

# Beaver Beauty Academy Employee Handbook



Where Beauty  
is  
Your Profession"

*Dr. Melanie C. Beaver, Director*  
*Ms. Diane Patterson, Lead Educator*

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## School Contact Information

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To receive news and updates sent to the students please download the Remind 101 app and subscribe to BBA Students & Instructors Group

BBA's Physical Address  
**1999 Candler Road Suite 103**  
**Decatur, Georgia 30032**

BBA's Website  
**Beaverbeautyacademy.com**

State Board of Cosmetology & Barbers  
**sos.ga.gov**

BBA's SIS Website  
**bba.orbund.com**

BBA's Institutional Advisory Board  
**Dr. Thomas Glanton, Chair**  
**JR Henderson**  
**Dana Price**  
**Dr. Jameelah Gater**  
**Douglas Shaw**  
**Dawn Ward**

### **Beaver Beauty Academy** **Mission Statement**

The mission of the Beaver Beauty Academy is to provide high quality technical training that will enable our students to pass state licensing exams, attain employment, and successfully compete in the rapidly changing beauty industry.

**Instructional Hours**  
**Day 9:00 AM – 3:30 PM**  
**Evening 5:00 PM – 9:00 PM**  
**School Colors: Green & Orange**  
**School Mascot: Beaver**

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**EMPLOYEE HANDBOOK PREFACE**

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All staff members of Beaver Beauty Academy are integral to the success of the Institution. No matter what position you serve in, each of us contributes something important to making this a successful academic community. While our roles may vary, the basic expectations of the Institution remain consistent.

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**IT IS EXPECTED THAT ALL MEMBERS OF THE STAFF OBSERVE THE FOLLOWING GENERAL GUIDELINES:**

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- Be committed to the success of the Institution
- Do your job enthusiastically and to the best of your abilities - hold yourself to high standards
- Treat others with courtesy, respect, and fairness
- Respect the diversity among us
- Strive to grow professionally
- Be honest in communication
- Take responsibility for raising issues and solving problems
- Be thoughtful stewards of the Institution and its resources
- Acknowledge others for a job well done

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**AS EMPLOYEES YOU CAN EXPECT THE FOLLOWING FROM BEAVER BEAUTY ACADEMY:**

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- Fair and equitable treatment

- Acknowledgement for a job well done
- Help in achieving professional goals
- Objective feedback regarding performance
- A competitive compensation package, including benefits
- An environment free of discrimination and harassment
- A drug/alcohol-free working environment
- To be listened to with respect
- A response to your concerns

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**HANDBOOK PURPOSE**

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This Employee Handbook (the “Handbook”) is presented as a matter of information and has been prepared to inform you about The Institution’s philosophy, employment practices, policies, benefits provided to you as a valued employee, as well as the conduct expected from you. While this Handbook is not intended to be a book of rules and regulations, it does include some important guidelines about which you should know.

No one other than authorized management may alter or modify any of the policies in this Handbook. No statement or promise by a supervisor, manager, or department head is to be interpreted as a change in policy, nor will it constitute an agreement with an employee. Except for the at-will employment provisions, the Handbook can be amended at any time. Should any provision in this Handbook be found to be unenforceable and invalid, such finding does

not invalidate the entire Handbook, but only the subject provision.

We ask that you read this guide carefully, become familiar with The Institution and our policies, and refer to it whenever questions arise. This Handbook will not answer every question you may have, nor would we want to restrict the normal question and answer interchange among us. It is in our person to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

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### **EQUAL EMPLOYMENT**

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It is the established policy of Beaver Beauty Academy, LLC (the “Institution ”), to provide equal employment opportunities to all qualified persons and to administer all aspects and conditions of employment without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical or mental disability, medical condition, marital status, ethnicity, alienage, military or veteran status, genetic information, or any other protected classification, in accordance with applicable federal, state, and local laws. Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence, and termination. The Institution takes allegations of discrimination, harassment and retaliation very seriously and will promptly conduct an investigation when warranted.

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### **AT-WILL NOTICE**

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This Employee Handbook, the plans, policies, and procedures described herein and the language used herein, are not intended to create, or is it to be construed to constitute, a contract between The Institution and any or all of its employees. Likewise, neither is this Employee Handbook, the plans, policies and procedures described

herein, nor the language used herein, intended to be or is, a guarantee or promise of employment or continuing employment.

You are not hired for any definite or specified period of time even though your wages are paid regularly. You are an at-will employee of The Institution, and your employment can be terminated at any time, with or without cause and with or without prior notice. Company policy requires all employees to be hired at-will and this policy cannot be changed except by a written document signed by you and an Officer of The Institution. There have been no implied or verbal agreements or promises to you that you will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this Employee Handbook or any other Company document or written or verbal statement or policy.

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### **IMMIGRATION LAW COMPLIANCE**

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All individuals hired by The Institution will be required to establish and certify their identity and right to work in the United States. Each individual employed by The Institution will be required to produce, within three (3) days, proof of his/her identity and eligibility to work in the United States. Each individual hired by The Institution will be required to certify on the appropriate Form I-9 his / her identity and right to work in the United States. Employees in the United States on a Visa must have a current Visa, if the Visa expires while employed, the school will terminate employment as required since the employee is no longer eligible for employment.

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### **EMPLOYEE ORIENTATION**

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A goal of the school is to acquaint new employees with their duties and help them become integrated

with their environment. Employees are scheduled for an orientation session at the time of hire. An orientation is presented by Human Resources and provides a review of policies, benefits and other information about BBA. This will be an opportunity to learn about department policies and procedures, and provide necessary training.

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## Employment Classifications

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The Institution has established the following employment classifications for compensation and applicable benefit purposes only. Management will inform you of your classification, status, and responsibilities at the time of hire, re-hire, promotion, or at any time a change in status occurs. These classifications do not alter your at-will employment status.

- **Regular Full-Time Employee:** An employee who is scheduled to work no less than 100% of the scheduled work hours in a work week on a regular work schedule (not fewer than 30 hours).
- **Regular Part-Time Employee:** An employee who is regularly scheduled to work fewer than 30 hours in a work week.
- **Temporary Employees:** Employees engaged to work full time or part time on The Institution 's payroll with the understanding that their employment will be terminated either on the completion of a specific project or at any other time specified time that The Institution , in its sole discretion, determines is appropriate.
- **Exempt:** Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay or compensatory time off requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet his/her work responsibilities.
- **Non-exempt:** Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by Management, all employees of The Institution are non-exempt.

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## PERSONNEL RECORDS

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The Institution will maintain various employment files while you remain an employee of The Institution . Examples of these files are your personnel file, your attendance file, and your I-9 file. If you should have any changes with respect to personal information, such as a change in your home address and telephone number or a change of name, you are required to notify your direct supervisor so the appropriate changes can be made in your files.

Your files have restricted access. You and Management, or its designated agents, may have access. You may review your personnel file by making a written request to Management. In the event that you wish to review your personnel file, you must do so in the presence of Management or designee.

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## EMPLOYEE REFERENCES & VERIFICATION

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The Institution makes strict provisions regarding information provided to people outside The Institution for current and former employees. This information is restricted to the employment dates, positions held, and general work status in The Institution for that person. This is done to protect The Institution and its employees. This information will only be released by authorized management.

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## TRANSFERS

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Management reserves its right to place employees in various positions as it deems necessary. All job transfers, reassignments, promotions, or other job changes are at the discretion of The Institution .

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## HOURS OF OPERATION

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The Institution 's general hours of operation for administration and education are typically between 9:00 am to 8:00 pm. However, hours and days of work may vary based upon The Institution's needs. Your direct supervisor will inform you about your work hours, which may be changed from time to time at The Institution 's discretion.

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## INCLEMENT WEATHER

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In the event of inclement weather, we encourage Employees to always use their best judgment with

regards to their safety and their travel to work. School closings will be made public by using the Institution s, email and texting notification as well as via WSB TV. For additional guidance, please refer to the guidelines below:

Delayed Opening and/or Early Closure

1. Employees are expected to make reasonable efforts to report to work.
2. If you do not feel safe coming in to work or wish to leave early due to poor weather conditions (or other extraneous circumstances attributed to poor weather conditions such as school closures, child care needs, etc.), you must notify your supervisor immediately.

**CONDUCT AND BEHAVIOR**

**DISCIPLINARY PROCEDURE**

Occasionally, an employee does not meet the standards and expectations of The Institution. When this occurs The Institution will adhere to the BBA Fair and Equal Treatment Policy. In some cases, any or all of these discretionary disciplinary steps may be eliminated by The Institution and The Institution may choose to immediately discharge the employee. No contract of employment is intended or implied by this policy or this Handbook.

Generally, disciplinary action may be taken for infringement of The Institution’s guidelines, rules, regulations or policies or for failure to follow proper work procedures and reasonable work habits. Some situations may warrant immediate dismissal. The Institution is free to terminate employment at any time for any reason, with or without notice.

Verbal Warning

The employee’s supervisor may inform the employee when he or she is not meeting the requirements and provide counseling intended to assist the employee to overcome the deficiency. This conversation will include a discussion of expectations and time frame for meeting them.

Written Warning

A written warning may be given to the employee by the employee’s supervisor, if the situation is sufficiently serious or the problem is not resolved after the initial verbal warning of if a new problem occurs. The written warning includes a description of the problem, the improvement expected and the time frame for achieving resolution. Employees are expected to sign the written warning to acknowledge receipt. Signing of the warning form does not mean the employee agrees. The employee may submit a written response to the warning. Refusal to sign the warning will be noted. The written warning will be placed in the employee’s personnel file.

Performance Improvement Plan (PIP)

If a problem continues or recurs or is sufficiently serious, the employee may be placed on formal Performance Improvement Plan (PIP) and/or suspension. The length of the PIP and/or suspension typically will not exceed 90 days. The employee will be required to sign the PIP and/or suspension advice to acknowledge receipt, not agreement. The employee may submit a written response to the PIP advice. Refusal to sign will be noted. A PIP can be implemented at any time for general areas of growth, and do not require the completion of disciplinary steps as listed above.

Restrictions

While on written warning, a PIP or suspension, the employee is not considered in good standing and cannot apply for transfer, promotion, and salary/rate increases may be deferred or denied. BBA also reserves the right to take other actions appropriate to the circumstances. Additionally the employee cannot be granted a voluntary leave of absence, unpaid personal/sick days, except under applicable federal and state laws.

Dismissal

Without altering the employee’s status as an at-will employee, if the problem does not improve to an acceptable level within the time frame stipulated or if a new problem occurs during the written warning, PIP and/or suspension period, the employee’s employment may be terminated.

**CODE OF CONDUCT**

As an integral member of The Institution, an employee is expected to accept certain responsibilities, adhere to acceptable business and professional principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. Types of behavior and conduct The Institution considers inappropriate, which may result in corrective action, up to and including termination, include, but are not limited to, the following:

- (1) Negligence, carelessness or inconsiderate treatment of Company customers and/or their matters/files.
- (2) Theft, misappropriation, or unauthorized possession or use of property, documents, records or funds belonging to The Institution, or any customer or employee; removal of same from Company premises without authorization.
- (3) Divulging confidential information, of any kind, to any unauthorized person(s) or without an official need to know.
- (4) Obtaining unauthorized confidential information pertaining to customers or employees.
- (5) Changing or falsifying customer records, Company records, personnel or pay records, including time sheets without authorization.
- (6) Stealing, sabotage, willfully or carelessly damaging, defacing or mishandling property of a customer, The Institution or other employees.
- (7) Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to Management.
- (8) Entering Company premises without authorization.
- (9) Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
- (10) Use of abusive language around or directed at employees or customers.
- (11) Insubordination or refusing to follow instructions of the immediate supervisor or Management; refusal or unwillingness to accept a job assignment or to perform job requirements.
- (12) Misappropriating Company property such as team members sharing keys with

unauthorized personnel or future professionals.

- (13) Fraternizing with students.
- (14) Failure to observe scheduled work hours; failure to contact your direct supervisor in the event of illness or any absence before the scheduled start of work; failure to report to work when scheduled; unauthorized or excessive use of any leave of absence.
- (15) Leaving the work site during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
- (16) Sleeping or loitering during regular working hours.
- (17) Recording time for another employee or having time recorded to or by another employee.
- (18) Use or possession of intoxicating beverages or illegal use or possession of narcotics or drugs, on Company premises during working hours or reporting to work under the influence of intoxicants or drugs so as to interfere with job performance.
- (19) Failure to follow Banking Accountability and Cash Management and Banking Procedures. (i.e., Knowingly or deliberately failing to charge Clients properly for services or merchandise, deliberately ringing sales incorrectly, removing cash from school without prior authorization or any other financial irregularities)
- (20) Unauthorized possession of a weapon on Company premises.
- (21) Gambling on Company premises.
- (22) Soliciting, collecting money, vending, and posting or distributing bills or pamphlets on Company property. These activities are closely controlled in order to prevent disruption of Company services and to avoid unauthorized implication of Company sponsorship or approval. However, this general rule is not intended to hinder or in any way curtail the rights of free speech or free expression of ideas. Therefore, such activity by employees during non-working time, including meal and rest periods, if applicable, is not restricted so long as such activity does not interfere with the orderly and regular conduct of The Institution business, is lawful, in good taste, conducted in an orderly manner, and does not create safety hazards or violate general good housekeeping practices. Any person who is

not an employee of The Institution is prohibited from any and all forms of solicitation, collecting money, vending, and posting or distributing bills or pamphlets on Company property at all times.

- (23) Falsification of one's attendance record, hours worked, employment application, medical or employment history.
- (24) Unlawful or unbusiness like conduct, on or off Company premises, which adversely affects The Institution services, property, reputation or goodwill in the community, or interferes with work.
- (25) Inappropriate attire or offensive attire. See Dress Code Policy.

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### **ABSENTEEISM AND TARDINESS**

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It is important for each employee to report to work on time and to maintain a good attendance record. The Institution recognizes that circumstances beyond your control may cause you to be absent from work for all or part of a day. However, unauthorized absence or tardiness may result in disciplinary action in accordance with the BBA attendance and lateness policy.

You are expected to report to work when scheduled. If you are unable to report to work, contact your supervisor immediately. Leaving a message with another staff member or on voicemail does not constitute an accepted notification of absence.

Employees that are repeatedly tardy and/or absent for reasons other than military duty, jury duty or approved leaves of absence will be subject to disciplinary action, up to and including termination.

#### Call In Procedure

If an employee finds it necessary to be absent from work, the employee must first call his or her direct supervisor within 30 minutes prior to his or her scheduled start time to explain the reason for the absence and its duration. If the employee is unable to notify his/her supervisor directly, the employee should have his/her emergency contact relay the message to the employee's supervisor. Under no circumstances will notification of an employee's absence to his/her fellow employee constitute appropriate notice under this policy. If the employee is or will be absent a second day, the procedure must be repeated. Failure to call on any day will classify an employee's absence as unexcused and subject to

disciplinary action. If your supervisor is unavailable to receive your call, you must contact an administrative personnel team member to communicate your message to your supervisor's manager.

Failure to report to work as scheduled without notifying your direct supervisor and receiving permission for two (2) consecutive days will result in disciplinary action, up to and including termination.

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### **ANTI-HARASSMENT**

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The Institution affirms its commitment to provide a work environment free from intimidation and harassment. Abuse of the dignity of anyone through ethnic, racist or sexist slurs or through other derogatory or objectionable conduct is offensive employee behavior. If you harass another employee of The Institution or applicant to The Institution because of race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, or any other protected classification, in accordance with applicable federal, state, and local laws, you will be subject to disciplinary action, including discharge. Likewise, if you feel you have been the object of harassment or intimidation based upon the aforementioned, you are to advise your direct supervisor, follow the normal open-door policy or, in the event of sexual harassment, institute the procedure indicated below.

#### Sexual Harassment

The Institution is committed to maintaining a working and learning environment which provides for consistent and equitable treatment, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature, when:

- Submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, work opportunity, education, or other benefit;
- Submission to or rejection of the conduct or communication is used as a factor for employment decisions or other school-



related decisions affecting an individual; and/or

- Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile or offensive work or school environment.

Sexual harassment can occur between staff to student, student to staff, student to student, staff to staff, female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Sexual harassment may include, but is not limited to:

- Verbal harassment or abuse of a sexual nature
- Subtle pressure for sexual activity
- Inappropriate or unwelcome touching, patting, or pinching of a sexual nature
- Intentional brushing against a student's or an employee's body
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regards to an individual's employment or educational status
- Use of sexually or gender degrading words or comments, verbal or written (ex., graffiti)
- Display in the school, on school grounds, or at school-sponsored events of sexually suggestive pictures
- Leering of a sexual nature
- Spreading of sexual rumors

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors.

Anyone else engaging in sexual harassment on school property or at school activities will have access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations, and to take disciplinary action when the conduct has occurred.

Retaliation is prohibited against any person who makes a complaint, participates in an investigation of harassment or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report false allegations of sexual harassment or corroborate false allegations will be subject to appropriate disciplinary action.

Each staff member is responsible for reporting alleged discrimination and/or harassment to his/her supervisor or other appropriate school personnel immediately.

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## COMPLAINT PROCEDURE

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The Institution subscribes to an open door policy. You may bring a particular complaint to your direct supervisor for resolution. When matters cannot be handled on an informal basis, The Institution has established a formal procedure for a fair review of any work related controversy, dispute or misunderstanding. A complaint may be brought by one or more employees concerning any work related problem where the complaint has not been satisfactorily resolved in an informal manner. The employee may escalate the matter to the School's Director. If no resolution is reached, the employee can further escalate the matter to the School's Executive Director.

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## CORRECTIVE ACTION

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A high level of job performance is expected of you. In the event that your job performance does not meet the standards established for your position, you should seek assistance from your direct supervisor to attain an acceptable level of performance. If you

violate established Company procedures, guidelines, or exhibit behavior that violates commonly accepted standards of honesty and integrity or creates an appearance of impropriety, The Institution may elect to administer disciplinary action in accordance to the Fair and Equal Treatment Policy. If you fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is the policy of The Institution to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool The Institution may select to enhance job performance. The Institution is not required to take any corrective action before making an adverse employment decision, including discharge. Corrective action may be in the form of a verbal warning, written warning, suspension with pay, suspension without pay and termination. The Institution reserves the right to skip, advance or repeat any level of discipline it deems appropriate. Further, The Institution reserves the right, where appropriate in its sole discretion to terminate employees at any time without cause or notice and without prior discipline.

## COMPENSATION

### PAY PERIOD & TIME RECORDS

#### [PAY CYCLE PAY DATES IN APPENDIX]

Federal and state laws require us to keep a complete and accurate record of time worked by our Employees. We currently use an electronic record reporting software called Prestige to record time worked daily. All employees are responsible and required to use the automated time clock to clock in and out when beginning and ending their work day and are required to clock in and out when on meal periods or when leaving BBA on non-school business.

Our work week begins on Sunday and ends the following Saturday. The pay period is comprised of two consecutive work weeks and includes 10-11 work days. Pay is calculated Semi-monthly.

**Semimonthly payroll** is paid twice a **month**, usually on the 15th and last days of the **month**. If one of these pay dates falls on a Monday or Sunday, the **payroll** is instead paid out on the preceding Saturday.

### PAY ADJUSTMENTS

All pay increases are based upon performance and job responsibilities. Your pay also may be adjusted downward. Salary decreases may take place when there is: job restructuring, job duty changes, job transfers, or adverse business economic conditions. Before any such adjustments are made, you will be notified in writing. There is not an automatic annual cost of living or salary adjustment to reflect current economic conditions.

If you believe that an improper deduction has been made, you should immediately report this information to your direct supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

### OVERTIME

The Institution complies with all applicable federal and state laws with regard to payment of overtime work. Employees are required to work overtime only when assigned. Any overtime you work must be authorized by Management, in advance. Working unauthorized overtime or refusal/unavailability to work overtime is subject to discipline including, but not limited to, termination.

Non-exempt employees will be paid time and one half the regular rate of pay for all hours worked over forty (40) in one work week. Any applicable state laws that require payment of daily overtime or overtime on weekends or days of rest will apply.

### PERFORMANCE EVALUATION

On an annual basis you will receive an appraisal of your job performance.

If in this appraisal you are given an evaluation sheet or other written document, you will be required to sign it. Your signature does not necessarily indicate that you agree with all the comments, but merely that you have had the opportunity to examine the evaluation and fully discuss the contents of it with your supervisor.

In addition to the annual reviews, informal counseling sessions may be conducted from time to time.

If you have not received a performance review within one year of employment or at the end of the subsequent calendar year, please contact your direct

supervisor. Performance evaluations do not necessarily result in wage or salary adjustments.

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## **WORK ASSIGNMENTS**

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### **[JOB DESCRIPTIONS FOUND IN APPENDIX]**

In addition to specific duties that may accompany an individual's job responsibilities, each job includes "other assigned duties." From time to time, you may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant.

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## **MILEAGE REIMBURSEMENT**

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The Institution will reimburse employees at the business standard mileage rate per IRS requirements for miles traveled by the employee in the employee's car while traveling to and returning from training, school events, etc.

<h2><b>BENEFITS</b></h2>
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All time off requests must be submitted and approved by your direct supervisor no later than two (2) weeks prior to the requested start of the leave period. Every effort will be made to honor the employee's request for time off as long as it does not interfere with the operational needs of The Institution. Vacations normally cannot be scheduled in increments greater than one (1) week at a time. If vacation requests are in conflict between two (2) or more employees, The Institution will determine vacation schedules based on factors such as job performance and function, seniority and The Institution's business needs.

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## **FAMILY, MEDICAL & PREGNANCY LEAVE**

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The Family and Medical Leave Act (FMLA) of 1993 allows you to take an unpaid Leave of Absence (LOA) for certain medical and family situations and be returned to the former position or one with similar pay, benefits, and status.

You can use FMLA at the following times:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, adoption, or state placement of a child with you or for foster care;

- To care for a "covered relation" (child, spouse, parent, parent-in-law, grandparent, person to whom you are related by blood, legal custody, or marriage, or person with whom you share or have shared within the last year a mutual residence and maintain a committed relationship) who has a serious health condition;
- If you are unable to perform your job because of a serious health condition.

Time Allowed for FMLA

- You may request an unpaid FMLA Leave of Absence to care for a family member with a serious medical condition for up to 16 weeks in a rolling 12-month period.
- If it is medically necessary, you may take the leave on an intermittent or reduced work hour schedule. However, intermittent leave may not be taken for the birth or adoption of a child. Intermittent leave can be granted in one hour increments.
- The total intermittent leave may not be more than 16 weeks of medical and/or family leave in a rolling 12-month period.

Requesting an FMLA Leave of Absence

- If you are planning on taking an LOA for a planned event, such as the birth or adoption of a child, or surgery, when possible you must give at least 30 days notice before taking leave and make an effort with your Leader to schedule the leave so as not to disrupt business operations.
- In most cases, final approval from the Director must be given prior to your first day of FMLA.
- When out with an illness or injury, you must call your Leader at a minimum of every 30 days to let him or her know when you or your physician feels you will be able to return to work.

Process for requesting FMLA Leave of Absence

To request a Leave of Absence under the Family and Medical Leave Act, you must complete two necessary forms. Please see the School's Director to obtain the forms.

1. Complete the Request for Leave of Absence form and notify your Leader about the need to take a medical Leave of Absence. The form is forwarded to Total Rewards Department for final processing.
  
2. The Certification of Health Care Provider form must be completed by a qualified health care provider and submitted with your leave of absence form, or your leave may be delayed or denied. If the Certification of Health Care Provider form cannot be provided before taking leave, it must be sent as soon as possible.
  - In the case of adoption, or placement of a foster child, you will need to provide appropriate documentation (i.e. adoption decree or court order, etc.) to the Director.
  - If you are ill, the Certification of Health Care Provider form must state that you are not able to perform your job duties and include an estimate of the amount of time you will require care.
    - If the leave is requested to care for a seriously ill child, spouse, parent, or parent-in-law, the Certification of Health Care Provider form must state that you are needed to care for the family member and include an estimate of the amount of time you will be needed to provide care. You will receive written notice with the status of your leave request.
    - FMLA leave is always unpaid.

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### **MILITARY LEAVE**

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Employee who perform and return from military services in the United States Armed Forces, the Military Reserves or the National Guard shall have and retain rights of reinstatement, seniority, and length of service pay increases as may be provided by applicable laws of the United States.

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### **JURY/WITNESS SERVICE LEAVE**

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If you are called to serve on a jury panel, please notify your Department Leader within 24 hours of receiving your jury duty notice. You will not be compensated for these missed days.

### **Procedure for Requesting Leave**

To request a leave of absence, complete a Request for Leave of Absence form with the following information:

1. Period for which leave is desired;
2. Reason for leave;
3. The dates on which the initial leave is anticipated to begin and to be completed;
4. For disability leave, the request must be accompanied by supporting medical documentation. Typically, this will include a doctor's note specifying the nature of the disability and the mental and physical limitations caused by the disability as they pertain to the essential functions of the Employee's position.
5. For medical leave, a Certification of Health Care Provider form must be completed by the attending physician and submitted to the Total Rewards Department in Human Resources within 15 days of the leave request or the leave may be delayed or denied. If the Certification of Health Care Provider form cannot be provided before taking leave, it must be sent as soon as possible.
  6. If the leave is requested to care for a seriously ill child, spouse, parent, or parent-in-law, the Certification of Health Care Provider form must state that the Employee needs to care for the family member, and include an estimate of the amount of time required to provide that care.
7. In the case of adoption, or placement of a foster child, the Employee will need to provide appropriate documentation (i.e., birth certificate, adoption decree, etc.).

The request will be submitted to the Employee's Leader who will recommend approval or disapproval of the leave. Final approval for leave can only be granted by the Director.

Failure to return to work at the conclusion of any leave of absence will be deemed a voluntary resignation of your employment with The Institution. Furthermore, if you engage in other employment during the term

of an approved leave of absence, unless agreed to in writing by The Institution, you will be deemed to have voluntarily resigned your employment with BBA.

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## **BEREAVEMENT LEAVE**

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In the event of a death in your immediate family, you will be permitted to take a period of unpaid leave, not to exceed three days. For purposes of this policy, "immediate family" is defined as spouse or significant other; child, parent, grandparent, grandchild, or sibling. If the death of an immediate family member requires travel to a distant location, an extra day of leave may be granted. Unpaid bereavement leave for the death of an extended family member shall not exceed one working day.

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## **HEALTH, SAFETY, AND SECURITY**

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### **NON-SMOKING**

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To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking is prohibited inside all Company buildings. Employees are encouraged not to smoke on campus and not with students. Employees found to be smoking in non-designated smoking areas may be subject to disciplinary action, up to and including termination.

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### **DRUG FREE WORKPLACE**

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Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. Therefore, employees are forbidden to report to work under the influence of alcohol or drugs. It is our intent and obligation to provide a drug-free, healthy, safe and secure work environment.

The use, possession, sale or transfer of illegal drugs on Company property, in Company vehicles, or while engaged in Company activities is strictly forbidden.

The use, possession, sale or transfer of any prescription drug that has not been properly prescribed to you while on Company property, in Company vehicles, or while engaged in Company activities is also strictly forbidden.

Employees using any medication which may impede work performance must notify their direct supervisor prior to starting work.

Except otherwise provided herein, the use, possession, sale or transfer of alcoholic beverages on Company property, in Company vehicles, or, while engaged in Company activities is strictly forbidden. If a supervisor has reason to believe that an employee is not fit for work, that employee may be sent home and/or asked to provide medical documentation excusing such employee from work.

### Drug Free Workplace Policy

The Institution is committed to providing a safe, healthy, and productive work environment. Therefore, to meet this objective, as well as our obligations under applicable federal and state laws, The Institution has a drug-free workplace policy and program that provides The Institution with reasonable measures to ensure that an employee drug or alcohol problem does not jeopardize the successful operation of our business, or otherwise negatively affect The Institution, our employees, you or the general public.

The policy covers all part-time employees and full-time employees, including independent contractors and interns of The Institution.

The Institution's current Drug Free Workplace Policy includes mandatory drug/alcohol testing for any employee who **slips, trips, or falls** while working or attending a work function. Testing site locations are provided at your school location. An employee must have a Chain of Custody form, provided by your Director, with them for the testing.

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### ***VIOLENCE IN THE WORKPLACE***

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The Institution prohibits any acts or threats of violence by or against The Institution employees, students, clients or visitors on campus or at any time when employees are engaged in business with, or on behalf of The Institution, on or off campus. It is The Institution's policy to:

- Endeavor to provide a safe work environment.
- Take prompt corrective action, up to and including termination, against any employee who engages in threatening behavior or acts of violence, or who use obscene, abusive language or gestures, or any conduct which is disrespectful of the rights of others. Such corrective action may also include notifying the police or other law enforcement personnel and

prosecuting violators of this policy to the maximum extent of the law.

-Prohibit the possession of firearms or other weapons by an employee, former employee or visitor on Company premises.

-Any employee who engages in violent, abusive, or threatening behavior or who otherwise engages in behavior that The Institution, at its sole discretion, deems offensive or inappropriate may be subject to disciplinary action, up to and including discharge.

-Employees have an obligation to immediately report to their direct supervisor or administrative personnel any suspicious workplace activity, condition, situation, or incident that they observe to be dangerous, violent or threatening or which they are aware of that other employees, former employees, students, clients or visitors that appear potentially threatening or violent. Employee reports made pursuant to this policy will be held in strictest of confidence to the extent possible, consistent with a thorough investigation and the adoption of a prompt remedial action.

-BBA will not tolerate any form of retaliation against any employee for making a good faith report under policy.

- A violent attempt or a willful offer with force or violence, to do harm to another without the actual doing of the harm threatened (as in lifting a fist in a threatening manner and verbal acts of abuse, threat, insubordination, cursing and name calling); and the unlawful use of force on a person such as poking, slapping, kicking, pinching, punching, pushing & tripping, etc.

-When the nature of the action is sexual in nature the Sexual Harassment Policy shall apply. Employees under investigation may be suspended during the investigation at the discretion of your direct supervisor.

Employees are to submit complaints of any of the above in writing immediately upon occurrence to a member of the management staff chosen at will by the employee.

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## **REASONABLE ACCOMMODATIONS**

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It is the policy of The Institution to comply with all the relevant and applicable provisions of the federal

Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities. The Institution will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges, or conditions of employment, including but not limited to hiring, advancement, discharge, compensation, and training.

Employees who become disabled should notify administration if the conditions of the disability impair their ability to perform the essential functions of their position. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause The Institution undue hardship.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until a decision by Management has been made in regard to the employee's immediate employment situation.

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## **SAFETY**

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In the event you become injured or witness an injury during your work hours, you are to report it immediately to the nearest available management personnel. You are to render any assistance requested by Management. Any questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials. You should report all nonfunctioning hazardous office equipment to your immediate supervisor.

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## **WORKERS' COMPENSATION**

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Workers' Compensation is a form of insurance that provides medical care and compensation if you become injured or disabled because of a work-related injury.

If you are injured on the job, it must have occurred within the scope of your job in order to be covered under the laws set forth by the state for workers' compensation.

Steps to take in the event an injury is sustained:

- Report all injuries or illnesses immediately to your Supervisor.
- Complete an Incident/Injury Report form
- If the injury or illness was the result of a trip, slip or fall you must have a drug test within 24 hours.

Supervisors must notify the Director within 24 hours. You may leave the information on voice mail and someone will return your call that day, or on the next business day. Please have complete details when reporting the claim, including witness statements.

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## ***SECURITY***

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It is the intent of The Institution to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom we do business. The Institution has zero tolerance for violent acts or threats of violence.

The Institution expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional or veiled threat of harm to any employee or Company property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits or threatens to commit a violent act against any person will be subject to immediate discharge.

Employees within The Institution share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor or Management. Management will carefully investigate all reports, and employee confidentiality will be maintained to the fullest extent possible.

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## **WORKPLACE GUIDELINES**

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### **HOURS OF WORK**

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You will be given your individual work schedule upon hire. You are expected to be ready to work at your assigned area at the start of your work schedule. If your normal schedule is changed or if The Institution changes its operating hours, you will be given notice to facilitate your personal planning.

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### **REST AND MEAL PERIODS**

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The Institution complies with all applicable federal and state laws with regard to payment of rest and meal breaks. You will be provided with an unpaid meal period each work day.

The Institution provides a supportive environment to reasonably accommodate breastfeeding employees to express their milk during work hours. The Institution may require medical certification to support the intent of this policy. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated.

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### **DRESS CODE AND PROFESSIONAL APPEARANCE**

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All employees are expected to act as role models in leading future professionals' image and behavior. The following is a list of guidelines that must be supported at all times.

- Professional Black and White clothing only. (See the last bullet in this section for additional guidance on professional attire). A splash of color is acceptable in the form of an accessory.
- Dark, professional shoes.
- Name tags & BBA Issued Lab Jacket always.
- Clothes must be clean, ironed and professional.
- Hair must be styled, and makeup applied prior to arriving at the school. Head scarfs of any kind are not permissible unless worn for religious reasons.
- **The following items are not considered professional and should not be worn:** jeans of any color, short skirts and dresses, shorts, clothes with high splits,

tank tops, see-through clothes, low cut tops and blouses, Capri or cropped pants, leggings/jeggings worn as pants, spandex clothing and open toe shoes of any kind are not permitted.

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## CONFIDENTIALITY

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The rule of thumb to remember is that all information gathered by, retained or generated by The Institution is confidential. There shall be no disclosure of any confidential information to anyone outside The Institution without the appropriate authorization, including discussions regarding your wages and terms and conditions of employment.

It is your duty and responsibility to safeguard all confidential information. This includes the dissemination of information by any available means, including but not limited to telephone, fax and email. When an inquiry is made regarding the confidentiality of any employee, student or customer, the inquiry must be forwarded to your supervisor or Management without comment on your part.

Confidential information shall be disclosed and/or discussed only on a "need to know" basis. Conversation of a confidential nature must never be held within earshot of the public or customers..

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## BUSINESS GIFTS

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We want at all times to avoid the appearance of impropriety in the acceptance of gifts from business contacts or customers. It is the express policy of The Institution that you are prohibited from, either directly or indirectly, asking, demanding, exacting, soliciting, or seeking, anything of value for yourself or for any other person or entity.

It is the express policy of The Institution that you are prohibited from, either directly or indirectly, accepting, receiving, or agreeing to receive anything of value for yourself or for any other person or entity (other than your pay check from The Institution ) for or in connection with any transaction or business of The Institution . If you are promised, offered, or given anything of value from any member, perspective member, customer, or perspective customer for or in connection with any transaction or business of The Institution, you are to advise your immediate supervisor at once.

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## CONFLICT OF INTEREST

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The Institution is judged by the collective and individual performance of its officers and employees. The Institution has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, The Institution holds itself and its employees to the highest standards of lawful and ethical conduct.

Therefore, you must be very careful that your relationship with customers or vendors or other activities do not subject you or The Institution to question or undue criticism. You must refrain from engaging in any activity that could be in conflict with your status as a Company employee. This includes the use of your position with The Institution for personal profit or advantage or entering into transactions or relationships where it may appear you have a conflict of interest, are improperly benefiting from your affiliation with The Institution, or are violating laws governing fiduciary relationships. Good judgment and common sense are to supplement these provisions to avoid even the appearance of impropriety. To the extent there is a conflict or ambiguity between permissive conduct and that which is not permitted, the latter shall have precedence.

If you question the propriety of a transaction or activity, you should seek guidance from your direct supervisor or Management. If necessary, you should seek written approval.

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## OUTSIDE ACTIVITIES

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You may engage in outside employment or personal educational activities during non-working hours, provided that such activities do not interfere with your job performance or constitute a conflict of interest. **Prior to accepting outside employment, you are to notify Management in writing.** The notice must contain the name of the potential employer, the title and nature of the position, the number of working hours per week, and the time of scheduled work hours. If the position constitutes a conflict of interest or interferes with your Company job, at any time, you may be required to curtail or terminate such activity.

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## REPORTING IRREGULARITIES

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It is the responsibility of each employee of The Institution to report, immediately, any and all



irregularities indicating actual or suspected existence of a loss, fraud, embezzlement or similar impairment of Company funds or property, or suspicious persons or activity. If you have actual or constructive knowledge of any irregularity and do not report it to your direct supervisor, you have engaged in unacceptable job performance subject to disciplinary action including but not limited to termination of employment.

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## **INSPECTIONS / SEARCHES**

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The Institution reserves the right to search any Employee's office, desk, files, locker, or any other area or article on our premises. It should be noted that all offices, desks, files, lockers, etc., are the property of The Institution and are issued for the use of employees only during their employment. Inspections may be conducted at any time at the discretion of The Institution for reasonable cause or suspicion. Employees are not to initiate searches of students at any time. If a search is deemed necessary authorization of the campus director is required.

You are prohibited from placing any passwords or restrictors on any document, computer or computer software without the prior authority of Management. Any password or restrictor must be revealed to and maintained by a second authorized source. Removing, changing, deleting or erasing any Company information, without the appropriate authorization, is strictly prohibited.

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## **ELECTRONIC MAIL/VOICEMAIL/COMPUTER NETWORKS**

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This policy applies to all employees and other individuals who use The Institution computer, voice mail and electronic mail communications network. It covers all computer hardware, software, voice mail and electronic mail sent within The Institution network, all voice and email messages sent or received from external networks, and information placed or retrieved from the internet.

All equipment provided by The Institution, such as desks, file cabinets, computer systems, software, access to the internet, diskettes, electronic mail, voice mail, phones and other item considered to be The Institution property and are used for business purposes only. Passwords are designed to maintain the confidentiality of The Institution business related information and to give employees access to all or

part of The Institution computers, voice mail and email as part of their work functions. Passwords are not designed to provide confidentiality of any personal messages or documents.

The use of Company property, including email and voice mail for unlawful, defamatory, obscene, threatening, or inappropriate communications is strictly prohibited and is grounds for disciplinary action, up to and including termination. Employees should also refrain from using vulgarities, obscenities, sarcasm or exaggeration in any messages, or using Company systems for purposes of advertising or soliciting.

Employees should not expect their computer entries or messages left on The Institution's email servers or voicemail to be private. Employees should be aware that email and voice mail messages will be accessed, and is on occasion monitored by designated personnel in the normal course of system administration and in the course of problem resolution. The Institution expressly reserves the right to access, intercept, review, and disclose the contents of all computer databases and electronic transmissions, including, but not limited to, computer, electronic, telephone and voice mail systems.

Only authorized software may be loaded on devices connected to The Institution's communications network. Copying of licensed software is prohibited. Copying of licensed software may also include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.

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## ***SOCIAL MEDIA / SOCIAL NETWORKING***

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In general, BBA positively views social networks (e.g., Facebook, Instagram, Twitter, etc.), personal Web sites, and blogs and respects the right of its Employees to use them as a medium of self expression. If an Employee chooses to identify him or herself as an Employee of BBA or any of its brands on such Internet venues, some readers of such Web sites or blogs (including vendors and competitors) may view the Employee as a representative or spokesperson of BBA. In light of this possibility, BBA has established this policy to guide Employees when referring to BBA or any of its brands, its Employee, its programs, its products, or its vendors, in a blog or on a Web site.

- Do not comment on trade secrets and proprietary Company information (business, financial and marketing strategies) without the advance approval of your supervisor, and the campus director. Do not make negative comments about our customers or students in any social media.
- Use of social media on Company equipment during working time is permitted, if your use is for legitimate, preapproved Company business.
- Please discuss the nature of your anticipated business use and the content of your message with your supervisor. Obtain their approval prior to such use.
- Respect copyright, trademark and similar laws and use such protected information in compliance with applicable legal standards.

Restrictions:

YOU MAY NOT do any of the following:

- Due to the potential for issues such as invasion of privacy (employee and customer), sexual or other harassment (as defined by our harassment /discrimination policy), Employees may not take, distribute, or post pictures, videos, or audio recordings while on working time. Employees also may not take pictures or make recordings of work areas. An exception to the rule concerning pictures and recordings of work areas would be to engage in activity protected by the National Labor Relations Act including, for example, taking pictures of health, safety and/or working condition concerns or of strike, protest and work-related issues and/or other protected concerted activities.
- Use The Institution's (or any of its affiliated entities) logos, marks or other protected information or property for any business/commercial venture without the Legal Department's express written authorization.
- Make knowingly false representations about your credentials or your work.
- Do Not Violate the Law and Related Company Policies: Be thoughtful in all your communications and dealings with others, including email and social media. Never harass (as defined by our anti-harassment

policy), threaten, libel or defame fellow professionals, employees, students, clients, competitors or anyone else. In general, it is always wise to remember that what you say in social media can often be seen by anyone. Accordingly, harassing comments, obscenities or similar conduct that would violate Company policies is discouraged in general and is never allowed while using BBA equipment or during your working time.

Discipline:

All employees are expected to know and follow this policy. Nothing in this policy is, however, intended to prevent employees from engaging in concerted activity protected by law. If you have any questions regarding this policy, please ask your supervisor and Human Resources before acting. Any violations of this policy are grounds for disciplinary action, up to and including immediate termination of employment.

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**PERSONAL PROPERTY**

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The Institution is not liable for lost, misplaced or stolen property. You should take all precautions necessary to safeguard your personal possessions. You should refrain from having your personal mail sent to The Institution because mail may be automatically opened.

Radios, iPods, MP3 players, and similar music devices are permitted in the school so long as they do not disturb others. The volume should be kept at a minimum.

**EMPLOYMENT SEPARATION**

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**RESIGNATION**

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Non-exempt employees are requested to provide a minimum of two (2) weeks written notice of their intent to resign. Exempt employees are requested to provide a minimum of four (4) weeks written notice. Your notice of resignation to voluntarily terminate employment with The Institution should be submitted to your direct supervisor or a member of Management. An exit interview may be requested.

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## TERMINATION

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All employment with The Institution is “at will” employment. (See, “At-Will Notice” above).

Upon separation of your employment you are to remove your personal possessions. Upon separation, you are not entitled to severance pay.

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## RETURN OF COMPANY PROPERTY

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Any Company property issued to employees, such as computer equipment, keys, tools, parking passes or company credit cards, must be returned to The Institution at the time of termination. Employees will be responsible for any lost or damaged items.

<h2>MISCELLANEOUS</h2>
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## PARKING

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All parking is at your own risk. It is recommended that you lock your car and take other appropriate safeguards. You are not to park in areas reserved for customers or visitors.

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## TRAINING REIMBURSEMENT

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The Institution agrees to invest in employees through various trainings set forth in the employees Career Path and outlined job description. In the event the employee voluntarily terminates and/or resigns from The Institution, within 18 months from attending a Company paid training, the employee shall be obligated to pay for the tuition of the training, plus any accrued travel expenses due to the training the employee completed prior to voluntary termination and/or resignation.

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## BEAVER BEAUTY PRIVACY POLICY

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**Objective:** It is the intent of Beaver Beauty Academy is to safeguard the privacy of our students’ demographic, personal, and financial information. We are required by the Gramm-Leach-Bliley Act under the direction of the Federal Trade Commission, and by FERPA under the direction of the U.S. Department of Education to protect our Future Professionals’ confidential information.

1. The training of all employees will include the Privacy Policy of Beaver Beauty Academy. A copy of the Privacy Policy acknowledgement form must be signed by all new employees at the time of hire and for all employees at the beginning of each calendar year. The signed statements will be retained in each employee’s personnel file.
2. Employees are given log-on and passwords to the various computer systems as necessary. The rights to view certain records will be confined to the areas that position requires access.
3. In the instance where an employee leaves (voluntarily or in-voluntarily) Beaver Beauty Academy, the employee’s direct supervisor will be responsible for ensuring that the employee’s access rights to all computer systems is terminated immediately.
4. All passwords and log-on rights are employee specific and cannot be shared with any other person for any reason.
5. Employees are restricted from including social security numbers or other personal or financial information on any electronic correspondence without securing the document with password protection.
6. Future Professional Files:

**School: Active files** are kept in the Admission’s office or depending on the physical layout of the school, another locked area, in metal locking filing cabinets. Employees of Beaver Beauty Academy who need information to provide services to the Future Professionals may access these files. The filing cabinets or the offices are locked when an employee is not present. All student files must be secure at the end of each business day.

**School: Retired files** are kept in metal locking filing cabinets in one of the school offices or a storage area for 1 year then shredded and disposed of accordingly. Only authorized employees of Beaver Beauty Academy may access these files.

7. All discarded documents that contain sensitive student/parent information at the school must be shredded.
8. Service providers must supply a signed release of information form before Future Professional information is released to them.
9. All correspondence with third party inquiries of Future Professional information cannot be released without signed authorization from the Future Professional. This includes, but is not limited to, parents and/or step-parents for Future Professionals over the age of 18. The law permits us to disclose information to other affiliates under certain circumstances, for example, to a consumer-reporting agency in accordance with the Fair Credit Reporting Act or to comply with federal, state, or local law and other legal requirements as with a subpoena.
10. All employees that have access to Prestige or other programs information will abide by their privacy statements.
11. All e-mails regarding personnel, financial, or confidential information about a Future Professional must contain the following Confidentially Notice:

“This message is a privileged and confidential communication. If you are not the intended recipient of this fax, you are hereby notified that any disclosure, copying, distribution, or use of this information is strictly prohibited. Please notify the sender immediately if you received this information in error and then destroy the information. We appreciate your cooperation.”

12. The Network Administrator may access a user's files for the maintenance of networks and computer/storage systems, such as to create backup copies of files, etc. This access should be limited to necessary maintenance of the computer records at the direction of the school Director/Dean.
13. The School Director/Dean maintains the privacy of data from loss, misuse, unauthorized access or disclosure, alteration, or destruction during maintenance of the student database.

## **Handbook Appendix**

Appendix 1	Pay Periods
Appendix 2	Leave Form
Appendix 3	Injury/Incident Form