (in 2020 or later) you ever asked your employer for leave that could qualify for benefits under the Paid Family Leave program.

Covered Events

There are three (3) kinds of events for which you may be eligible for Paid Family Leave benefits. Each kind of leave has its own eligibility rules and its own limit on the length of time you can receive benefits in a year. No matter how many different types of leave you may take in a year, you may receive no more than **8 weeks** of Paid Family Leave benefits in a year. The three types of leave for which you may receive benefits are:

1. Parental leave - receive benefits to bond with a new child for up to 8 weeks in a year;
2. Family leave - receive benefits to care for a family member for up to 6 weeks in a year; and
3. Medical leave - receive benefits for your own serious health condition for up to 2 weeks in a year.

Applying for Benefits

If you have experienced an event that may qualify for parental, family, or medical leave benefits, you can learn more about applying for benefits with the Office of Paid Family Leave at dcpaidfamilyleave.dc.gov.

Benefit Amounts

Paid Family Leave benefits are based on the wages your employer paid to you and reported to the Department of Employment Services. If you believe your wages were reported incorrectly, you have the right to provide proof of your correct wages. Effective July 1, 2020 through October 1, 2021, the maximum weekly benefit amount is \$1,000.

Employee Protection

The Paid Family Leave program does not provide job protection to you when you take leave and receive Paid Family Leave benefits. However, you may be protected against actions taken by your employer that are harmful to you if those actions were taken because you applied for or claimed Paid Family Leave benefits. When these harmful actions were taken because you applied for or claimed Paid Family Leave benefits, they are known as "retaliation." If you believe you have been retaliated against, you may file a complaint with the DC Office of Human Rights (OHR), which receives complaints at the following web address: www.ohr.dc.gov.

For more information about Paid Family Leave, please visit the Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov, call 202-899-3700, or email does.opfl@dc.gov.

Office of Paid Family Leave | 4058 Minnesota Avenue NE | Washington DC 20019

OPFL EE Rev. 12/2019



Acknowledgement of Receipt of Girls Global Academy Employee Handbook

I acknowledge that I have received a copy of the Girls Global Academy Employee Handbook ("Handbook"). I understand that I am responsible for reading the Handbook and abiding by all policies and procedures in this Handbook, as well as other policies and procedures of GGA.

I also understand that the purpose of this Handbook is to inform me of GGA's policies and procedures, and does not create a contract, express or implied, guaranteeing me any specific term of employment, nor does it obligate me to continue my employment for a specific period of time. GGA has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

I acknowledge that all employment at GGA is at will, and either I or Girls Global Academy can terminate the employment relationship at any time, with or without cause, and with or without notice. This Handbook is applicable to all employees, regardless of their date of hire.

I understand this Employee Handbook refers to current benefit plans maintained by Girls Global Academy and I will refer to the actual plan documents and summary plan descriptions.

If I have any questions about the Handbook, I will contact the Operations Team.

I acknowledge and understand that I am required, as a condition of employment, to immediately report to the Executive Director any criminal conviction, guilty plea, no contest/*nolo contendere* plea, probation before judgment disposition, and/or not criminally responsible disposition in connection with criminal charges brought against me. I am also required, as a condition of employment, to immediately report to the Executive Director any pending charges against me that have not yet reached a final disposition.

YOUR COPY

August 2021 Version



Acknowledgement of Receipt of Girls Global Academy Employee Handbook

I acknowledge that I have received a copy of the Girls Global Academy Employee Handbook ("Handbook"). I understand that I am responsible for reading the Handbook and abiding by all policies and procedures in this Handbook, as well as other policies and procedures of GGA.

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Signature

Date

Please print your full name

Please sign and date one copy of this notice and return it to Human Resources. Retain a second copy for your reference.

August 2021 Version