



Instructor Handbook

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Our Mission

To have a positive impact on our communities by teaching life strategies through games

Academic Chess was founded in 1994 and Strategic Kids was founded in 2013 by Adam Brody and Blake Hepburn with the vision of using games to teach children skills that they can use for the rest of their lives. Both Adam and Blake come from a background of education and believe strongly in using playtime to get kids to learn even when they think they are just playing. By using games to teach life strategies, we are going to be able to have a huge impact on students.

Our goal is to partner with schools, parents, students, and the community to have a positive impact on everyone we work with. We help schools by giving them a percentage of the money we bring in along with helping students achieve better results on standardized testing. We help parents by giving them some extra time to get work done while their children participate in an enriching activity. We help students by teaching them life strategies they can have for the rest of their lives and by providing coaches such as yourself to be a role model for these kids! We help the community by creating jobs and partnering with local businesses and organizations. We want to partner with you to allow you to do something you will enjoy and even make some money doing it!

You will be vital in allowing us to accomplish our mission. You will be the one who has a chance to directly impact kids. Your students will look up to you and you have an opportunity to be a role model to your students. Make the hour you have with students the best hour of their week! Have a well prepared lesson and keep your class fun, exciting, safe, structured, and well managed and you will be a raging success!!

We want to partner with you to give you a job that you can enjoy and be successful at. Your program director and management are here to partner with you to give you any tools or assistance you need to thrive! Please let us know any challenges you have, tools you are lacking, or anything else we can do to help.

General Employment Policies

Welcome to Academic Chess and Strategic Kids. Thank you for taking on the challenge of teaching children life strategies through games! This hand book will cover many of the challenges and policies that will come up as you work with students. Please ask your program director about anything in here that you do not understand or need clarification on. Your director is here to support you. As a coach you are the face of Academic Chess and Strategic Kids even more so than your director or management. Academic Chess and Strategic Kids directors will do all they can to give you the tools you need to be successful, so if there is anything you need please ask.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees and directors. Written employment contracts between Academic Chess and Strategic Kids and some individuals may supersede some of the provisions of this handbook.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your director will be happy to answer any questions you may have.

This handbook will go over many different items that are essential to the job. Please be sure to become familiar with everything in here and to ask us any questions you have. No question is too silly or out of line, so if you do not understand or agree with anything in here please ask. Thanks again for joining our team! We are excited to help you to have an impact on your students that can last a lifetime.

Equal Employment Opportunity Policy

The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations. Academic Chess and Strategic Kids is committed to providing a work environment free of harassment, bullying, discrimination, retaliation, and disrespectful or other unprofessional conduct based on sex including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. The Company prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the Company, including directors and coworkers.

Pay discrimination between employees of the opposite sex performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, Academic Chess and Strategic Kids is not obligated to disclose the wages of other employees.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the director or an owner and discuss the need for an accommodation. The Company will engage in an interactive process with the employee to identify possible accommodations, if any that will help the applicant or employee perform the job. An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact the director or an owner and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

The Company will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

At-Will Employment Status

Academic Chess and Strategic Kids personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the Company. Nothing in this handbook shall limit the right to terminate at-will employment.

No director or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the owners of Academic Chess and Strategic Kids have the authority to make any such agreement, which is binding only if it is in writing.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

Right to Revise

This employee handbook contains the employment policies and practices of Academic Chess

and Strategic Kids in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Academic Chess and Strategic Kids reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by one of the owners of Academic Chess and Strategic Kids.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and Academic Chess and Strategic Kids as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

Harassment Prevention

Academic Chess and Strategic Kids is an equal opportunity employer. Academic Chess and Strategic Kids is committed to providing a work environment free of harassment, bullying, discrimination, retaliation and disrespectful or other unprofessional conduct based on any basis protected by federal, state or local law or ordinance or regulation as described in the Equal Employment Opportunity policy.

The Company's policy prohibiting harassment applies to all persons involved in the operation of the Company. The Company prohibits harassment, bullying, disrespectful or unprofessional conduct by any employee of the Company, including directors, directors and co-workers. The Company's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;

- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by company policy.

The law defines bullying/abusive conduct as:

Conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. It may be repeated infliction of verbal abuse, such as derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Anti-Retaliation

The Company will not retaliate against you for filing a complaint or participating in any workplace investigation and will not tolerate or permit retaliation by management, employees or co-workers.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your director, the Executive Director, the Executive Administrator or the President of the company as soon as possible after the incident. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory.

The Company encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. The Colorado Anti-Discrimination Act (CADA) is enforced by the Colorado Civil Rights Division (CCRD) and the Colorado Civil Rights Commission (CCRC). If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.dfeh.ca.gov for California, www.dora.state.co.us/civil-rights for Colorado, and www.eeoc.gov for California and Colorado.

All complaints involving harassment, discrimination, retaliation or other prohibited conduct must be reported to the owners so the Company can try to resolve the complaint.

When the Company receives allegations of misconduct, it will immediately undertake a fair,

timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The Company will reach reasonable conclusions based on the evidence collected.

The Company will maintain confidentiality to the extent possible. However, the Company cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If the Company determines that harassment, discrimination, retaliation or other prohibited conduct has occurred; appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The Company also will take appropriate action to deter future misconduct.

Any employee determined by the Company to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

Full-Time Employees

Regular full-time employees are those who are scheduled for and do work 40 hours per week.

Part-Time Employees

Part-time employees are those who are scheduled for and do work fewer than 40 hours per week.

Temporary Employees

Temporary employees are those employed for short-term assignments.

Inactive Status

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state or federal leave of absence will be placed on inactive status.

Non-Exempt Status

Many team members are entitled to overtime pay under the Fair Labor Standards Act. They are called non-exempt team members. Non-exempt team members are also entitled to meal and

rest breaks.

Overtime for Non-exempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Academic Chess and Strategic Kids will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. Academic Chess and Strategic Kids provides compensation for all overtime hours worked by non-exempt team members in accordance with state and federal law:

California:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.;
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the team member's regular rate of pay;
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Exempt team members may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt team members.

Colorado: Hours worked in excess of forty (40) in a workweek are paid at the rate of one and one half (1 ½) times the regular hourly rate. Any other state laws will apply.

Exempt Status

The categories under which an employee may be considered exempt administrative, executive, professional, some salespeople and some computer professionals. These categories generally define an exempt employee as one who customarily and regularly exercises discretion and independent judgement in the performance of his/her duties. Exempt employees must pass a Salary Basis Test.

Job Duties

During the introductory period, your director will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or Academic Chess and Strategic Kids. Your cooperation and assistance in performing such additional work is expected.

Academic Chess and Strategic Kids reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, assign additional job responsibilities, change my hours, wages, and working conditions at any time, however

Academic Chess and Strategic Kids will provide you with as much notice as possible.

Leaves of Absence

Pregnancy Disability Leave

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy. Any employee planning to take pregnancy disability leave should advise your Director as early as possible.

- Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability;
- Academic Chess and Strategic Kids will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy;
- Employees who need to take pregnancy disability must inform Academic Chess and Strategic Kids when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for yourself), employees must provide at least 30 days advance notice before the pregnancy disability leave or transfer is to begin. Employees must consult with your Director regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the employee's health care provider;
- For emergencies or events that are unforeseeable, we need you to notify the Company, at least verbally, as soon as practical after you learn of the need for the leave or transfer;
- Failure to comply with these notice requirements may result in delay of leave, reasonable accommodation, or transfer;
- Pregnancy leave usually begins when ordered by the employee's health care provider. The employee must provide Academic Chess and Strategic Kids with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after it is requested by the Company. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer. Please see your director for a medical certification form to give to your health provider, or your health care provider may be able to provide it directly;
- Leave returns will be allowed only when the employee's physician sends a release; An employee will be allowed to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued paid time off or personal time (if otherwise eligible to take the time) during a pregnancy disability leave; and
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of 1 hour.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee

may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than her regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. In some instances, an employer can recover from an employee premiums paid to maintain health coverage if the employee fails to return following pregnancy disability leave. PDL may impact other benefits or a seniority date. Please contact your director for more information.

Extended Disability Leave

Under the ADA, employers must engage in a good-faith interactive process to determine if any necessary accommodations exist for an individual. Extending a leave of absence beyond the time provided by mandatory leave law, such as FMLA, may be a reasonable accommodation in some instances provided that the leave is likely to be effective in allowing the employee to return to work at the end of the leave and provided it does not create an undue hardship. However, the employer is not required to provide an indefinite leave of absence as a reasonable accommodation. A medical leave of absence may be granted for non-work-related medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with the Company's obligations under federal and state disability laws.

Employees should request any leave in writing as far in advance as possible. If you are granted a medical leave, Academic Chess and Strategic Kids will pay you sick pay for the period of time equivalent to your accumulated sick pay earned.

A medical leave begins on the first day your doctor certifies that you are unable to work, and ends when your doctor certifies that you are able to return to work. Your director will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor's certificate declaring fitness to return to work.

If returning from a non-work-related medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. Academic Chess and Strategic Kids makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings.

Workers' compensation laws govern work-related injuries and illnesses. Pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions. An employee that needs reasonable accommodations should contact a company representative with day-to-day Human Resources responsibilities and discuss the need for an accommodation.

Time Off

Try to schedule time off for days when you are not teaching. It is tough to replace a coach and subs do not know the schools as well as you do, so if possible please try to schedule other events around your teaching schedule. If you think you might be getting sick please let your program director know right away. The more advance notice you give, the more likely it is that a replacement can be found. Give as much notice as possible for any time off needed, schedule changes, or that you will have to stop teaching with us. If you are missing a class, please send a detailed email for the sub with all necessary info on that class including parking suggestions, what to teach, info on students, or anything else that can help them be a success.

Paid Sick Leave – This applies to California Employees Only

California law provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). All employees who have worked in California for 30 or more days within a year from the start of their employment are eligible for protected paid sick time under the Act. Employees cannot be discriminated or retaliated against for requesting or using paid sick time.

Eligible employees in California will begin to accrue 24 hours of paid sick time on their first day of employment; however employees are not eligible to take their paid sick time until the 90th day of employment with the Company. Employees may accrue up to 48 hours of paid sick leave. It will cap at 48 hours. Exceptions to this apply to employees who meet eligibility requirements and work in some specific California cities such as the City of Los Angeles, the City of San Diego and Santa Monica. There may be unique paid sick rules in other California Cities so please check with your director for more details. Unused paid sick time will not carry over from year to year.

There are no provisions for paid sick leave in Colorado.

Qualifying Reasons for Paid Sick Leave

Paid sick time under the Act can be used for any of the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain specified purposes when the employee is a victim of domestic violence, sexual assault or stalking.

For purposes of paid sick leave, a covered family member includes:

- A child: Defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.
- A parent: Defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A "parent" may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

Employees cannot be discriminated or retaliated against for requesting or using accrued paid sick time.

If an employee is absent for three (3) or more consecutive days due to illness or injury, we reserve the right to request a physician's statement verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well.

If you have any questions about paid sick leave, please contact your director.

The Company does not pay employees for unused paid sick time.

Personal Leave

A personal leave of absence without pay may be granted at the discretion of Academic Chess and Strategic Kids. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

Jury Duty and Witness Leave

Academic Chess and Strategic Kids encourage employees to serve on jury duty when called.. You should notify your director of the need for time off for jury duty as soon as a notice or summons from the court is received. Your time off is unpaid. You may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

Fees Paid by the Court

You may retain any mileage allowance or other fee paid by the court for jury services.

Military Leave

Employees who wish to serve in the military and take military leave should contact your director for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Military Spouse Leave

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to your Director within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

Civil Air Patrol Leave

No employee with more than 90 days of service shall be disciplined for taking time off to perform emergency duty as a volunteer in the Civil Air Patrol. If you are a Civil Air Patrol volunteer, please alert your director that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your director before doing so, giving as much advance notice as possible.

Up to 10 days of leave for duty may be taken each year in California and up to 15 days in Colorado.

Domestic Violence, Sexual Assault or Stalking Leave and Accommodation

Employees who are victims of domestic violence, sexual assault and stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their accrued paid sick time for the purposes described below.

You may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety or welfare, or that of your child. Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact your director.

Employees who are victims of domestic violence, sexual assault or stalking and need a reasonable accommodation for their safety at work should contact a Company representative with day-to-day Human Resources responsibilities and discuss the need for an accommodation. If you are requesting such a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, the Company will also require certification demonstrating that you are the victim of domestic violence, sexual assault or stalking. Any of the forms of certification described above for leave purposes will suffice. The Company may request recertification every six months from the date of the previous certification. You should notify the company if an approved accommodation is no longer needed.

The Company will engage in an interactive process with the employee to identify possible accommodations, if any that are effective and will make reasonable accommodations unless an undue hardship will result.

Academic Chess and Strategic Kids will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

Domestic Violence, Sexual Assault or Stalking Leave for Treatment

Employees who are victims of domestic violence, sexual assault or stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their accrued paid sick time for the purposes described below.

You may request leave for any of the following purposes:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
- To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking;
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking including temporary or permanent relocation.

Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact your director.

Academic Chess and Strategic Kids will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

The length of unpaid leave an employee may take is limited to 12 weeks provided for in the federal Family and Medical Leave Act of 1993 for eligible employees.

Organ and Bone Marrow Donor Leave

This policy does not apply to Colorado employees.

California employees who are donors for organ or bone marrow may take paid time off as follows:

- Employees may take up to 30 business days of leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins his/her leave.
- Employees may take up to 5 business days of leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.
- During the leave for organ/bone marrow donors, Academic Chess and Strategic Kids will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.
- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under state law.
- Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Academic Chess and Strategic Kids requires that employees taking leave for organ donation use two weeks of accrued but unused sick leave or other accrued paid time off.

Academic Chess and Strategic Kids requires that employees taking leave for bone marrow donation use five days of accrued but unused sick leave or other accrued paid time off.

Once a Donor has exhausted the required paid sick or other accrued paid time off, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

Victims of Crime Leave

An employee who is themselves a victim or who is the family member of a victim of certain serious crimes may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim.

A family member of a crime victim may be eligible to take this leave if he/she is the crime victim's spouse, parent, child or sibling. Other family members may also be covered depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave, and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings or proceedings involving victim rights will be unpaid, unless you choose to take paid time off.

For more information regarding this leave (including whether you are covered, when and what type of documentation is required, and which type of paid time off can be used), please contact a Company representative with day-to-day Human Resources responsibilities.

Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of fourteen days unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training. Please alert your director that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your director before doing so when possible.

If you are an official volunteer firefighter, reserve peace officer or emergency rescue personnel, please alert your director if you have training. Volunteer firefighters, reserve peace officers and emergency rescue personnel may take up to a total of fourteen days per calendar year to engage in fire, law enforcement or emergency rescue training.

Benefits

Workers' Compensation

Academic Chess and Strategic Kids, in accordance with state law, provide insurance coverage for employees in case of work-related injury.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your director;
- Seek medical treatment and follow-up care if required;
- Complete a written *Employee's Claim for Workers' Compensation Benefits* (DWC Form 1) and return it to your Director; and
- Provide the Company with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Company's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the Company's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

The law requires Academic Chess and Strategic Kids to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

Company-Provided Physician

Academic Chess and Strategic Kids provides medical treatment for work-related injuries through a medical provider network, which the company has chosen to provide medical care to injured employees because of their experience in treating work-related injuries.

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department. PFL provides limited compensation for up to six weeks after an unpaid, seven-day

waiting period when an employee needs to take leave from work to care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill, or for a working parent who wants time to bond with his or her newborn, foster child or newly adopted child. The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Management

Open-Door Policy

Suggestions for improving Academic Chess and Strategic Kids are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your complaints, questions, and suggestions also are of concern to the Company.

If you have a complaint, suggestion or question, speak with your immediate director as soon as possible. If you are not comfortable speaking to your immediate director, please bring the issue to the another director or an owner.

This procedure, which we believe is important for both you and the Company, cannot guarantee that every problem will be resolved to your satisfaction. However, Academic Chess and Strategic Kids values your observations and you should feel free to raise issues of concern without the fear of retaliation.

Names and Addresses Policy

Academic Chess and Strategic Kids are required by law to keep current all employees' names and addresses. Employees are responsible for notifying the Company in the event of a name or address change.

Workplace Privacy - Audio/Video Recordings

Due to concerns regarding the potential for invasion of privacy, sexual or other harassment, and protection of proprietary or confidential information, employees may not use any audio or video recording devices while on working time except to take pictures of video for the purpose of communicating with the child's parents.

Company Property

Employee-owned Devices

Employee's own computers (including hand held devices) and electronic communications are not to be used during work time on the work premises except for work-related reasons. Employees may use personal devices during non-working times; however, all other company policies against inappropriate usage, including the Company's no tolerance for discrimination, bullying, harassment or retaliation in the workplace apply.

Employer Property

Academic Chess and Strategic Kids property must be maintained according to Company rules and regulations. They must be kept clean and are to be used only for work-related purposes.

Smoking

Smoking is prohibited. The smoking prohibition applies to all smoking devices, including, but not limited to, the use of electronic smoking devices, such as electronic cigarettes, pipes, hookahs, and vaping devices.

Punctuality and Attendance

Weather Policy

The cancelation of class is determined by the school in cases of bad weather or for any other reason. You can find this info online or by calling the school or our office. If the class meets please try to find a way to get there. It is important to be there as the students will come if school is not cancelled. If class meets in the morning and school is on delay, then our class is cancelled that day. If class meets in the afternoon and school is closed and/or after school programs are closed/cancelled, then our class is cancelled that day. If class meets then we really need you to be there. Please leave extra time to get to class when the weather makes driving conditions tough. Try to use roads that are more heavily used and be safe! If you have any questions, or concerns please call our office.

Scheduling and School Holidays

Make sure to know what days your classes meet. If the children do not have school we will not have class. Also, we often will not meet due to other student or school events. Use your flyers to know your schedule. The flyers we give to students have each date that class meets Be sure to keep a flyer and if you do not have one then ask us! This is the best way to know whether or not you have class.

If you think there is a mistake on your flyer or if the school you are teaching at lets you know of a change then please let us know right away!

Make sure to know when your session is ending so you can have certificates and prizes for your students. You need to let us know if you need anything. For chess classes make sure to start the tournament on the second to last week.

Unless we tell you otherwise, your next session of classes will start right after the current one finishes. If you cannot remain at a school, want to switch schools, or need to change your schedule for any reason please let us know right away. If we do not hear from you then we will assume you will be continuing at that school. If you are unsure when a class is starting ask us or refer to the flyer.

If you are unable to report for work on any particular day, you must provide at least 12 hours' notice to your director before the time you are scheduled to begin working for that day. You must inform your director of the expected duration of any absence. If you fail to provide reasonable

advance notice before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. If the circumstances for your tardiness or absence were unforeseen, inform your director as soon as possible of the reason for the tardiness or absenteeism.

If you fail to report for work without any notification to your director and your absence continues for a period of 3 days, Academic Chess and Strategic Kids will consider that you have voluntarily abandoned or quit your employment.

Absences protected by local, state and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.

Employee Conduct

Coach Responsibilities, Dress Codes and Other Personal Standards

1. Make the class fun!
2. Get to know curriculum/sets and prepare quality lessons in advance based on the needs of students.
3. Make sure students learn 3 things related to the topic of the class during each week of class.
4. Arrive 15 minutes early to class and do your best to set up before students arrive.
5. Have a quality classroom management strategy. Use teams to make it a game! Keep students under control for the entire time you are responsible for them.
6. Take roll and notate students that are absent or not on the roster. Attempt to get phone numbers of students not on the roster and give that info to our office. If not on 2nd week roster call the parents to get them to sign up.
7. Within 24 hours of the first meeting of a class send an email detailing the number of students enrolled, how the class went and any other information you would like to pass on to the director.
8. Within 24 hours of receiving payments and/or registration forms either drop off at Academic Chess and Strategic Kids office during business hours or mail the items received within 24 hours.
9. Present lectures during each week of class explaining the information. Continue instructing students during the LEGO builds or chess games, walking around and helping the students as needed.
10. Have students begin cleanup about 7 minutes prior to the scheduled end of class. Then perform a review of the information learned during class.
11. Supervise a safe dismissal and make sure the students get to a parent, caretaker or after school program.
12. Do not leave school until every student is accounted for and with a responsible adult. If walking or biking home – make sure to know which students are doing so and have a dismissal plan for these students. If unsure – call the parent to verify before dismissing the student.
13. Make sure the room or other rented space is left cleaner than you found it.
14. Call parents periodically throughout a session to let them know how their child is doing and to let them know what will be taught in the next session of classes.
15. Promote Academic Chess and Strategic Kids events such as Friday night events,

tournament of champions, camps and other events.

16. Keep track and take care of all equipment loaned to you. Ensure LEGO kits and or chess suit cases remain organized before, during and after class instruction. Have the students help you stay organized. Ensure no LEGOs or chess pieces are left behind following class.
17. Inform your director of the equipment and prizes you need in advance (at least a 7 days' notice).
18. Return all emails, phones calls, and texts within 24 hours.
19. Attend all trainings and other staff meetings.
20. Complete any other tasks assigned and/or deemed necessary to run a successful class. Also follow the policies and procedures set forth by Academic Chess and Strategic Kids for its instructor.

Classroom or Teaching Space

1. Make sure to get into your room as early as possible to set up. If a class is going on in your assigned room then you do need to wait until it finished before you or your students enter.
2. Try not to move anything in the room. If you must move something please ask permission of the teacher in the room and make sure to put it back before you leave. Take a photo so you can remember exactly how it was.
3. Leave the room cleaner than you found it. Do not leave any sign you were there. Remember you are borrowing somebody else's room and we are the guest. Make sure you and your students work together to make the room look great when you leave.
4. Make sure to set rules with your class on not touching anything on student's desks or that belongs to the school or teacher and consistently enforce these rules. Use teams to help you with this!

Classroom Management

Classroom Management is an art and there are lots of ways to go about it. You need to make it fun, have a plan, be consistent, and have a strong command of your class. Below are tips that, if used, will give you a great starting point. You must let our office know if you are having trouble controlling a class so that we can help you out. Please let us know before we hear it from a concerned parent or administrator.

1. Keep it fun!! If the class is boring you will lose them. Use stories, don't talk in a monotone, and tell jokes.
2. Do not be a boring teacher!! Be an exciting teacher instead!!!
3. Be prepared!! Have a lesson planned in advance and know your stuff so you can focus on the children. If you are trying to remember what you have to teach or keep looking at notes you will lose them. Also, being prepared will allow you to identify the struggles and challenges the children might have with the material, preparing you to address the issues.
4. Make your expectations clear. What is obvious to you is not necessarily obvious to your students. Write down your expectations if you can on the first day.
5. Get to know your students! Learn their names. What works for one child will not always work for another.
6. Use Teams! This works wonders.
7. Be consistent in your discipline. If you let it go once they will test you and see what they can get away with. Do not discipline one kid for something and then ignore it when another kid does it. Fairness and constancy will set a culture and standard in your classroom that the kids will understand and respect.

8. Use positive reinforcement!! Make sure to compliment the kids when they do a good job. Remember that a lot of the issues are just because they are looking for attention.
9. Be aware of the children's attention span. If you do any one activity for too long you may lose them. One minute per year of age is the general rule. You can reset that by making them laugh, having them participate, etc.
10. Make sure the difficulty is at the right level for your class. If it is too easy or too hard then you will lose them. The sweet spot is slightly above their skill level. This challenges them to grow and do better, without frustrating them.
11. Do not be afraid to call parents for advice! No one knows their child better than the parent. If you are nervous doing that we can do it for you.

If you ever have a fight break out in class make sure to separate the kids right away. You need to let our office know and we need to reach out to both sets of parents. No physical violence is ever tolerated in an Academic Chess and Strategic Kids class. If you know certain students do not get along try to keep them separated. Watch carefully for any signs that a fight might be breaking out and be proactive in diffusing the situation. If you have issues or questions with this please reach out to us!

Dismissal

Dismissal is the most dangerous time in a typical Academic Chess and Strategic Kids class. Parking lots are full of hazards and you need to be aware of these. Here are our policies to help you with a safe dismissal:

1. Have an organized dismissal. Try making it an organized game.
2. Do not let children leave before you unless they are with a parent.
3. Walk all students to the after school care on campus. Drop any students who go there and then walk the remaining students to where you meet the parents. We recommend the front door that leads to the flagpole. Know which students go where. Call parents if you are unsure.
4. Never leave a student alone. You must wait at the school with the children until every student is picked up! After 10 minutes you can call the parent to see where they are. If a child is repeatedly picked up late or is more than 20 minutes late being picked up then let your program director know.
5. Do not let kids run in the parking lot. Keep kids safe.
6. Only release students to their parent or guardian unless you have a note or permission from the parent. Again, call the parent if you are not sure.
7. Have kids give you a high five when they are picked up so you know that the student is safely with their parent.
8. Do not leave students at the school office without permission from your Director.

Dress Code

1. Look professional at all times when you are representing Academic Chess and Strategic Kids.
2. Always wear your Academic Chess and Strategic Kids shirt to all events.
3. Wear closed-toed shoes and pants that are hole free. Shorts are permitted at camp.
4. Do your best to keep any tattoos covered while at a school site. If you are not comfortable with this then you can get an exception from your program director depending on the type of tattoo.

School Administrators

The office staff at a school are the people who decide which programs can be there and can be great supporters of ours, however we need you to do your part. Below are Academic Chess and Strategic Kids policies for working with school office staff and administrators:

1. Check in at the school office 15 minutes before class start. You must always check in at the office before you start teaching!!
2. On week one ask the office if there is anything they want you to know about school rules, dismissal, etc.
3. Always arrive early and prepared. They will notice!
4. Greet the office staff with a smile each week.
5. Ask them about ways to partner with the school such as ice cream socials, movie nights, and PTA meetings. We will pay you to attend these events and promote your classes.
6. Keep your classrooms well managed and clean. Office staff and teachers appreciate it!
7. If anyone asks you questions you do not know the answer to then please refer them to your program director.

Company Supplies

1. Make sure you have everything you need to teach before you go to your first class. Let your program director know if there is anything you need. The more notice the better.
2. Let us know any supplies you need as soon as possible. For supplies needed at the end of a class please let your program director know at least one week before you need it.
3. Take good care of all supplies given to you. Make sure to keep it safe, and return it to us in the condition in which you received it.
4. Make sure to not leave any supplies in the classroom and that all students return to you everything that is being used for that class.
5. Make sure not to leave your supplies in the building during dismissal if you are leaving the building! We have had coaches leave their equipment locked in the building. Administrators may leave before you do and if that is the case you could be locked out. Make sure you take everything you need with you or make sure to keep the door open so you can get back in.

What to Bring To Each Class

1. An updated roster.
2. All supplies needed to teach your lesson for the day.
3. A dry erase marker and a pen.
4. Phone numbers of your program director, school office, and any co-teachers.

Rosters

1. Make sure to have a roster before you go to your first class. If you do not already have one then please ask your program director for it.
2. Take roll every week.
3. If a child is not on the roster please get their phone number and name and write it on the roll sheet. Either you or your program director needs to call the parent and try to get the child to sign up. Do not turn kids away unless it has been a persistent issue and you have spoken to your director about it.
4. If a child has missing or incorrect information please collect that information and email to your program director within 24 hours.
5. If a child misses three weeks in a row, call the parent and check-in as to why the child has not been attending. Afterwards, please let your program director know of the situation and the outcome of the phone call.
6. Bring your roster each week so that you have emergency information on your students.

Parking

1. Arrive early to your school so you can get a good parking spot. Parents will often block spots and if you are late there may be none available or you will get stuck in the car pool line.
2. Make sure to not park in reserved spots or somewhere you are not allowed to park.
3. Be careful and drive safely in school parking lots. Administrators are watching.

Communication

Good communication is vital to being successful as a coach. We need to hear from you when things are going well and when you need some help. We want to hear problems from you before we hear them from anyone else. This will allow us to be prepared to fix them and be proactive if somebody complains. Below are the Academic Chess and Strategic Kids communication guidelines:

1. Please respond to all emails, phone calls, and texts within one business day.
2. Please email us within 24 hours of your first class of a session at a school with the number of students who participated, how the class went, and anything else you want us to know.
3. Attendance at monthly staff meetings and one-on-one meetings are mandatory.
4. Email us weekly to let us know how everything is going. Even if all is going well we want to hear about it.
5. Call parents at least once a session with an update on how their children are doing and what will be taught in the next session. Make sure to have notes in your roster by each child's name so you can give parents real feedback on their child.
6. Let management know right away if there is an emergency, an issue with a school, an issue with a child, a fight, or anything else you think they need to know.
7. Weekly reports are due to your Supervisor by Sunday at 5:00pm.

Prohibited Conduct

Employees are expected to conduct themselves in a manner to further the Company's objectives. The following conduct is prohibited and will not be tolerated by Academic Chess and Strategic Kids. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Company operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other Company records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any Company property, or the property of any employee or customer;
- Unauthorized use or misuse of Company equipment, time, materials, or facilities;
- Participating in horseplay or practical jokes on Company time;
- Carrying firearms or any other dangerous weapons on Company premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating or participating in a disruption of any kind during working hours;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a director or member of management;
- Using abusive, threatening or intimidating language at any time on Company premises;
- Violation of Company punctuality and attendance policies. Absences protected by state or Federal law does not count as violations of this policy. Protected paid sick time under California law does not count as a violation of this policy;
- Failing to observe working schedules;
- Sleeping or malingering on the job;
- Violation of dress standards;
- Violating any safety, health, security or Company policy, rule, procedure or violation of the Company's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating the Company's anti-harassment or equal employment opportunity policies; and
- Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter the Company's policy of at-will employment. Either you or Academic Chess and Strategic Kids remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Prohibited Use of Cell Phone While Driving

In the interest of the safety of our employees and other drivers, Academic Chess and Strategic Kids employees are prohibited from using cell phones (including all smart phones) while driving on Company business and/or Company time.

If your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on Company business and/or Company time.

Writing, sending, or reading text-based communication - including text messaging, instant messaging, e-mail, web browsing and use of smart phone applications - on any wireless device or cell phone while driving is also prohibited under this policy unless the device is specifically designed and configured to allow voice-operated and hands-free operation to dictate, send, or listen, and it is used in that manner while driving.

Violating this policy is a violation of law and a violation of Company rules.

Drug and Alcohol Free Workplace Policy

Academic Chess and Strategic Kids is concerned about the use of alcohol, marijuana, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the Company. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of others and exposes the Company to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to the Company.

The following rules and standards of conduct apply to all employees either on Company property or during the workday (including meals and rest periods). Behavior that violates Company policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving a Company vehicle while under the influence of alcohol; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. Academic Chess and Strategic Kids also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, Academic Chess and Strategic Kids reserves the right to conduct searches of Company property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a director of such use immediately before starting or resuming work.

Academic Chess and Strategic Kids will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the Company obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance

remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Confidential Information

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to our curriculum, trade secrets or similarly protected proprietary or confidential information regarding Academic Chess and Strategic Kids' business. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties or as required by law.

This policy does not prohibit employees from confidentially disclosing trade secret, proprietary or confidential information to federal, state and local government officials, or to an attorney, when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. sec. 1833(b).

News Media Contacts

Employees may be approached for interviews or comments by the news media. Only the directors or owners may comment to news reporters on Academic Chess and Strategic Kids' policy or events relevant to Academic Chess and Strategic Kids.

Wages

Timekeeping Requirements

All nonexempt employees are required to record time worked for payroll purposes. All time worked must be accurately reported on your time record.

Employees are not allowed to work "off the clock." Working off the clock violates company policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your director. If you perform any off-the-clock work, please report the work to your director.

Safety and IIPP

Child Safety

Child safety is our number one priority at all times! When you first go to a new school look for all possible hazards and be aware of them. Set your rules based on these and be strict with the kids when it comes to safety. No students should ever climb on desks, run indoors, or do anything else unsafe. Below are 10 mandatory child safety procedures.

1. Keep your classroom well managed and under control. A class that is out of control can lead to unsafe situations arising.
2. Do not let students wrestle or partake in horseplay in your classroom.
3. Always have an accurate roster with emergency phone numbers.
4. Never touch a child in any way other than a high five. Even if your intentions are good you do not want to do anything that could give the wrong idea to anybody watching.
5. Never go into a bathroom with a child. Send children to the bathroom in pairs. Try to avoid using the children's bathrooms. If your school has an adult bathroom, you need to use this designated bathroom. Ask the school office for location.
6. Try to never be alone with a child. If you ever are alone with a child during dismissal stand in a very public place where you can easily be seen by others.
7. Never drive a student home or let them in your car. If snowing, raining or other weather event, remain in the school with the child; never in a car.
8. Let your program director know if you see any signs of abuse. We must let officials know if it is serious.
9. If a child is bleeding or throws up do not touch the fluid with your hands. Get gloves and or a first aid kit from the school office.
10. If a child is sick, call the parent and keep the child away from the other children. Do not give the kids any medicine under any circumstances other than an epi-pen that is approved by a parent. If there is a school nurse on site you can consult with them.

Emergency Procedures

1. If there is an emergency dial 911 immediately. This includes any life threatening situations. After you are off the phone with 911, please call your director as soon as it is safe to do so. If unable to reach your director, please call the parent of the student to update them of the situation.
2. Know the evacuation policies of the school you are at and have a plan in place. Ask the school what their emergency procedures are and use those.
3. Always have rosters which include emergency phone numbers. If you do not have it then please ask your program director.
4. If severe weather threatens, students are to stay in one place. Staff and students will move to a designated safe place within the building. Take roll to make sure all students are present. If it gets very serious, have students line up against the wall on their knees with their heads down and hands over the back of their necks. Know where the designated safe place is at each school you teach. The school office should be able to give you that info.
5. If there is a stranger in your classroom ask them why they are there and if they are not with one of the kids or the school then ask them to leave. If they refuse then dial 911.

6. For any medical emergencies other than seizures with kids who are known to have them, dial 911 immediately and try to get help. Send an assistant coach or your oldest student to the school office to get help.

It is our Company policy to provide a safe and healthful workplace. All employees are responsible for their own safety, as well as that of others. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your director. We will investigate injuries, illnesses or accidents to determine if any preventable safety or health hazard contributed to the incident. To promote the concept of a safe workplace, Academic Chess and Strategic Kids maintains an Injury and Illness Prevention Program (IIPP).

Workplace Violence

Academic Chess and Strategic Kids have adopted the following workplace violence policy to ensure a safe working environment for all employees.

The Company has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously and will lead to discipline up to and possibly including termination. Possession of weapons on the premises and at company-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or others to any director or a school official.

A threat includes, but is not limited to, any indication of intent to harm a person or damage property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally.

The Company's workplace violence program is described in detail in the Company's Illness and Injury Prevention Program (IIPP).

Employees Who Are Required to Drive

Employees whose job duties require them to drive for company business will be required to show proof of current valid driving licenses and proof of insurability under the company's policy or current effective insurance coverage before the first day of employment.

Academic Chess and Strategic Kids participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job.

If an employee is required to drive as part of his or her job, Academic Chess and Strategic Kids retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Company's policy.

Employees who drive their own vehicles on Company business will be reimbursed at the current IRS rate per mile.

Recreational Activities and Programs

Academic Chess and Strategic Kids or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Termination

You are employed as an “at-will employee” of the Company. This means that employment with the Company is voluntarily entered into, and the employee is free to resign at any time, with or without notice and with our without cause. Similarly, the Company may terminate the employment relationship at any time, with or without cause, without or without notice. Employees also may be demoted or disciplined and the terms of their employment may be altered at any time, with or without cause, at the sole discretion of the Company. This arrangement cannot be modified in any way except by a writing signed by you and an owner of the Company.

Voluntary Termination: The Company will consider an employee to have voluntarily terminated his or her employment if an employee does any of the following: (1) elects to resign from the Company (the Company requests but does not require that you provide at least two (2) weeks' notice in advance of your departure date or complete your scheduled session); (2) fails to return from an approved leave of absence on the date specified by the Company; or (3) fails to report for work without notice to the Company for three (3) consecutive days.

Involuntary Termination: An employee may be terminated involuntarily for reasons that may include poor performance, misconduct or other violations of the Company's policies contained in this Handbook or rules of conduct. Notwithstanding this list of rules, the Company reserves the right to discharge any employee with or without cause and with our without prior notice.

Employee References

All requests for references must be directed to an owner. No other employee is authorized to release references for current or former employees.

By policy, Academic Chess and Strategic Kids discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, Academic Chess and Strategic Kids also will inform prospective employers of the amount of salary or wage you last earned.

How to Be a Success!

Thank you for reading through this handbook. Below is a summary of how to be successful at this job. If you follow these things you will be a great coach and have a huge impact on your students.

1. Make the class fun!
2. Be on time to your classes and give us ample notice when you need time off.
3. Awesome Classroom Management. We suggest using the teams to make this fun!
4. Be prepared and know your lessons.
5. Structured use of the hour. These kids only get you one hour a week so make it count!
6. Return emails, phone calls, and texts within 24 hours.
7. Send us class updates such as first day reports and anything we should know about what is going on in the classroom. Also let us know what you need and give us notice so we can get it to you.
8. Communicate with parents by phone and also send us emails to send to your parents.
9. Promote other programs we offer such as PKOs and summer camps.
10. Be flexible and creative when stuff comes up!

Good luck, have fun, and do your best! We truly hope this is a job you will enjoy and succeed at. Let us know if there is anything else we can do to help you or any questions you have.

Confirmation of Receipt

I have received my copy of the Academic Chess and Strategic Kids' employee handbook. I have read, understand, and will comply with the policies.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Academic Chess and Strategic Kids is employment at-will; employment may be terminated at the will of either the Company or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between Academic Chess and Strategic Kids and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with Academic Chess and Strategic Kids.

I understand that the Company is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the Company. I understand agree that other than the owners of Academic Chess and Strategic Kids, no director or representative of the Company has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the owners have the authority to make any such agreement and then only in writing.

Print Name _____

Employee Signature _____

Date _____