

ABUNDANT TRAINING INSTITUTE



EMPLOYEE HANDBOOK 2020 – 2021

EDUCATE INSPIRE EMPOWER

INFORMATION & POLICY GUIDE

HANDBOOK OVERVIEW

Abundant Training Institute (ATI) Employee Handbook has been developed to provide general information and guidelines about Abundant Training Institute for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including Abundant Training Institute policy of voluntary at-will employment. None of the policies or guidelines in the Handbook is intended to give rise to contractual rights, to be construed as a guarantee of employment for any specific period, or any specific type of work. Additionally, except for the voluntary at-will employment policy, these guidelines are subject to modification, amendment, or revocation by Abundant Training Institute at any time and without advance notice.

The personnel policies of *Abundant Training Institute* (ATI) are established by the School President. The School President may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult the School President for additional information regarding the policies, procedures, and privileges described in this Handbook. Questions about personnel matters also may be reviewed with the School President.

Abundant Training Institute will provide each employee with a copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all *Abundant Training Institute* employees.

Further, *Abundant Training Institute* expects each employee to display good judgment, diplomacy, and courtesy in their professional relationships with other staff, partners, clients, and students of *Abundant Training Institute*.

TABLE OF CONTENTS

Handbook Overview	ii
Table of Contents	iii
Welcome to the Abundant Team	1
General Information	2
Policies, Guidelines, & Procedures	3
I Employment	3
1.1 Faith-Based Institution.....	3
1.2 Voluntary At-Will Employment.....	3
1.3 Equal Employment Opportunity	3
1.4 Employee Classification	4
1.5 Employee Titles & Job Descriptions.....	5
1.6 New Hires.....	9
1.7 Standard of Conduct & Employee Expectations.....	10
1.8 Employee Hours	14
1.9 Employee Performance & Salary Review.....	16
1.10 Employee Benefits	17
1.11 Nepotism, Employment of Relatives, Personal Relationships, & Other Conflicts.....	23
1.12 Progressive Discipline	26
1.13 Separation of Employment.....	27
1.14 Employee Personnel Files	27
1.15 Confidentiality.....	28
II Payroll Process	28
2.1 Pay Periods.....	28
2.2 Tax Information.....	28
2.3 Payroll Check Reinsurance	28
2.4 Final Pay/Return of Property	29
III Facilities	30
3.1 Overview	30
3.2 Building Security	30

TABLE OF CONTENTS

(Continued)

3.3 Janitorial Services.....	30
3.4 Lavatories.....	30
3.5 Parking.....	30
3.6 No Smoking Policy.....	30
3.7 Emergency Evacuation.....	31
IV Communication.....	31
4.1 Staff Meetings.....	31
4.2 Mail.....	31
4.3 Electronic Communication.....	31
4.4 Right to Monitor.....	33
V Drugs & Alcohol.....	33
5.1 Required Testing.....	34
5.2 Consequences.....	34
5.3 Confidentiality.....	35
5.4 Inspections.....	35
5.5 Crimes Involving Drugs & Alcohol.....	35
VI Workplace Bullying.....	35
VII Violence in the Workplace.....	36
VIII Safety.....	36
IX Solicitations, Distributions, & Posting of Materials.....	37
Glossary.....	38
Forms.....	39
Employee Receipt & Acceptance.....	39
Time Request Form.....	40
Training Seminar Request Form.....	41
Incident Report.....	42
Project Status Report.....	43
School Calendar.....	44

WELCOME TO THE ABUNDANT TEAM

Abundant Training Institute is happy to welcome you to our team of diverse, motivated, educated, and talented staff! We are still growing and desire for each employee to grow spiritually, gain knowledge, and advance your career. *Abundant Training Institute* is a Christian affiliated organization, and we thank God you have joined us on our journey to serve our students. We value each employee and hope that you will find a home here as you adopt our vision and grow your teaching career.

Our greatest passion is instructing, motivating, and guiding students along their path as well. Making a career out of helping others achieve their goals is a worthwhile endeavor that takes patience, kindness, and motivation. By helping our students, it is us who become blessed to see our small fingerprints in their eventual success.

Here at *Abundant Training Institute*, we understand that every student is different, and thus, they each possess a different learning style. We provide an open, challenging environment where students explore ideas, and challenging environment where students explore ideas, and where multiple methods—a hands-on environment, demonstration and lecturing, readings, group interactions and discussions—work in harmony to help students learn. Once our students recognize what they bring to the group, and how valuable their classmates' contributions are, they experience a richer learning experience.

Our teachers engage students in dynamic, technically savvy learning opportunities, taking advantage of technology-forward approach to demonstrate how the technology used in their daily lives will be equally important in their professional lives.

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Our instructors embody all the best aspects of a moderator, advocate, guide and encourager. When students are challenged, in a respectful and understanding way, provided with tools to learn and share, and encouraged to explore new ideas and embrace learning, everyone is successful.

-Dr. T. W. Cornwell, Jr.

Associate Dean

GENERAL INFORMATION

Contact Information

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Website

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School Administration

President

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Associate Dean

Dr. T. Cornwell, Jr.
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Statements



Vision

We believe in helping our students gain a better understanding of themselves, their gifts and their calling.



Mission

To enhance the quality of life, by strengthening communities, eliminating barriers, building opportunities, and helping individuals reach their full potential through education, inspiration and empowerment.



Philosophy & Purpose

Build a More Indispensable You:

Our purpose of integrating faith, leadership and technology prepares students and faculty alike and empowers the journey forward.

POLICIES, GUIDELINES, & PROCEDURES

I EMPLOYMENT

1.1 Faith-Based Institute

Abundant Training Institute is a faith-based learning institute with a high emphasis placed on Christianity and Christian liberties, reverence, and sensitivities. This includes the instructor's willingness to pray for students before/end of class, before exams, at home, and whenever the instructor feels appropriate.

The Academic Freedom Act was introduced in 2003 and addresses the issue as to what extent a teacher can go to when discussing Darwin's Theory of Evolution due to the matters of controversy surrounding this theory. Since *Abundant Training Institute* is not a university, we do not offer academic classes which deal directly with this topic. *Abundant Training Institute* believes in giving its instructors freedom of speech to teach their classes as they see fit as long as they keep within the guidelines of the syllabi. However, *Abundant Training Institute* does use verbatim testimony material in our classes which may contain content that has profanity; vulgar commentary; speak of matters of controversy, and racial slurs which could be upsetting or offensive to a student. Testimony that deals with matters of controversy, it is best to first address the class to let them know of the content in advance and to make clear that the content does not represent the belief system of *Abundant Training Institute*. In the event an instructor comes across a piece of material which they believe contains material which is not appropriate or that they are uncomfortable reading, that piece should be given to School President so that she can make a final determination of that material's continued use.

1.2 Voluntary At-Will Employment

Unless an employee has a written employment agreement with *Abundant Training Institute*, which provides differently, all employment at *Abundant Training Institute* is "at-will." That means that employees may be terminated from employment with *Abundant Training Institute* with or without cause, and employees are free to leave the employment of *Abundant Training Institute* with or without cause. Any representation by any *Abundant Training Institute* officer or employee contrary to this policy is not binding upon *Abundant Training Institute* unless it is in writing and is signed by the School President.

1.3 Equal Employment Opportunity

Abundant Training Institute is committed to Equal Employment Opportunity and to maintaining a positive, academic work environment for students, faculty and staff which is conducive to learning. *Abundant Training Institute* does not discriminate based on race, sex, color, age, national origin, disability, sexual orientation, religion, or marital status. Anyone who violates this policy may be subject to disciplinary action, including termination.

Abundant Training Institute shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, *Abundant Training Institute* hiring staff will not discriminate against any employee or applicant in a manner that violates the law. *Abundant Training Institute* is committed to providing equal opportunity for

EMPLOYEE HANDBOOK

2020 - 2021

all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated based on personal skill and merit. *Abundant Training Institute's* policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The School President shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

Abundant Training Institute will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of *Abundant Training Institute* may have violated the Equal Employment Opportunity Policy should report the possible violation to the School President.

If *Abundant Training Institute* determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, *Abundant Training Institute* will inform the employee who made the complaint of the results of the investigation.

Abundant Training Institute is also committed to complying fully with applicable disability discrimination laws and ensuring that equal opportunity in employment exists at *Abundant Training Institute* for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on *Abundant Training Institute*. Employees who believe that they may require an accommodation should discuss these needs with the School President.

If you have any questions regarding this policy, please contact the School President.

1.4 Employee Classification

Employees are classified as nonexempt or exempt, in accordance with the Fair Labor Standards Act (FLSA). Non-exempt employees are paid by the hour and are entitled to overtime pay. Exempt employees earn a salary and are not eligible for overtime pay. Neither classification guarantees employment for any specific length of time. Either the employee or *Abundant Training Institute* can terminate the employment at-will relationship, at any time, with or without cause or advance notice.

1.4.1 Non-Exempt Employees

Non-exempt employees are entitled to overtime pay in accordance with state and federal law and must record and report their time accurately. Nonexempt categories include:

1. Full-time—scheduled to work 25 or more hours per week
2. Part-time—scheduled up to 24 hours per week

1.4.1.1 Permanent Employees

Permanent employees are hired without a predetermined end date for the employment and have regularly scheduled hours.

1.4.1.2 Temporary Employees

Temporary employees are hired for specific projects, jobs of limited duration (as need basis), or unanticipated workloads.

1.4.2 Exempt Employees

Exempt employees include all permanent employees who are exempt from overtime provisions of the FLSA and applicable state laws. Exempt employees are paid a salary for all hours worked. Deductions from an exempt employee's salary may occur only when they are expressly authorized under the FLSA or other applicable law. This may occur, for example, when an employee has absences in excess of the Paid Time off (PTO) policy, is suspended for safety or workplace conduct rules, or when unpaid leave is taken under the Family and Medical Leave Act (FMLA). The process related to salary deductions should be discussed with the School President.

1.5 Employee Titles & Job Descriptions

Employee titles and job descriptions are agreed upon prior to hiring. The job description will be provided to employee in the letter of intent to hire. During the employee's orientation, the employee will be given two copies of the employee's title/job description informational sheet will be signed by the employee and School President. One copy will be kept by *Abundant Training Institute* to be placed in the employee's file; while the other will be given to the employee to acknowledge receipt of same.

The employee position titles currently offered at *Abundant Training Institute* are:

1. School President
2. Associate Dean
3. Professor
4. Instructor
5. Adjunct Instructors
6. Intern Instructor
7. Administrative Assistant
8. Exam Proctor
9. Temporary Positions (created as needed)

1.5.1 Associate Dean

1.5.1.1 Essential Functions

Assist the School President in the oversight of course schedule planning, faculty evaluation, faculty development, curriculum development, faculty/staff hiring and academic supervision & evaluation, and other related academic activities with and for the assigned program areas.

Serves on institution-wide committees and works with the other administrators in a team environment. An Associate Dean is a member of the executive team that creates and maintains an open, collaborative, and inclusive higher education environment focused on student learning and student success.

The Associate Dean reports directly to the School President.

1.5.1.2 Academic Curriculum

- Administer institutions policies within assigned instructional program areas, including any outreach centers.
- Administer collective bargaining policies determining class and faculty loads.
- Assist the School President with the development and quarterly/annual class scheduling in consultation with faculty members within each assigned discipline or program, and coordinate schedules with other areas of the college as needed.
- Assist in program development, evaluation, vitalization, promotion, supervision and review.
- Assist in the development and updating of a long-range plan for the entire instructional program in line with the college's strategic plan.
- Assist in the preparation of materials regarding instruction for the institution catalog and other publications. Assist with identification and prioritization of equipment needs and purchases for assigned program areas.
- Provide guidance and mentoring for advisory committees in assigned program areas. Serve as a member of the Executive Team and communication link to the faculty and assist with problem solving as it relates to faculty and student issues. Serve as a member of the Academic Council and effectively communicate outcomes to other areas on campus/school site.

1.5.1.3 Administrative

- Lead student outcomes assessment for assigned areas, and supervise collection of data and maintenance of outcomes records.
- Lead internal and external program review, institutional effectiveness processes, accreditation and other assessment activities in assigned areas.
- Actively promote, encourage, and support faculty development, excellence and innovative teaching. Perform evaluations of instructional staff in assigned areas in accordance with established evaluation procedures.
- Work with the School President to coordinate student retention efforts and enrollment management in accordance to the college's strategic plan.
- Responsible for writing, timely submission, and administration of appropriate grants within assigned area and with the consent of the School President.

1.5.1.4 Institution/Community/State Involvement

In consultation and collaboration with the School President:

- Represent instructional areas in college governance structure, in the community, to professional organizations, and to other college and universities.
- Represent ATI's instructional programs at the local, regional, state, and national level.
- Assist with public relations as necessary and requested.
- Maintain liaison with secondary schools and four-year colleges to coordinate course offerings.

1.5.1.5 Supervisory Responsibility

- Responsible for the overall direction and coordination of assigned departments.
- Responsible for annual performance evaluations and academic supervision and faculty in assigned departments.
- Carries out other supervisory responsibilities in accordance with college policies and applicable laws. Responsibilities include, interviewing, hiring, and training employees; planning, assigning, and directing work; rewarding and disciplining employees; addressing complaints and resolving problems.

1.5.1.6 Qualifications

- Master's degree in education or an academic discipline from a regionally accredited institution. (Doctorate Preferred)
- Background in instruction:
 - Three (3) years of college teaching experience
 - Five (5) years of progressively responsible college administrative experience in planning, management, and supervision of curriculum and instruction.
- Excellent organizational, communication, and interpersonal skills.
- Sensitivity to and acceptance of diverse cultures and individuals.
- Must be computer literate and open to the development and implementation of innovative delivery systems and enhanced teaching through advanced information technologies.
- Must be able to work a flexible schedule that may include evenings and weekends for monthly Board meetings, other meetings, and public relations events.
- The Associate Dean is to dress in formal business professional on the school campus whenever there may be students present.

1.5.2 Professor

The Duties & Responsibilities are the same for a professor as the instructor role. The two (2) differences between instructor and professor is that a professor is REQUIRED to have a doctorate whereas the instructor role only requires a bachelors' degree. Professors are also compensated at a higher payrate due to their increased status. Please see the "instructor" role for further details.

1.5.3 Instructor

1.5.3.1 Essential Functions

- Instructors are responsible for conducting and/or teaching workshops, seminars and/or courses, evaluating participants, and developing and implementing curricula.
- Instructors are responsible for providing individual tutoring, advisement, and/or counseling services to their students.
- Provide support to the School President and to the Associate Dean.

1.5.3.2 Academic Curriculum

- Instructors report to the School President.

- Duties include a variety of accountabilities pertaining to planning, organizing, and conducting workshops, seminars, and/or courses, and providing tutoring, advisement, and/or counseling services to students.
- In addition, instructors are to assist the School President and Executive Team in activities such as recruitment, job placement, and support services for participants/students, as assigned.

1.5.3.3 Administrative

Instructors may perform any combination of the below listed administrative duties or functions:

1. Conduct and/or teach workshops, seminars, and/or courses as assigned, utilizing effective communications, classroom/workshop management, leadership, training, and teaching techniques.
2. Develop new programs, workshops/seminars and/or courses and syllabi. Evaluate programs, courses, workshops/seminars and/or courses, including syllabi, teaching methods, materials, equipment, and facilities; revises existing programs, workshops/seminars and/or courses as assigned.
3. Select, maintain, and use materials, supplies, and equipment required for effective teaching, facilitating, and training.
4. Maintain adequate participant/student records, including intake test results, and counseling notes; evaluate and report participants' progress and/or attendance. Prepare and submit evaluations as required.
5. Provide objective advisement and tutoring of participant/students as necessary to assist in successful completion of the program.
6. Schedule, post, and maintain office hours to aid in participant's progress.
7. Work as a team with other faculty and staff to facilitate routine department operations and achieve departmental goals and objectives. Assist in attaining program accreditation.
8. Participate in departmental/campus/College meetings and serves on committees, as required.
9. Participate in professional development in-service programs.
10. Assists as requested in developing proposal/department/program budget, establishing and maintaining effective public relations, and facilitating routine department operations.
11. Assist with extra-curricular client activities as requested.
12. Perform other related duties as required.

1.5.3.4 Qualifications & Basic Knowledge Skill Set

- Bachelor's degree in a relevant field.
- Four (4) years of relevant experience or Industry Level Certification
- Knowledge of teaching techniques and methods.
- Knowledge of relevant subject matter in the incumbent's discipline/department.
- Knowledge of counseling skills and techniques.
- Knowledge of community resources and of the means to access these resources.
- Ability to effectively communicate, both orally and in writing.

EMPLOYEE HANDBOOK

2020 - 2021

- Ability to develop rapport with students and staff.
- Ability to effectively communicate subject matter content and to relate to a diverse population in a multicultural environment.
- Instructors are required to follow the dress code requirements as outlined in **Section 1.7.5**. Instructors are permitted to wear business casual when teaching as a minimum. Any instructors who violate these dress codes may be asked to go home and change, be given a warning (verbal or written), or a combination of these.

Business Casual

- Women - a skirt or slacks, a button down blouse, and closed-toe shoes
- Men - a button down shirt, slacks, and **dress** shoes
- Absolutely no denim, shorts, jerseys, tennis (casual) shoes, or baseball hats

1.5.4 Adjunct Instructor

The Duties & Responsibilities are the same for an adjunct instructor as the instructor role. The two (2) differences between instructor and professor is that an adjunct is a part-time instructor. Adjuncts are also compensated on an “as needed basis.” Please see the “instructor” role for further details.

1.5.5 Intern Instructor

The Duties & Responsibilities are the same for an intern instructor as the instructor role. The two (2) differences between instructor and professor is that an intern instructor is an instructor in training. Interns are also compensated lower than instructors due to their training status. Once the instructor passes their training phase, they may get the opportunity to become full instructors with the acknowledgement of the School President. Please see the “instructor” role for further details.

1.5.6 Administrative Assistant

1.5.6 Exam Proctors

1.5.7 Temporary Position-Help Desk

1.6 New Hires

1.6.1 Rehires

Employees who are rehired following a break in service, other than an approved leave of absence, must serve a new initial probation period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including for purposes of determining benefits.

1.6.2 Reference Checks

The Human Resources Department or management is solely responsible for confirming an employee’s dates of employment, salary history and job title on receipt of a written request. No employee, under any circumstances, should provide another individual or external entity any information regarding employment status within our organization.

1.6.3 Probationary Period

Every permanent employee has a probationary period of 120 days. This is also when permanent employee's additional benefits become activated (Section x). Temporary employees have no probationary period but may be terminated at any point including lack of additional projects.

1.6.4 Background Checks

Each incoming employee will also need to follow the Institutions onboarding procedure which consists of a criminal background check within 30 days of hire.

1.7 Standard of Conduct & Employee Expectations

Every employee must continually observe and follow *Abundant Training Institute's* policies and maintain proper standards of conduct. Any behavior interfering with orderly and efficient operation of a company will result in corrective disciplinary action. Progressive disciplinary action may include a verbal warning, written warning, suspension and/or termination. The appropriate disciplinary action imposed will be determined by the organization. The Abundant Training Institute does not guarantee that one form of action will necessarily precede another.

In addition to the aforementioned guidelines, the following conduct may result in disciplinary action, up to and including termination: conviction of a crime related to violence, theft or drugs; insubordination; assault; theft; forgery; misuse of Abundant Training Institute funds; performance of non-Abundant Training Institute work during assigned work hours or use of Abundant Training Institute's property, equipment or facilities in connection with non- Abundant Training Institute work; engaging in discrimination; engaging in sabotage; falsification of records or documents; gambling or betting on the organization's premises or time; sleeping on the organization's premises or time; or leaving the company without management approved coverage. If an employee has been arrested for a crime related to violence, theft, or drugs (within or outside of the workplace), an employment suspension will take effect pending a court action. Abundant Training Institute will determine whether pay will be continued during the suspension. The employee may apply for unemployment benefits if suspended without pay.

1.7.1 General Instructor Expectations

1.7.1.1 Engaging with Students

Instructors are expected to use their knowledge of course material and to engage their students to facilitate a learning environment. Instructors are encouraged to find more than one way of explaining difficult topics for each student to comprehend the subject material. The instructors should stand for as long as they possibly can and to maintain control of the classroom's discussions. Instructors must be prepared to teach and facilitate learning for the entire duration of the class.

1.7.1.2 Student Discipline & Disputes

All student disputes are to be brought to the Director's attention. If said dispute is easily resolved between instructor and student, no permanent record will need to be recorded in the student's file.

If the student's behavior is egregious in nature, a written report of the incident should be submitted to the Director for review and action within one week of said incident. See Incident Report located at the end of this handbook. In most

instances, the Director can meet with said student and resolve the matter expeditiously. In the event that employee is not satisfied with the Director's determination or resolve of the matter, employee may file a grievance as outlined in the school catalog.

1.7.1.3 Employee Conflict Resolution

Misunderstandings or conflicts can arise in any organization. If you have a question or a complaint or are bothered by a job-related situation, you should speak with the School President. This is usually the best way to seek resolution of problems and is a matter of professional courtesy. The School President is responsible for investigating all grievances brought to *Abundant Training Institute's* attention.

1.7.1.4 Preparing for a New Academic Course

Prior to the start of a new academic course, a class list can be obtained from the School President. Instructors will need to use this list to create class rosters and effectively schedule the course that you will be starting. From that class roster, books and materials will be ordered by the School President, so all rosters for new academic courses must be turned in 4 weeks prior to the start date and all students should be notified of their scheduled academic courses both through email and written memo. All instructors are provided with copies of texts to be used.

When an instructor is beginning to teach the new academic course, the instructor must review the course syllabus (with emphasis on what is expected of each student), provide introductions, explain the overall objectives of the course (including topics to be covered), the course schedule, and school provided contact information.

1.7.1.5 Importance of the Syllabus

When teaching any course, instructors must provide instruction reflecting the course description according to the syllabus.

1.7.1.6 Student Evaluation

Instructors must evaluate their students using qualitative (papers/homework assignments) and/or quantitative (tests/exams) measures. The instructor must then review homework assignments and grade tests/exams. Instructors are also responsible for taking class attendance daily and reporting to the School President any habitual absences or tardiness.

Student progress reports, attendance rosters, and student exams are due at the end of the month or at the end of the course, whichever of the two is sooner.

1.7.2 Instructors as Subject Matter Experts

As an instructor, you are expected to master both the content of the course and the teaching of it in a manner that facilitates student learning. Internal Training Forms are used and will be provided to any new instructor or assistant instructor to assist in their training. New hires will meet with the School President and Associate Dean.

1.7.2.1 Expectations of Subject Matter Experts

Instructors are to hold the relevant experience, education, and industry-level certification as a qualification for the course they are teaching. In addition, the

instructors are to gain the confidence of their students as the experts in the classroom. Should the instructor not be comfortable with a topic, that instructor should spend their own time to become familiar enough with the topic to maintain this level of academic trust between the students and the instructor. Should the instructor fail to gain the trust of their students as a subject matter expert, the School President will investigate the situation further and determine what the best course of action may be at that time.

1.7.2.2 Continuing Education

Abundant Training Institute encourages its instructors to seek additional training which may enhance their instructing skills. Additional training increases the instructor's credibility as a subject matter expert, and the instructor is more likely to maintain academic trust. *Abundant Training Institute* will, on occasion, agree to pay for an employee to attend a conference or seminar if employee submits a Training Seminar Request Form which can be found at the end of this handbook. Please submit the completed form to the Director at least 2 weeks prior to training.

1.7.3 Value-Added Instructing

Students may learn the subject matter at any higher learning institution or even from a self-paced course. *Abundant Training Institute* separates itself from the competition by offering students a faith-based learning environment and hiring instructors that are willing to assist the students beyond the classroom and are expected to assist students in the pursuit of knowledge beyond the immediate realm of the course subject material and in establishing professional goals.

1.7.4 Attendance and Punctuality Expectations

1.7.4.1 Regularly Scheduled Shifts

Instructors are to arrive 15 minutes before scheduled class time in order to prepare, setup, and make certain all they are ready to teach before the beginning of class. Faculty/Staff is expected to attend all classes assigned to them.

1.7.4.2 Absence Protocol

Unless there is a justified reason for the absence, faculty/staff members have an obligation of being present at the scheduled time. If a faculty/staff member is going to be absent, they need to contact the School President to advice of their absence and the reason for the absence. Faculty/Staff members are also required to contract the School President at least 45 minutes in advance to that she can make arrangements for coverage.

Faculty/Staff members should work with the School President and other faculty members to arrange for coverage of the class in their absence. When advance planning is not possible, the School President should be notified as soon as possible.

Faculty/Staff members who are absent for unjustified reasons are subject to disciplinary action, including warning letters and possible dismissal, including termination in addition to loss of pay.

1.7.4.3 Tardiness Protocol

Faculty/Staff who are not present at least 15 minutes before their designated start time are considered tardy. Due to the amount of time each faculty/staff member spends on the road, time delays are inevitable. However, once the faculty/staff member realizes they will be tardy, it is their responsibility to contact the School President immediately. Faculty/Staff must notify the School President at least 30 minutes before the time they were scheduled to arrive (45 minutes before the start of the class). Any unexcused tardiness will result in disciplinary action, including warning letters and possible dismissal, including termination in addition to loss of pay.

1.7.4.4 Vacation & Holidays

Vacation and holidays must be scheduled with one's supervisor in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

1.7.4.5 No Shows

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in termination of employment with no additional disciplinary steps. **A no call/no show lasting two days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.**

1.7.5 Attire and Grooming Expectations

It is important for all employees to project a professional image while at work by being appropriately attired. *Abundant Training Institute* employees are expected to be neat, clean and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed. Please see Job Descriptions (**Section 1.x.x**) for further information on what type of attire is required/recommended for each job title.

All employees must be covered from shoulders to knees at all times (no see-through or sleeveless clothing is permitted at any time). Natural and artificial scents may become a distraction from a well-functioning workplace and are also subject to this policy

Abundant Training Institute is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

1.7.6 Employee Workspace Expectations

1.7.6.1 Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. All employees must keep their workspace organized and clean.

Instructors are to keep a clean and orderly classroom.

1.7.6.2 Personal Property

The organization is not responsible for loss or damage to personal property. Securing valuable personal items, such as purses and jewelry, is the responsibility of the employee.

1.7.6.3 Workplace searches

To protect the property and ensure the safety of all employees and students, Abundant Training Institute reserves the right to conduct personal searches consistent with state and federal law. Abundant Training Institute management, at its discretion, may inspect any workplace area (including offices, desks, computers, files, lockers or equipment), or any packages, parcels, purses, handbags, briefcases or possessions on *Abundant Training Institute* premises.

1.8 Employee Hours

Abundant Training Institute offers different job positions from 5 hours a week to 40 hours a week, morning, day or evening or weekend schedules.

1.8.1 Instructor Hours

Most instructors will work Tuesday through Thursday by conducting classes (giving lectures, overseeing labs, or conducting assessments). Classes are grouped into two categories: morning classes and evening classes.

1.8.1.1 Morning Classes

Tuesday through Thursday; from 9:30 am to 2:30 pm or from 11:30 am to 4:00 pm

1.8.1.2 Evening Classes

Tuesday through Thursday; from 2:30 pm to 6:30 pm, from 5:00 pm to 10:00 pm, or from 6:00 pm to 9:30 pm.

1.8.1.3 Course Prep Time

When *Abundant Training Institute* offers a new course, instructors will be allotted one hour of prep time for every day the instructor is conducting class. If the course for second time, no prep time is allowed. Additionally, if a class is canceled, if a class is not in session, or if the instructor is absent on a regularly scheduled workday, the prep time will not be included at the end of the week. Once the course has been taught, each instructor is expected to consistently tweak and modify their lesson plans to improve upon instruction or tailor it to their teaching style.

Example: *Abundant Training Institute* has just begun offering “Course X” to students. Instructor A has been selected to teach Course X, which is being offered as a Tuesday & Thursday morning class (9:30 – 2:30). Due to the course being 5 hours long, the instructor must take a half an hour for lunch which reduces their instruction time to 4.5 hours (Section 1.4.6). On Tuesday (the first day of class), Instructor A adds 1 for prep time making their total time 5.5 hours. On Thursday, Instructor A calls in sick, and reports 0 hours of instruction. (Instructor A also cannot include

EMPLOYEE HANDBOOK

2020 - 2021

any prep time.) Instructor A's time for the week is 5.5 hours. If Instructor A teaches the same course again, they will not be allowed to include prep time.

1.8.2 Administrative Staff

Monday	8:30 am – 6:00 pm
Tuesday	8:30 am – 6:00 pm
Wednesday	8:30 am – 6:00 pm
Thursday	8:30 am – 6:00 pm
Friday	9:00 am – 4:00 pm
Saturday	9:00 am – 3:00 pm Alt

1.8.3 Clocking In & Out

Employees will be using a tablet to clock in and clock out of work. To ensure an accurate payment for time worked, employees must make certain that they clock in at their regular scheduled shift. Employees are only allowed to clock in no earlier than 5 (15) minutes earlier and no than later than 5 (15) minutes of their scheduled shift.

1.8.4 Clocking In & Out Integrity

Employees are only allowed to clock in and out for themselves in the appropriate window. It is a violation of policy to allow another employee to clock in using any device. Any employee who falsifies a timesheet, alters another employee's timesheet, instructs another employee to do so, or falsely report hours worked will be subject to disciplinary action, up to and including termination.

1.8.5 Employee Time Records

Employees must maintain an accurate daily record of the total hours worked. It is the responsibility of the employee to ensure that hours reported reflect hours worked, time clocked in and out (including late arrivals, early departures, and meal breaks), and absences. Hours worked must reflect time sheets and the clocking system. Time off related to a leave of absence must be reflected on employee timesheets and in the clocking system.

1.8.6 Mandatory Lunch

Employees who follow a 5 hour per day schedule will take a mandatory, unpaid half-hour lunch break. (The lunch will be deducted from total daily hours worked.) Employees are responsible for clocking out for lunch and clocking back in afterwards.

1.8.6.1 Meal/Rest Periods

The scheduling of meal periods at *Abundant Training Institute* is set by the employee's immediate manager with the goal of providing the least possible disruption to company operations.

1.8.6.2 Mandatory Meal Period

Employee meal periods are important to company productivity and employee health. Employees who work at least four consecutive hours will be provided a meal break not to exceed 15 minutes. Employees who work at least 6 hours will be provided a meal break not to exceed 30 minutes and employees who work more than 6 hours per day will be provided with one-hour meal break.

1.8.6.3 State Meal/Rest Period Requirements.

The meal period will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on meal breaks and must clock out for meal periods.

1.8.6.4 Impermissible Use of Meal Period and/or Rest Breaks

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour long break

1.8.7 Extended Time Allocation

Employees are not permitted to work beyond their allocated weekly hours without first getting permission from the Director. Employees are also not to work beyond their allocated hours for projects without first getting permission from the Director or by submitting a Time Request Form which can be found at the end of this handbook for employee's completion. This form can be duplicated.

1.8.8 Overtime

All overtime must be approved in advance by the School President. Non-exempt employees who perform approved overtime will receive time and a half of the regular hourly rate for hours in excess of 40 hours per work week.

Questions concerning overtime pay should be referred to the School President.

1.8.9 On-call requirements

Scheduling and payment for on-call coverage is at the discretion of the company.

1.9 Employee Performance & Salary Review

Performance appraisals are conducted on an annual cycle. Employees will receive a performance review on the established date each year. The performance appraisal will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file and a signed copy will be given to the employee.

Professional appraisals play an integral role in guiding and managing career development and allowing for a mutual understanding of an employee's performance in relation to organizational goals and objectives. Reviews should occur following the first 90 days of employment and annually thereafter based on hire date. Employees are encouraged to participate actively in the review process and identify areas for growth and development. In the event a review identifies areas of deficiency, an employee will be provided with a corrective action plan and time frame for improvement.

1.9.1 Non-Guaranteed Pay Increase

While budget allocations for merit increases are planned for and allocated before the start of each calendar year, merit increases are not guaranteed. Increases will be based on company performance and financial strength at the time of performance review and may not result in salary increase. The employee's overall performance and salary level relative to his/her position responsibilities are evaluated to determine if a salary increase would

be warranted. The annual salary increase program is designed to assist management in planning and allocating merit increases. The program is intended to reward individual performance, be market competitive, and internally equitable.

1.9.2 Out-of-Cycle Salary Increase

Salary adjustments are occasionally requested or warranted at times other than the employee's scheduled annual salary reviews. Out-of-cycle salary increases must be discussed by the employee and the School President. The School President will review all salary increase/adjustment requests to confirm the financial strength and company performance can provide the salary increase.

1.9.3 Promotions and transfers

Career advancement is rewarding for both the employee and for *Abundant Training Institute*. Opportunities for advancement will be made available to qualified employees whenever possible. Qualification for a new position requires good standing in the current position for one year. This period may be waived with the School director's approval.

1.10 Employee Benefits

Regular permanent part-time employees who are scheduled to work fewer than 20 hours each week are ineligible to participate in the *Abundant Training Institute* benefits programs except for the 401(k).

1.10.1 Employee Travel Reimbursement

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the company. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip and within 30 days, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses.

Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

1.10.2 Family & Medical Leave

Abundant Training Institute provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Act. The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, concerns or disputes with this policy, you must contact the School President in writing.

1.10.2.1 General Provisions

Abundant Training Institute will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may

be paid, unpaid, or a combination of paid and unpaid leave depending on the circumstances of the leave and as specified in this policy.

1.10.2.2 Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- The employee must work in a work site where 10 or more employees are employed by the company within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

1.10.2.3 Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- The serious health condition of the employee (described below).
- To care for a spouse, child or parent with a serious health condition.

1.10.2.3.1 Serious Health Condition

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with the School President.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

1.10.2.4 Employee Status & Benefits During Leave

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

1.10.2.5 Employee Status after Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

1.10.2.6 Use of Paid and Unpaid Leave

All paid vacation, personal and sick leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

1.10.2.7 Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

1.10.2.8 Certification for the Employee's Serious Health Condition

The company will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the

request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

1.10.2.9 Certification for the Family Member's Serious Health Condition

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

1.10.2.10 Recertification

The company may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

1.10.2.11 Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide the HR manager with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, the HR manager will provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave.

1.10.2.12 Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR manager will provide the employee with a written response to the employee's request for FMLA leave.

1.10.2.13 Intent to Return to Work from FMLA Leave

The company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

1.10.3 Personal Leave of Absence

Employees who require time off in addition to vacation may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances.

All regular employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved.

Please contact Human Resources/Management for more information on request procedures.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on a case-by-case basis.

1.10.4 Bereavement Leave

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.

Bereavement leave will be granted unless there are unusual business needs or staffing requirements.

Paid bereavement leave is granted according to the following schedule:

- Employees are allowed five days of paid leave in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter.
- Employees are allowed three days of paid leave in the event of death of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.
- Employees are allowed up to four hours of bereavement leave to attend the funeral of an employee or retiree of the company.

1.10.5 Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide him/her with a copy of the jury summons. The company will not pay regular full-time and regular part-time employees for time off for jury duty.

1.10.6 Voting Leave

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, employees will receive up to three hours during the work-day to vote. However, time off for voting should be reported for record keeping and will not be paid.

1.10.7 Election Leave

Employees who are chosen to serve as election officials at polling sites will be permitted to take required time off to serve in this capacity. It is incumbent on employees who are chosen to act as election officials to notify their manager a minimum of seven days in advance of their need for time off in order to accommodate the necessary rescheduling of work periods. Time engaged as an election official should be reported and coded appropriately on timekeeping records and will not be paid.

1.10.8 Military Leave of Absence

Abundant Training Institute is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied

employment, reemployment, promotion or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact Human Resources.

1.10.9 Vacation/Sick Time/Holiday Pay

1.10.9.1 Instructors

Full-time Instructors (thirty hours or more a week) will receive four sick days, one personal and five vacation days, after six months of employment. On Site

Part-time/Per diem instructors (less than 30 hours a week), will receive two sick days and two vacation days, one personal day after six months of employment.

Offsite Instructors will receive three vacation days, after six months of employment. Employee must give advance notice to the Director to obtain permission for any vacation time so that it does not conflict with other employee's vacations.

1.10.9.2 Administrative Staff

Administrative staff who work in 30 hours a week or more, will receive two sick days and three vacation days, after six months of employment.

Part-time employees (less than 30 hours a week), will receive two sick days and two vacation days after six months of employment.

Offsite permanent employees will receive three vacation days, after six months of employment. Employee must give advance notice to the Director to obtain permission for any vacation time so that it does not conflict with other employee's vacations.

1.10.9.3 School Closures

The *Abundant Training Institute* does not provide payment for unforeseen school closures. Employees may, however, use their own vacation or sick days for the closure.

1.10.9.4 Holiday Closures

Everyone will receive 5 (eight) paid holidays: 4th of July (1 day); Labor Day (1 Day); Veterans Day (1) Thanksgiving; (1 day); Christmas (1 day), provided it falls on staff regularly scheduled workday. All other holidays or other school closing as noted in school catalog will be unpaid or can otherwise be taken as a vacation day(s).

It is vital to the Institution for all employees to have reliable attendance. Absenteeism and tardiness negatively impact our ability to effectively provide the Institution services. The purpose of this policy is to establish the requirements for reporting absences, to provide guidelines for the handling of tardiness, early departures, and unscheduled absences, and to outline employees' need to adhere to established work schedules to maintain efficient, effective

operations throughout the Institution

1.10.9.5 Emergency Closures

There will be a recording on the Abundant Training Institute's main office phone by 8 a.m. with details as to whether we will be closed or have a delayed opening. We will also send emails and or text to faculty and staff.

1.10.10 Workers' Compensation

In the event of an injury incurred while at work, coverage is available via *Abundant Training Institute's* compensation insurance policy. This insurance is provided to employees at no cost. Any on-the-job injury, no matter how slight, must be reported immediately to supervisory staff. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize an employee's claim. The organization will attempt to provide a reasonable accommodation, as long as it is medically necessary, feasible, and does not impose an undue hardship on the organization as prescribed by applicable federal, state or local law.

1.11 Nepotism, Employment of Relatives, Personal Relationships, & Other Conflicts

Abundant Training Institute ensures corporate practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion, and transfer. 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. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins, and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household, and if one party is in a supervisory position, that person is required to inform management and Human Resources of the relationship; this policy however excludes school administration.

Abundant Training Institute reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

1.11.1 Other Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of the Abundant Training Institute may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Fraternalizing of students with their instructors outside of class. Faculty/Staff are not allowed to socialize outside of the institution with students until the students have successfully completed their program. This includes social gatherings or events of

any kind. Instructors are also restricted from exchanging personal telephone numbers and personal email accounts. Faculty/Staff are required to only use school-provided phone numbers and email accounts. If school has not provided these, the faculty/staff is prohibited from contacting the students in any manner until they have a working school email account.

Amorous, dating, sexual activity, or intimate relationships, even when consensual, are deemed inappropriate when they occur between a faculty/staff member and a student. The relationships are inappropriate because of the unequal power dynamic between students and instructors and between students and employees who advise or evaluate them, such as athletic coaches or workplace supervisors. Such relationships necessarily involve issues of student vulnerability and have the potential for coercion. In addition, conflicts of interest or perceived conflicts of interest may arise when a faculty member or employee is required to evaluate the work or make personnel or academic decisions with respect to a student with whom they are having an intimate relationship. Finally, if the relationship ends in a way that is not amicable, the relationship may lead to charges of and possible liability for sexual harassment.

Therefore, faculty members and other employees are prohibited from engaging in intimate relationships with student for whom they have a professional responsibility, including undergraduates, graduate, and professional students.

Instructors must have a “professional responsibility” for their students while they are registered, enrolled, and/or attending classes in which the instructor is teaching. “Professional responsibility” for a student is defined as “being responsible for a student in academic matters.” This includes teaching, counseling, grading, advising for a formal project such as a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect teaching, research, or other academic opportunities.

1.11.1.1 Sexual Harassment

It is the policy of *Abundant Training Institute* to prohibit any form of sexual harassment. Improper interference with the ability of employees to perform their expected job duties will not be tolerated and should be reported to the School President.

Under federal law and regulations, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute unlawful sexual harassment when either: (1) submission to such conduct is or becomes a term or condition of an individual’s employment or is used as a basis for employment decisions relating in any way to that individual; (2) such conduct substantially interferes with an individual’s work performance; or (3) such conduct creates an intimidating, hostile, or offensive working environment.

Any employee found to have engaged in such conduct, or who condone such action on the part of subordinates, will be subject to appropriate disciplinary action up to and including termination of employment. An employee may also be subject to individual liability and penalties as a harasser.

1.11.1.2 Complaint Procedure

If you experience any job-related harassment or have a related complaint, you should promptly report the matter to Administrative office who will undertake an investigation ensuring confidentiality to the greatest possible extent.

Abundant Training Institute expressly prohibits any form of retaliatory action against any employee availing themselves of the benefits of this procedure. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No employee will be discriminated against, or discharged, because of bringing or assisting in the investigation of a complaint of sexual harassment.

- Proctoring exams for students they are instructing while serving as an instructor in any capacity. Faculty/Staff are not permitted to proctor students whom they have instructed. Faculty/Staff are required to follow Pearson Vue's policies. (This also applies for faculty/staff when they themselves are taking exams. In addition, the scheduling of exams must be made through the Pearson Vue portal and will not be scheduled by Administrative staff.
- Being employed by (or acting as a consultant to) a competitor, potential competitor, supplier, or contractor (regardless of the nature of the employment) while being employed by *Abundant Training Institute*. Employees of *Abundant Training Institute* are not permitted to hold jobs that may conflict with the interests, goals, or vision of *Abundant Training Institute*. In addition, employees are prohibited from owning or having a substantial interest in a competitor, supplier, or contractor.
- Hiring or supervising family members or closely related persons. Faculty/Staff are prohibited from hiring or supervising family members or people with whom they have close relations.
- Serving as a board member for an outside school, college, or university. Faculty/Staff are prohibited from sitting on boards or leadership positions for outside schools, colleges, or universities.
- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all company employees.

Employees with a conflict-of-interest question should seek advice from the School President. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from the School President.

1.11.2 Acceptance of gifts and gratuities

No employee may directly or indirectly (e.g., through a student or student family member) solicit or accept any gift, gratuity, favor, entertainment, reward, or any other item of monetary value that might influence or appear to influence the judgment or conduct of the employee in the performance of his or her job. Employees can accept gifts only in cases where the gifts are of nominal value, \$100 or less, and are normal business courtesies, will not violate any laws, and will not influence or appear to influence the employee's judgment or conduct at his or her employer's business.

1.11.3 Giving entertainment, Gifts and Gratuities

No employee shall give any gift, gratuity, favor, entertainment, reward or any other item of monetary value that might influence or appear to influence the judgment or conduct of the recipient in the performance of his or her job, or will violate any laws, and will not influence or appear to influence the employee's judgment or conduct at his or her employer's business. In no event may a gift exceeding \$100 be given without specific authorization from the School Director or Human Resources. All gifts must be properly documented on an expense report in accordance with abundant policy.

1.12 Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Abundant Training Institute supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Abundant Training Institute reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines Abundant Training Institute progressive discipline process:

- **Verbal Warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written Warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance Improvement Plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

Abundant Training Institute reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

1.13 Separation of Employment

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide four weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Management reserves the right to provide four weeks' notice in situations where job or business needs warrant such action unless employer deem necessary at its discretion to terminate immediately. Should employee not provide notice the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are required to notify their department director and the Human Resource department in writing at least one (1) month before the planned retirement date.
- It is the practice of *Abundant Training Institute* to give special recognition to employees at the time of their retirement. The recipient must be employed with *Abundant Training Institute* for five (5) years to be eligible for a retirement gift. The amount provided for the gift is \$ 100 per year, based on the employee's uninterrupted full-time service. The department director should contact the Human Resource department to purchase a gift or a gift card. Departmental funds may not be used to augment the gift.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for one (2) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the second day. The supervisor shall notify the Human Resource department/Management at the expiration of the second workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- **Termination:** Employees of *Abundant Training Institute* are employed on an at-will basis, and the company retains the right to terminate an employee at any time, unless define in the employment agreement.

1.13.1 Exit Interview Process

If you leave the Abundant, you will be asked to complete an Exit Interview. The purpose of an Exit Interview is to provide you with the opportunity to discuss reasons for leaving and to ask for recommendations for improvement. Exit Interview form are sent to all employees who have left company on a respectful and professional manner. They are shared with management and Human Resources team. Employees who leave the company should feel free to contact their supervisor, director or HR team to share any issues or concerns regardless of the reason for separation

1.14 Employee Personnel Files

Employee files are maintained by the School President and are considered confidential.

Managers and supervisors may only have access to personnel file information on a need-to-know basis. A manager or supervisor considering the hire of a former employee or transfer of a current

EMPLOYEE HANDBOOK

2020 - 2021

employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed by the School President. Personnel files may not be taken outside the department.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information as required by law.

1.15 Confidentiality

Our clients and other parties with whom we do business entrust the company with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a “need to know.” If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries from the media must be referred to School President.

II PAYROLL PROCESS

2.1 Pay Periods

Pay periods are semi-monthly (Twice a month) payable on the 1st and the 18th of every month. The 2nd is payable from the 9th to the 22nd of the previous month. The 15th is payable from 23rd of the previous month to the 8th of the current month. When the usual payday is a holiday, paychecks are normally issued on following business day. Should the payroll date fall on a Friday, during the weekend day, or a date the school is closed date, payroll will be issue on the next/following working day.

Payroll is available for pick up at after 11:00am to 4:00pm on scheduled payroll date. At 4:03pm payroll will be placed as first class mail into the United States Postal service for pick up by postal service for same day pick up.

2.2 Tax Information

Federal tax withholding forms (W4) as well as applicable state and local tax withholding forms must be signed and on file for each employee. Other deductions administered through payroll include social security tax, Medicare, and employee authorized amounts for standard organization benefits. If an employee's wages are garnished by court order, the amount indicated in the garnishment order will be withheld. All deductions and their amounts are listed on the pay stub and totaled each year on the W-2 Form, Wage and Tax Statement.

2.3 Payroll Check Reinsurance

This section describes the procedures for reissuing payroll checks that are stale dated, lost or destroyed. Under normal conditions, the general policy for reissuing a payroll check is 10 business days.

Normally, this process is initiated by an employee; however, in certain situations it can be originated by the employee's third party on behalf of the employee. An employee must begin the process by submitting a completed and signed declaration form for stale dated, lost or destroyed payroll check to headquarters. The process will begin with headquarters receiving the declaration form. Follow the instructions as directed on the form and ensure that information is complete and accurate.

The steps as outlined on the form are:

1. Place Stop Payment Order

If it was determined that the check is the original payroll check (meaning, not previously replaced or reissued), a stop payment will be processed with our payroll banking institution immediately and will take effect within 24 hours.

2. Reissue Check

A replacement payroll check will be processed by our payroll company and sent out to our headquarters within 24 to 48 hours and available generally within 60 hours.

3. Distribute Replacement Check

After the replacement check has been issued, employee or claimant will be contacted. The check will be mailed to the terminated employees and available for pick up for active employees.

2.4 Final Pay/Return of Property

Employees are responsible for Abundant School equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Books,
- Credit Cards,
- Identification badges,
- Office/building security passes,
- Office/building keys,
- Computers, computerized diskettes, flash drives, and other equipment, and
- Intellectual property (e.g., written materials, work products, etc.).

In the event of separation from employment (or immediately upon request by the School President or their designee), employees must return all *Abundant Training Institute* property that is in their possession or control. Where permitted by applicable law(s), *Abundant Training Institute* may withhold from the employee's final paycheck the cost of any property, including intellectual property, which is not returned when required. *Abundant Training Institute* also may take any action deemed appropriate to recover or protect its property.

Furthermore, if a faculty/staff member is leaving the company with a negative sick and/or vacation time balance, the outstanding balance will be deducted from your final paycheck.

III FACILITIES

3.1 Overview

Abundant Training Institute features fully air conditioned/heated, well-lit training classrooms with a reception area.

Abundant Training Institute has a break room with coffee pot, refrigerator, microwave, sink, table and chairs. There are handicap accessible lavatories outside the suite that accommodate both male and female. We do not employ a nurse or have any medical staff available.

3.2 Building Security

For safety and security surveillance through-out building, including lobby area. The outside door promptly locks at 7:00 PM.

3.2.1 Audio & Video

Abundant Training Institute facilities may be equipped with on-site video and audio surveillance. Video and audio are placed in reception area for security measures. Cameras and audio may be placed in classrooms for training and performance reasons. The lavatories are camera and audio free.

3.2.2 Lunch/Break Room

Abundant School has faculty lounge located in Room 801, full size refrigerator where you may place your items and a microwave. There are snack vending machine in the student lounge area and coffee maker and supplies. However, we ask that you remove your belongings from refrigerator by Thursday evenings because all remaining items will be removed from the refrigerator on Fridays.

3.3 Janitorial Services

The garbage receptacles are disposed of from Monday to Saturday.

3.4 Lavatories

Handicap accessible, separate male and female lavatories are available outside the suite. Lavatories are sanitized and cleaned daily during the weekdays.

3.5 Parking

Free parking is available to all students and staff. No parking permit is necessary.

3.6 No Smoking Policy

This is a smoke-free campus. Smoking (including vaping) inside the building is not permitted at any time. **Smoking is permitted in parking lots only away from the main suite entrances.** Employees who violate the smoking policy will be subject to disciplinary action (up to and including immediate termination).

Abundant Training Institute prohibits smoking on premises in order to provide and maintain a safe and healthy work environment for all employees and students. Smoking is defined as the "act of lighting,



smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind."

The smoke-free workplace campus applies to:

- All areas of company buildings.
- All company-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the company.
- All visitors (outside vendors, students, and stakeholders)
- All contractors and consultants and/or their employees working on the company premises.
- All employees, temporary employees, students, and interns.

3.7 Emergency Evacuation

In the event of a fire or a fire drill, faculty and staff will alert all occupants of the building. Floor plans are posted throughout the building showing the exit routes.

Faculty, staff, and students are to congregate at a location in the parking lot far enough away from the building to permit the firemen to work without obstruction. All instructors should create a plan with their students as to where to meet in the parking lot. The instructors should take their attendance sheet with them to be sure to take accurate attendance once outside.

IV COMMUNICATION

4.1 Staff Meetings

Staff meetings will be held once a month or as deemed necessary to discuss any changes or updates regarding the school. Status Reports should be submitted the day prior to any meetings and should contain any projects you have been assigned. A hard copy of the report must be provided during the meeting.

4.2 Mail

There are mailboxes available for all instructors and staff in the Faculty Lounge.

4.3 Electronic Communications

4.3.1 Electronic Devices

The following guidelines have been established for using electronic devices in an appropriate, ethical, and professional manner:

- Instructors may not use cell phones in the classroom at any time. Once they are in the classroom they must turn off or silence their phones.
- Internet, company-provided equipment (e.g., cell phone, laptops, and computers), and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- Employees are to only use company-issued phones for *Abundant Training Institute's* business purposes and preserve them in perfect condition. Employees are to use

EMPLOYEE HANDBOOK

2020 - 2021

company-issued phones and other electronic devices to search the Internet for business purposes only.

- Employees must not use devices, the Internet, or services in a way that disrupts its use by others.
- Employees must not send or receive large files that could be saved/transferred via thumb drives.
- Employees are prohibited from sending or receiving files that are not related to work while at work.
- Strictly Forbidden Actions:
 - Using disparaging, abusive, profane, or offensive language
 - Creating, viewing or displaying materials that might adversely reflect upon *Abundant Training Institute* or be contrary to *Abundant Training Institute's* best interests
 - Engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and/or company-provided equipment such as cell phones and laptops.

Employees are prohibited from:

- Playing games on any equipment during working hours.
- Using cell phones for any reason while driving a company vehicle.
- Using cell phone's camera or microphone to record Abundant Training Institute intellectual and confidential information.

4.3.2 Email

All faculty and staff will be issued a school email address. It is imperative that your email be checked at least once upon arrival to school and before leaving for the day as email is a primary means for communication. With a school email address, you can access email from any computer. Instructions and guidance will be provided.

Usernames and passwords are provided to each faculty and staff member. Passwords are maintained by the School President in the event something needs to be changed.

Employees should not open suspicious e-mails, pop-ups or downloads. Contact IT/Management with any questions or concerns to reduce the release of viruses or to contain viruses immediately.

Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.

4.3.3 Sensitive Material

Making, distributing, or obtaining copies of sensitive Abundant Training Institute material, sign in sheets, log in sheets, attendance forms and any proprietary information or documentation of Abundant Training Institute is prohibited at any time. All originals must be return to Administration without duplicating any documentation.

Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.

4.3.4 Social Media

Employees may not post financial, confidential, sensitive or proprietary information about the company, clients, employees or applicants.

Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the company, clients, employees or applicants.

When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, *“The opinions expressed on this site are my own and do not necessarily represent the views of Abundant Training Institute.”*

The Abundant Training Institute may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

4.4 Right to Monitor

All company-supplied technology and company-related work records belong to the company and not to the employee. Abundant Training Institute routinely monitors use of company-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

V DRUGS & ALCOHOL

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of *Abundant Training Institute*. The School President is responsible for policy enforcement.

Abundant Training Institute has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, *Abundant Training Institute* is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

Whenever employees are working, are operating any company vehicle, are present on company premises, or are conducting related work off-site, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- Being under the influence of alcohol or an illegal drug/controlled substance.

EMPLOYEE HANDBOOK

2020 - 2021

- Having a detectable amount of any illegal drug/controlled substance in an employee's body while performing company business or while in a company facility
- Taking prescribed drugs that adversely affect the employee's ability to safely and effectively perform their job duties. (Employees taking a prescribed medication must carry it in the container that is labeled by a licensed pharmacist or be prepared to produce it if asked.)
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

5.1 Required Testing

The company retains the right to require the following tests:

- **Pre-Employment:** All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
- **Reasonable Suspicion:** Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. The School President must be consulted before sending an employee for reasonable suspicion testing.
- **Post-Accident:** Employees are subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
- **Follow-Up:** Employees who have tested positive or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, Abundant Training Institute may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee does not test negative, he/she will be subject to immediate discharge from employment.

5.2 Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management and Human Resources. Should the results prove to be negative; the employee will receive back pay for the times/days of suspension.

5.3 Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

5.4 Inspections

Abundant Training Institute reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

5.5 Crimes Involving Drugs

Abundant Training Institute prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

VI WORKPLACE BULLYING

Abundant Training Institute defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the company Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the company will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The *Abundant Training Institute* considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

VII VIOLENCE IN THE WORKPLACE

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. *Abundant Training Institute* resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. *Abundant Training Institute* 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, member of Abundant School's Threat Management Team 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 School President 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. *Abundant Training Institute* will not retaliate against employees making good-faith reports. *Abundant Training Institute* is committed to supporting victims of intimate partner violence by providing referrals to Abundant Training Institute's community resources and providing time off for reasons related to intimate partner violence.

Abundant Training Institute will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Abundant Training Institute 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, Abundant Training Institute 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 disciplinary action up to and including termination of employment.

Abundant Training Institute encourages employees to bring their disputes to the attention of their supervisors or Human Resources before the situation escalates. Abundant Training Institute will not discipline employees for raising such concerns.

EDUCATE INSPIRE EMPOWER

VIII SAFETY

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout, each employee has the responsibility to identify and familiarize her/himself with the emergency plan. Each facility shall have posted an emergency plan detailing procedure in handling emergencies such as fire, weather-related events, and medical crises.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client or company property at risk can lead to employee disciplinary action and/or termination.

The School President shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

IX SOLICITATIONS, DISTRIBUTIONS, AND POSTING OF MATERIALS

Abundant Training Institute prohibits the solicitation, distribution and posting of materials on or at company property by any employee or nonemployee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by Abundant School management and company-sponsored programs related to Abundant Training Institute's products and services.

Any and all material provided by Employer including but not limited to Books, Instructor Guides, Material, Tapes, Videos, Lesson Plans, Contracts, Information Fliers, Software, CD's, or anything of that nature is the sole property of the Abundant School and cannot be reproduced, exhibited, copied, or distributed by Employee. Any violation of this clause will result in severe civil and criminal penalties provided by Federal Law.

Provisions:

- Nonemployees may not solicit employees or distribute literature of any kind on company premises at any time.
- Employees may only admit nonemployees to work areas with management approval or as part of a company-sponsored program. These visits should not disrupt workflow. An employee must always accompany the visitor. Former employees are not permitted onto company property except for official company business.
- Employees may not solicit other employees during work times, except in connection with a company-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a company-sponsored event.
- The posting of materials or electronic announcements are permitted with approval from Human Resources/Management.

Violations of this policy should be reported to the School President.

GLOSSARY

Term	Definition
No call/no show	An unscheduled absence without proper notification to the employee's director/ supervisor or department.
Pattern Absences	Unscheduled absences the day before or after a scheduled holiday, vacation, or personal day; on a desirable day off, a specific day of the week, or a weekend; a specific or unique work day; or as sick leave or other paid time off is accrued.
Scheduled Absence	A scheduled absence occurs when an employee requests and is approved to take time off in accordance with department and Institution policies. Some examples of scheduled absences include approved vacation, personal holidays, jury duty, military related, bereavement leave, FMLA leave, and Short-Term Disability leave.
Tardy	Failure to report to an employee's assigned work area and be prepared to start work at his or her scheduled start time, including returning from breaks and meal periods.
Unscheduled Absence	Failure to report to work on a scheduled workday or working less than half of a scheduled workday due to tardiness or leaving early without a written and approved time off request. Absences on consecutive workdays for the same reason will count as one unscheduled absence under this policy. Some examples of unscheduled absences include absences due to car trouble, caring for a family member who has the flu, and home emergency.
Unscheduled Early Departure	Failure to work a complete workday due to an early departure without a written and approved time off request. Please refer to Unscheduled Absence above when an early departure results in working less than half of a scheduled workday.

EDUCATE INSPIRE EMPOWER

EMPLOYEE HANDBOOK

2020 - 2021

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of *Abundant Training Institute's* Faculty & Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with Abundant Training Institute/ATI Inc. that provides otherwise, I have the right to resign from my employment with Abundant Training Institute/ATI Inc at any time with or without notice and with or without cause, and that Abundant School has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understand the Abundant Training Institute/ATI Inc. Faculty & Employee Handbook. I agree to return the Faculty & Employee Handbook upon termination of my employment.

Signature _____

Print Name _____

Date _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about the Abundant Training Institute or its members, students, clients, partners or otherwise, as a result of working for Abundant School that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the Abundant Training Institute or to other persons employed by Abundant Training Institute who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of Abundant Training Institute's confidential information is prohibited. Any employee who discloses confidential Abundant Training Institute information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature: _____

Print Name: _____

Date: _____

Please sign and return to the School President/CEO

TIME REQUEST FORM

Employee Name: _____

Number of Hours Requested: _____

Dates of Requested Hours: _____

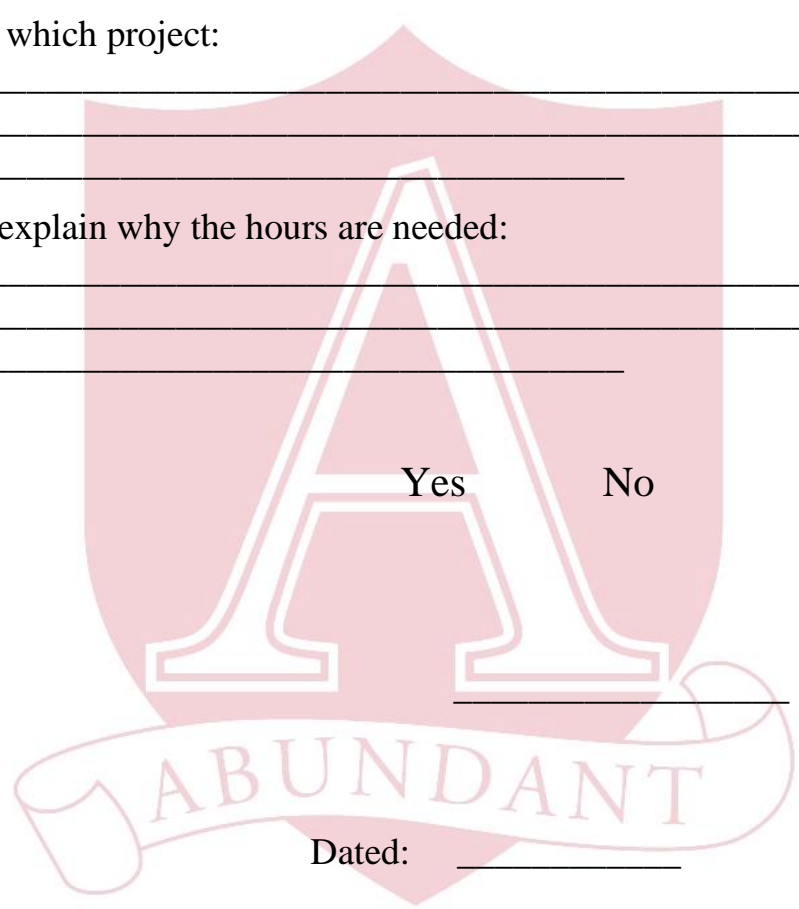
Is this request in connection with a Project? Yes No

If yes, explain which project:

Please briefly explain why the hours are needed:

Approved: Yes No

By: _____
ATI President



Dated: _____

EDUCATE INSPIRE EMPOWER

TRAINING SEMINAR REQUEST FORM

Employee Name: _____

Date of Seminar or Training: _____

Name of Seminar or Training: _____

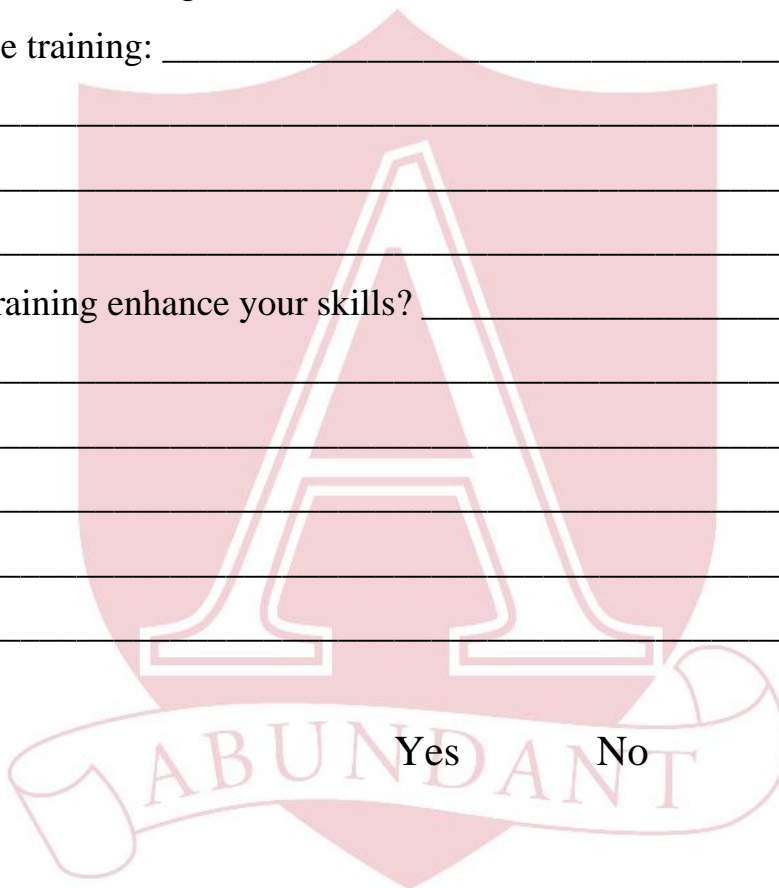
Location of Seminar or Training: _____

Cost of Seminar or Training _____

Briefly describe training: _____

How will the training enhance your skills? _____

Approved:



Yes

No

By: _____ Date: _____
ATI President

INCIDENT REPORT

Name of Party Completing the Report: _____

Date of Incident: _____ Time of Incident: _____

Parties Involved: _____

List Witnesses: _____

Any Injuries? Yes No If yes, please describe: _____

Please describe the incident: _____

(Use other side if needed.)

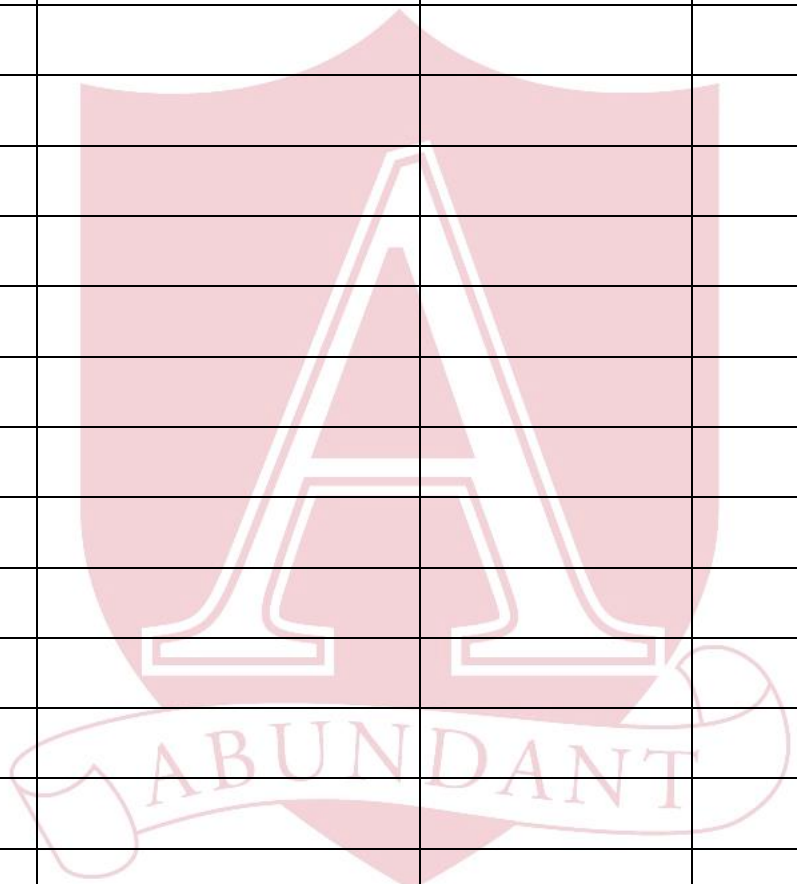
Was the matter resolved amicably? Yes No If yes, please describe how:

Submitted By: _____ Date: _____

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Project Status Report

Project	Status	Issues	Start Date	Finish Date	Team Member



EDUCATE INSPIRE EMPOWER

School Calendar

The following Holidays will be observed by the school and classes will not be held on these days. Holidays are not counted as part of the contracted time schedule and are calculated into your contract.

2020 Observed Holidays

Classes are not in session on the following days:

- New Year's Day Wednesday, January 1
- Martin Luther King Day Monday, January 20
- President's Day Monday, February 17
- Good Friday Friday, April 20
- Memorial Day Monday, May 25
- Independence Day Friday & Saturday, July 3 & 4
- Summer Break Friday, July 31 to Sunday, August 16
- Labor Day Monday, September 7
- Columbus Day Monday, October 12
- Halloween Saturday, October 31
- Election Day Tuesday, November 3
- Veterans' Day Wednesday, November 11
- Thanksgiving Thursday, November 26 to Sunday, November 29
- Winter Holiday Break Wednesday, December 23 to Sunday, January 3, 2021

2021 Observed Holidays

Classes are not in session on the following days:

- New Year's Day Friday, January 1
- Martin Luther King Day Monday, January 18 (No weekend class 16 & 17)
- President's Day Monday, February 15
- Good Friday Friday, April 2 (No weekend class)
- Memorial Day Monday, May 31 (No weekend class 29 & 30)
- Independence Day Saturday, July 3 to Monday, July 5 (return on July 6)
- Summer Break Friday, July 30 to Sunday, August 15
- Labor Day Monday, September 6
- Columbus Day Monday, October 11 (No weekend class 9 & 10)
- Election Day Tuesday, November 2
- Veterans' Day Thursday, November 11 (No weekend class 12-14)
- Thanksgiving Thursday, November 25 to Sunday, November 28
- Winter Holiday Break Thursday, December 23 to Sunday, January 2, 2021