

SCHOOL WEBMASTERS, LLC

March 26, 2026



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1. Introduction

1.1 Handbook Disclaimer

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Company. Employment with SCHOOL WEBMASTERS, LLC is "AT-WILL." This means employees or SCHOOL WEBMASTERS, LLC may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with SCHOOL WEBMASTERS, LLC for any set period of time.

The Company has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.

1.2 Handbook Disclaimer Supplement (Montana Employees)

The "at-will" provisions set forth in the Handbook Disclaimer apply to all newly hired employees who are in their probationary period of employment with the Company. At any time during the probationary period, either the employer or the employee may terminate the employment relationship with or without cause or notice. Following the probationary period, the Company will follow all applicable state and federal laws governing the termination of the employment relationship.

1.3 Welcome Message

Dear Valued Employee,

Welcome to SCHOOL WEBMASTERS, LLC! We are pleased with your decision to join our team.

SCHOOL WEBMASTERS, LLC is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Company.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or the Human Resources Manager.

Welcome aboard. We look forward to working with you!

Sincerely,

Bonnie LeedyCEO

1.4 Message from Our CEO

You, our staff, are the face of School Webmasters. It is your responses from the customer portal or your work (done accurately and timely) that determines what they think of the company. So, it is critical to our success that each of you recognizes the value you possess. Our company reputation IS dependent on you—and you are making School Webmasters into a respected, trusted, and successful company!

I don't know if you realize it or not, but when you came to work with School Webmasters, much of the decision about

whether or not you would be a good fit for us was your attitude. We know we can train for many skills, but we can't train for positive attitudes, understanding, happiness, dedication, and willingness to delight our customers (even though some of the time they don't know what they want). If you are here, you passed our "attitude" test. We have an idea what makes an ideal employee just like we have a measure for what makes an ideal client—we seek both.

Because we rely so heavily on referrals (the bulk of our customers are referred to us from other delighted customers), we recognize that your satisfaction as staff makes these referrals possible. When it comes to delighting our clients, we want to get out of your way and let you do that whenever possible. Yes, admittedly, the occasional client will demand beyond what is possible (or even logical) for us to provide without some guidance on our part to help them recognize what would be in their own best interests, but these are the exception (luckily). Even when we have those illogical requests, you do a wonderful job of gently guiding them to a better solution that will still provide the outcome they want (while keeping within best practices). This is remarkable customer service.

So, this is my long-winded way of saying that I truly value your individual contributions to what this company is becoming. Your diligent follow-through, your elegant designs, your inviting copywriting, your creative ideas, and most of all, your dedication to continually delighting our clients will not go unnoticed (by me or by our clients). And I give you my full permission to continue to exceed our clients' expectations. When you see opportunities to do nice things just for the sake of doing them, you have my blessing! Thank you. And if I can help you do that, please let me know! Our jobs can be fun. If I can help make yours more so, please let me know. If you do something that will cause a customer to think, "Wow, that was kind of cool (thoughtful, helpful, considerate, clever, etc.)," then let us know through our "delighting our customers" form. You can remain anonymous if you'd like, but please share! It probably made you feel good, so share the joy! Welcome to School Webmasters!

Bonnie Leedy Chief Executive Officer

1.5 History

School Webmasters (the "Company") was founded in 2003 by Bonnie Leedy and her daughter Tamara Carpenter. The goal, right from the beginning, was to create a company that not only provided our clients with excellent, reliable service and support, but employment opportunities for contractors and employees where they could achieve their professional goals while respecting and supporting an attitude of family and work balance. Using proprietary software we've developed to create beautiful websites, facilitate quick updates, and cost savings, we are able to make use of administrative and creative staff who can work from their home offices. This allows us to provide ongoing support to schools, districts, and organizations at prices even limited budgets can afford while providing career opportunities for talented professionals all over the U.S.

1.6 Our Mission

We Delight Our Clients Our mission is to delight our clients. This means we are keeping our promises, being trustworthy, and exceeding expectations whenever possible. Our tag line is, "Your School's Communication Resource," and that means we will provide our clients with the resources and skillsets to improve all levels of communication with their shareholders (parents, students, and community). We look beyond their basic expectations, make their sites shine, and improve their brands and reputations through improved communication. Whether this is through creative, innovative design and development; flawless copywriting; or current, informative, and attractive sites, we'll be behind the scenes making their websites a source of pride and success.

We Empower Our People We want to provide each of you with the virtual workplace where you can create, contribute, and achieve your own professional and personal goals. We hire responsible, dedicated people who have personal integrity. They keep their promises which allows School Webmasters to keep its promises as well. We are striving to become the place where talented, independent professionals are proud to work, and we are always looking for ways to make your jobs more rewarding. We hope you'll let us help you achieve your personal goals—and those are as varied as the individuals who work with us!

We Grow Our Marketshare We truly believe that what we offer is beyond what our competitors provide. Beyond developing a website, we stick with our clients day in and day out, helping them keep their sites informative and professional. This "niche" market is not something offered by our competitors, and it is what small and mid-sized districts need to maintain effective sites. As schools adopt Web technology and then realize that keeping it current and professional is quite challenging, we will be there for them. We expect our growth to be gradual but steady as the quality and professionalism we provide becomes known!

1.7 Changes in Policy

Change at SCHOOL WEBMASTERS, LLC is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by SCHOOL WEBMASTERS, LLC, and after those dates all superseded policies will be null and void. No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the Human Resources Manager.

2. General Employment

2.1 At-Will Employment

Employment with SCHOOL WEBMASTERS, LLC is "at-will." This means employees are free to resign at any time, with or without cause, and SCHOOL WEBMASTERS, LLC may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with SCHOOL WEBMASTERS, LLC for any set period of time. The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by SCHOOL WEBMASTERS, LLC, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the President and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between SCHOOL WEBMASTERS, LLC and any of its employees.

2.2 Immigration Law Compliance

SCHOOL WEBMASTERS, LLC is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with SCHOOL WEBMASTERS, LLC within the past three years, or if their previous I-9 is no longer retained or valid. SCHOOL WEBMASTERS, LLC may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, SCHOOL WEBMASTERS, LLC provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

2.3 Equal Employment Opportunity

SCHOOL WEBMASTERS, LLC is an Equal Opportunity Employer. Employment opportunities at SCHOOL WEBMASTERS, LLC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Company will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

SCHOOL WEBMASTERS, LLC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. SCHOOL WEBMASTERS, LLC will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.4 Employee Grievances

It is the policy of SCHOOL WEBMASTERS, LLC to maintain a harmonious workplace environment. SCHOOL

WEBMASTERS, LLC encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions. Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the Human Resources Manager. After receiving a written grievance, SCHOOL WEBMASTERS, LLC may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue. Complaints involving alleged discriminatory practices shall be processed in accordance with SCHOOL WEBMASTERS, LLC's Sexual and other Unlawful Harassment Policy. SCHOOL WEBMASTERS, LLC assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

2.5 Internal Communication

Effective and ongoing communication within SCHOOL WEBMASTERS, LLC is essential. As such, the Company maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, SCHOOL WEBMASTERS, LLC uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

2.6 Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with SCHOOL WEBMASTERS, LLC. Unless an alternative work schedule has been approved by SCHOOL WEBMASTERS, LLC, employees will be subject to the Company's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary. SCHOOL WEBMASTERS, LLC's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

2.7 Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address SCHOOL WEBMASTERS, LLC's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, SCHOOL WEBMASTERS, LLC will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Company or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; or
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or SuLynn Coombs directly. Employees should also review their state and local requirements for any additional reporting guidelines.

SCHOOL WEBMASTERS, LLC will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the Human Resources Manager or any state or local agency responsible for investigating alleged violations.

2.8 Equal Employment Opportunity (California Employees)

SCHOOL WEBMASTERS, LLC is an Equal Opportunity Employer. Employment opportunities at SCHOOL WEBMASTERS, LLC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, color, sex, national origin, age, military status, veteran status, disability, genetic information, ancestry, medical condition, marital status, gender identity, gender expression, sexual orientation, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, internships, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

SCHOOL WEBMASTERS, LLC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

2.9 Equal Employment Opportunity (Colorado Employees)

SCHOOL WEBMASTERS, LLC is an Equal Opportunity Employer. Employment opportunities at SCHOOL WEBMASTERS, LLC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, color, religion, creed, sex, national origin, ancestry, age, status as an officer or enlisted members of the military forces, veteran status, disability, genetic information, sexual orientation, transgender status, marriage to a co-worker, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

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2.10 Equal Employment Opportunity (Mississippi Employees)

SCHOOL WEBMASTERS, LLC is an Equal Opportunity Employer. Employment opportunities at SCHOOL WEBMASTERS, LLC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, national origin, age, veteran status, disability, genetic information, lawful activity outside the workplace during non-work hours, such as the use of tobacco products, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

SCHOOL WEBMASTERS, LLC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. SCHOOL WEBMASTERS, LLC will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.11 Equal Employment Opportunity (Missouri Employees)

SCHOOL WEBMASTERS, LLC is an Equal Opportunity Employer. Employment opportunities at SCHOOL WEBMASTERS, LLC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

- Race
- Religion
- Sex
- National origin
- Age
- Veteran status, including status as a war on terror veteran
- Disability
- Genetic information
- Lawful activity outside the workplace during non-work hours, such as the use of tobacco products
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

SCHOOL WEBMASTERS, LLC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. SCHOOL WEBMASTERS, LLC will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.12 Equal Employment Opportunity (Montana Employees)

SCHOOL WEBMASTERS, LLC is an Equal Opportunity Employer. Employment opportunities at SCHOOL WEBMASTERS, LLC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

- Race
- Creed
- Color
- Religion
- Sex
- National origin
- Age
- Veteran status
- Disability
- Genetic information
- Marital status
- Lawful activity outside the workplace during non-work hours, such as the use of tobacco products
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

SCHOOL WEBMASTERS, LLC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. SCHOOL WEBMASTERS, LLC will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.13 Equal Employment Opportunity (New Jersey Employees)

SCHOOL WEBMASTERS, LLC is an Equal Opportunity Employer. Employment opportunities at SCHOOL WEBMASTERS, LLC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

- Race
- Religion
- Creed
- Color
- Sex
- Pregnancy, childbirth or related medical conditions
- National origin
- Age
- Ancestry
- Veteran status
- Liability for military service
- Disability
- Atypical cellular or blood trait
- Genetic information (including the refusal to submit to genetic testing)
- Unemployment status (with respect to job advertisements)
- Affectional or sexual orientation
- Gender identity or expression
- Marital, domestic partnership, or civil union status
- Lawful activity outside the workplace during non-work hours, such as the use of tobacco products
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

SCHOOL WEBMASTERS, LLC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. SCHOOL WEBMASTERS, LLC will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.14 Equal Employment Opportunity (Utah Employees)

SCHOOL WEBMASTERS, LLC is an Equal Opportunity Employer. Employment opportunities at SCHOOL WEBMASTERS, LLC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

- Race
- Color
- Religion
- Sex
- Sexual orientation
- Gender identity
- National origin
- Age
- Veteran status
- Disability
- Pregnancy, childbirth or related medical conditions
- Breastfeeding or medical condition related to breastfeeding
- Genetic information
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Company will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

SCHOOL WEBMASTERS, LLC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

2.15 Whistleblower Protection (New Jersey Employees)

The Conscientious Employee Protection Act prohibits an employer from taking any retaliatory action against an employee because the employee does, among others, any of the following:

- Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer, or another employer with whom there is a business relationship, that the employee reasonably believes is a violation of a law, rule or regulation;
- Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, rule, or regulation by the employer or another employer with whom there is a business relationship;
- Provides information involving the deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any government entity;
- Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity; or
- Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
 - Is a violation of a law, rule or regulation;
 - Is fraudulent or criminal; or
 - Is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment.

The Company has designated the Human Resources Manager as the contact person to answer your questions or provide additional information regarding your rights and responsibilities under this Act.

2.16 At-Will Employment Supplement (Montana Employees)

The “at-will” provisions set forth in the At-Will Employment policy apply to all newly hired employees who are in their probationary period of employment with the Company. At any time during the probationary period, either the employer or the employee may terminate the employment relationship with or without cause or notice. Following the probationary period, the Company will follow all applicable state and federal laws governing the termination of the employment relationship.

2.17 Equal Employment Opportunity (Utah Employees)

SCHOOL WEBMASTERS, LLC is an Equal Opportunity Employer. Employment opportunities at SCHOOL WEBMASTERS, LLC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

- Race
- Color
- Religion
- Sex
- Sexual orientation
- Gender identity
- National origin
- Age
- Veteran status
- Disability
- Pregnancy, childbirth or related medical conditions
- Breastfeeding or medical condition related to breastfeeding
- Genetic information
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Company will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

SCHOOL WEBMASTERS, LLC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

3. Employment Status & Recordkeeping

3.1 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, SCHOOL WEBMASTERS, LLC classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed. If you change positions during your employment with SCHOOL WEBMASTERS, LLC or if your job responsibilities change, you will be informed by the Human Resources Manager of any change in your exempt status. In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories: **Full-Time:** Full-time employees are regularly scheduled to work greater or equal to 40 hours per week. Generally, regular full-time employees are eligible for SCHOOL WEBMASTERS, LLC's benefits, subject to the terms, conditions, and limitations of each benefit program. **Part-Time:** Part-time employees are regularly scheduled to work less than 40 hours per week. Regular part-time employees may be eligible for some SCHOOL WEBMASTERS, LLC benefit programs, subject to the terms, conditions, and limitations of each benefit program. **Temporary:** Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by SCHOOL WEBMASTERS, LLC Management, of a change.

3.2 Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the Human Resources Manager of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or the Human Resources Manager as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

3.3 Expense Reimbursement

SCHOOL WEBMASTERS, LLC reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the Human Resources Manager.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to the Human Resources Manager for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy

should be directed to your supervisor.

3.4 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

- **Resignation** - Voluntary employment termination initiated by an employee.
- **Termination** - Involuntary employment termination initiated by SCHOOL WEBMASTERS, LLC. In most cases, SCHOOL WEBMASTERS, LLC will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.
- **Layoff** - Involuntary employment termination initiated by SCHOOL WEBMASTERS, LLC for non-disciplinary reasons.
- **Retirement** - Voluntary employee termination upon eligibility for retirement.

Employees who intend to terminate employment with SCHOOL WEBMASTERS, LLC, shall provide SCHOOL WEBMASTERS, LLC with at least two weeks of written notice. Such notice is intended to allow the Company time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Since employment with SCHOOL WEBMASTERS, LLC is based on mutual consent, both the employee and SCHOOL WEBMASTERS, LLC have the right to terminate employment at-will, with or without cause, at any time.

In the case of employee termination, the employee will receive their accrued pay in accordance with all federal, state and local laws.

Any employee who terminates employment with SCHOOL WEBMASTERS, LLC shall return all files, records, keys, and any other materials that are the property of SCHOOL WEBMASTERS, LLC.

Employee benefits will be affected by employment termination in the following manner:

- All accrued vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.
- Some benefits may be continued at the employee's expense, if the employee elects to do so, such as healthcare coverage.
- The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, direct them to the Human Resources Manager.

3.5 Service Letters (Missouri Employees)

Employees who have been discharged or voluntarily separated may be provided with a service letter stating, among other things, the duration of their employment and the reason for their termination or separation.

Any employee who is discharged or voluntarily resigns from employment may ask SCHOOL WEBMASTERS, LLC for a service letter provided they were employed with the Company for 90 days or more. The request must be:

- Made in writing;
- Sent by certified mail to the employee's former supervisor or the Human Resources Manager within a reasonable period, but not later than one year after the date of separation; **and**
- Include specific reference to the state law that entitles the worker to the letter.

SCHOOL WEBMASTERS, LLC will issue the service letter to the former employee within 45 days after receiving the request. Service letter requests must be made within a reasonable amount of time following termination but no later than one year after separation from the Company.

4. Working Conditions & Hours

4.1 Company Hours

SCHOOL WEBMASTERS, LLC is open for business from Monday - Friday 8:00 AM to 5:00 PM. This excludes holidays recognized by SCHOOL WEBMASTERS, LLC. The standard workweek is 40 hours.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

4.2 Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by SCHOOL WEBMASTERS, LLC management.

When a decision is made to close the office, employees will receive official notification from their supervisor.

4.3 Meal & Break Periods

In accordance with state and local laws, non-exempt employees will be provided with meal and break periods. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will be unpaid. Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. If for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

SCHOOL WEBMASTERS, LLC will schedule meal and break periods in order to accommodate Company operating requirements.

4.4 Break Time for Nursing Mothers

SCHOOL WEBMASTERS, LLC accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Company will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the Human Resources Manager.

4.5 Meal & Break Periods (California Employees)

Depending on the length of an employee's shift, he or she may be entitled to meal and/or break periods as outlined in this policy. Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during breaks and unpaid meal periods.

Meal Periods:

Employees working 5 or more hours in a workday are entitled to a 30-minute meal period. Employees working 10 or more hours in a workday are entitled to a second 30-minute meal period. For non-exempt employees, the meal period is unpaid. Non-exempt employees must record the beginning and ending of their meal periods using SCHOOL WEBMASTERS, LLC's timekeeping system.

In the limited circumstances described below, with the employee's and the Company's mutual consent, employees may waive their meal periods:

- If an employee's workday ends within six hours;
- If an employee's workday will not exceed twelve hours, then the employee may waive their second meal period but only if the first meal period was not waived.

If an employee voluntarily waives a meal period, the employee must submit a written request and receive written authorization from their supervisor to do so.

In very limited situations, non-exempt employees may take a paid on-duty meal period. Non-exempt employees may only do so when the nature of their work requires it, and only after the employee and SCHOOL WEBMASTERS, LLC agree in writing. Employees may revoke this agreement in writing at any time.

Rest Periods:

Non-exempt employees are also entitled to paid break periods in accordance with the following schedule:

- One 10 minute break period for shifts from 3.5 to 6 hours in length;
- Two 10 minute break periods for shifts of more than 6 hours and up to 10 hours;
- Three 10 minute break periods for shifts of more than 10 hours and up to 14 hours.

Supervisors will schedule meal and break periods in order to accommodate the Company's operating requirements. Where possible, breaks will be scheduled in the middle of each work period. Employees must take their meal and break periods, but if for any reason a non-exempt employee does not take the applicable meal or break period, the employee must notify his or her supervisor immediately.

If a non-exempt employee is discouraged, deterred, or otherwise impeded from taking a meal or break period they are entitled to, notify the Human Resources Manager immediately.

For questions regarding this policy, please speak with the Human Resources Manager.

4.6 Break Time for Nursing Mothers (California Employees)

Employees who need to express breast milk for their infant child have the right to request lactation accommodations. SCHOOL WEBMASTERS, LLC accommodates employees who wish to express breast milk during the workday by providing reasonable break time for this purpose. The break time will be provided each time the employee needs to express milk.

If possible, the break time should run concurrently with any break time already provided to the employee. Break time that does not run concurrently with the rest breaks already provided will be unpaid for a non-exempt employee.

Lactation Room:

Unless it would impose an undue hardship as defined by state law, SCHOOL WEBMASTERS, LLC will provide a private room or other location that:

- Is in close proximity to the employee's work area, shielded from view, and free from intrusion while the employee is expressing milk;
- Is safe, clean, and free of hazardous materials;
- Contains a surface to place a breast pump and personal items;
- Contains a place to sit; and
- Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump.

The room or location will not be a bathroom. SCHOOL WEBMASTERS, LLC will also provide access to a sink with running

water and a refrigerator suitable for storing milk in close proximity to the employee's workspace. If a refrigerator cannot be provided, SCHOOL WEBMASTERS, LLC may provide another cooling device suitable for storing milk, such as an employer-provided cooler.

The room or location may include the place where the employee normally works if it otherwise meets the requirements stated above.

Requesting Lactation Accommodations:

Employees should make requests for lactation accommodations to their supervisor or the Human Resources Manager. SCHOOL WEBMASTERS, LLC will respond to all such requests.

When possible, employees should give reasonable oral or written notice that they intend to express milk upon returning to work after a child's birth. This will allow the time needed to make necessary preparations.

Retaliation Prohibited:

SCHOOL WEBMASTERS, LLC prohibits retaliation against an employee for exercising or attempting to exercise their rights to lactation accommodations.

Complaints:

Employees have the right to file a complaint with the California Labor Commissioner if they believe their rights to lactation accommodations have been violated.

Questions regarding this policy should be directed to the Human Resources Manager.

4.7 COVID-19 Infectious Disease Control Policy

Coronavirus disease 2019 (COVID-19) is a respiratory illness with symptoms of fever, cough, and shortness of breath. The purpose of this policy is to ensure the health and safety of our associates, visitors, clients, and vendors.

SCHOOL WEBMASTERS, LLC will not discriminate against any job applicant or employee based merely on the fact the individual has COVID-19. However, SCHOOL WEBMASTERS, LLC reserves the right to exclude a person with COVID-19 from workplace facilities, programs and functions if the company finds that such restriction is necessary for the welfare of the person who has COVID-19 and/or the welfare of others within the workplace. All decisions will be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has the disease, and a careful weighing of the identified risks.

In light of the current situation, SCHOOL WEBMASTERS, LLC has adopted the following practices to minimize potential exposure of employees to COVID-19 in our workplace. Employees are urged to:

- Conduct virtual meetings instead of in-person meetings.
- Practice social distancing (staying at least 6 feet away from others).
- Avoid unnecessary travel and cancel or postpone nonessential meetings and trainings.
- Avoid gathering in breakrooms, work rooms, and other areas where groups congregate.
- Wash hands often with soap and warm water for at least 20 seconds.
- Avoid touching their eyes, nose, and mouth.
- Keep workspaces clean using company-provided cleaning supplies.
- Cover coughs and sneezes with a tissue or the inside of the elbow.
- Where possible, avoid public transportation and recreational activities where you might come into contact with contagious individuals.

Stay Home if Sick:

Employees should notify their supervisor of any symptom related to COVID-19, including fever, cough and/or acute respiratory symptoms and those with symptoms should stay home. Employees should wait until they have been cleared by a healthcare provider before returning to work. If an employee shows symptoms of acute respiratory illness at work, they will be sent home immediately.

Report Potential Exposure:

Employees should notify their supervisor or the Human Resources Manager if they have been in contact with someone who has COVID-19, even if the employee is asymptomatic. If an employee has recently traveled to a location that the Centers for Disease Control and Prevention (CDC) has identified as having an active outbreak, the employee should notify their supervisor or the Human Resources Manager as well. These employees may be asked to isolate/work from home for 14 days.

Provide Notice of Absences:

Employees who will be absent from work should generally follow SCHOOL WEBMASTERS, LLC's regular procedures for notifying the company of the need for time off.

If an employee is out sick or shows symptoms of being ill, it may become necessary to request information from the employee and/or their healthcare provider, subject to applicable laws. In general, SCHOOL WEBMASTERS, LLC may request medical information to confirm an employee's need to be absent and to know that it is appropriate for the employee to return to work. SCHOOL WEBMASTERS, LLC will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease.

Visitors:

There should be no visitors to the workplace unless it is mission-critical, and the meeting cannot be conducted virtually.

Work-Related Travel:

All nonessential work-related travel is restricted without the prior written authorization of a supervisor. Before providing authorization, supervisors must check for the latest guidance and recommendations for each country and location to which the employee will travel. Employees must monitor themselves for symptoms of fever, cough or acute respiratory illness before starting or after completing travel and are required to notify their supervisor and stay home if they are sick prior to or after travel.

Personal Travel:

Employees must report any personal travel plans, whether domestic or international, to their supervisor before departure. Depending on the situation, SCHOOL WEBMASTERS, LLC may ask the employee to follow certain steps, such as working from home for a 14-day period, before returning to the workplace.

Working from Home:

At this time, employees should be following all guidance from public health officials, state and local governments and the company regarding work from home policies and requirements. If an employee has a heightened health concern and wants to work from home, and has the ability to perform their job away from SCHOOL WEBMASTERS, LLC premises, they should contact their supervisor. They do not need to disclose their health information. Requests will be handled on a case-by-case basis. Below are examples of heightened health situations that might cause concern.

The employee:

- Is immunocompromised or lives with someone who is
- Lives with an older family member who has a higher risk for the infection
- Is pregnant
- Has children home from school due to school closure and doesn't have childcare coverage
- Is experiencing significant mental health symptoms

Supervisors may modify job responsibilities if possible, to enable associates to work from home. Associates are expected, if able, to work from home during the 14-day isolation period if applicable.

Retaliation Prohibited:

SCHOOL WEBMASTERS, LLC will not take adverse action against an employee for exercising their rights under applicable laws.

If you have questions about this policy, contact your supervisor or the Human Resources Manager.

4.8 Overtime and Minimum Pay Standards (Colorado Employees)

Non-exempt employees should review the Colorado Overtime and Minimum Pay Standards (COMPS) Order, which includes important information regarding their rights under state law.

If this handbook is provided in print form, a copy of the COMPS Order will accompany the handbook. If this handbook is provided in electronic form, the COMPS Order is available for online access by clicking [here](#). The Human Resources Manager will provide an acknowledgment form for non-exempt employees to sign to indicate they have received the COMPS Order.

4.9 Workplace Safety

SCHOOL WEBMASTERS, LLC is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. SCHOOL WEBMASTERS, LLC and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Complaint and Reporting Procedure:

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

SuLynn Coombs

sulynn@schoolwebmasters.com

(435) 632-6465 Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment. **Retaliation Prohibited:**

SCHOOL WEBMASTERS, LLC expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or the Human Resources Manager.

4.10 Security

The purpose of SCHOOL WEBMASTERS, LLC's security policy is to protect Company assets and to maintain a safe working environment for all employees. **Facility Access:** All regular SCHOOL WEBMASTERS, LLC employees will be issued a key to gain access to SCHOOL WEBMASTERS, LLC facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible. Upon separation from SCHOOL WEBMASTERS, LLC, and at any other time upon SCHOOL WEBMASTERS, LLC's request, all keys must be returned to your supervisor. **Closing Procedures:** The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes. Employees are not permitted on company property after hours without prior written authorization from the Human Resources Manager.

4.11 Break Time for Nursing Mothers (California Employees)

Employees who need to express breast milk for their infant child have the right to request lactation accommodations. SCHOOL WEBMASTERS, LLC accommodates employees who wish to express breast milk during the workday by providing reasonable break time for this purpose. The break time will be provided each time the employee needs to express milk.

If possible, the break time should run concurrently with any break time already provided to the employee. Break time that does not run concurrently with the rest breaks already provided will be unpaid for a non-exempt employee.

Lactation Room:

Unless it would impose an undue hardship as defined by state law, SCHOOL WEBMASTERS, LLC will provide a private

room or other location that:

- Is in close proximity to the employee's work area, shielded from view, and free from intrusion while the employee is expressing milk;
- Is safe, clean, and free of hazardous materials;
- Contains a surface to place a breast pump and personal items;
- Contains a place to sit; and
- Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump.

The room or location will not be a bathroom. SCHOOL WEBMASTERS, LLC will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace. If a refrigerator cannot be provided, SCHOOL WEBMASTERS, LLC may provide another cooling device suitable for storing milk, such as an employer-provided cooler.

The room or location may include the place where the employee normally works if it otherwise meets the requirements stated above.

Requesting Lactation Accommodations:

Employees should make requests for lactation accommodations to their supervisor or the Human Resources Manager. SCHOOL WEBMASTERS, LLC will respond to all such requests.

When possible, employees should give reasonable oral or written notice that they intend to express milk upon returning to work after a child's birth. This will allow the time needed to make necessary preparations.

Retaliation Prohibited:

SCHOOL WEBMASTERS, LLC prohibits retaliation against an employee for exercising or attempting to exercise their rights to lactation accommodations.

Complaints:

Employees have the right to file a complaint with the California Labor Commissioner if they believe their rights to lactation accommodations have been violated.

Questions regarding this policy should be directed to the Human Resources Manager.

4.12 Overtime and Minimum Pay Standards (Colorado Employees)

Non-exempt employees should review the Colorado Overtime and Minimum Pay Standards (COMPS) Order, which includes important information regarding their rights under state law.

If this handbook is provided in print form, a copy of the COMPS Order will accompany the handbook. If this handbook is provided in electronic form, the COMPS Order is available for online access by clicking [here](#).

The Human Resources Manager will provide an acknowledgment form for non-exempt employees to sign to indicate they have received the COMPS Order.

5. Employee Benefits

5.1 Health Insurance Continuation

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal law that requires most employers sponsoring group health plans to offer a temporary continuation of group health coverage when coverage would otherwise be lost due to certain specific events.

Through COBRA, employees and their qualified beneficiaries have the right to continue group health insurance coverage after a "qualifying event." The following are qualifying events:

- Resignation or termination of the employee
- Death of the covered employee
- A reduction in the employee's hours
- For spouses and eligible dependents, the employee's entitlement to Medicare
- Divorce or legal separation of the covered employee and his or her spouse
- A dependent child no longer meeting eligibility requirements under the group health plan

Under COBRA, the employee or beneficiary pays the full cost of health insurance coverage at SCHOOL WEBMASTERS, LLC's group rates plus an administration fee.

Notification Requirements:

The employee, or family member, has the responsibility to inform the Human Resources Manager of a divorce, legal separation, or a child losing dependent status within 60 days of the event. SCHOOL WEBMASTERS, LLC has the responsibility to notify the Plan Administrator of the employee's death, termination of employment, or reduction in hours.

Once the notification has been made to the Plan Administrator, the Plan Administrator will inform the employee that he or she has the right to choose continuation of coverage. If employees choose to continue coverage, SCHOOL WEBMASTERS, LLC is required to provide coverage that is identical to the coverage provided under the plan to similarly situated employees or family members.

Period of Coverage:

Continuation of coverage is extended from the date of the qualifying event for a period of 18 to 36 months. The length of time for which continuation coverage is made available (i.e., the "maximum period" of continuation coverage) depends on the type of qualifying event that gave rise to the employee's COBRA rights.

An employee's continuation of coverage may be cut short for any of the following reasons:

- SCHOOL WEBMASTERS, LLC no longer provides group health coverage to any of its employees
- The premium for the employee's continuation coverage is not paid in full on a timely basis
- The employee becomes covered under another group health plan that does not contain any exclusion or limitation with respect to any pre-existing condition
- The employee becomes entitled to Medicare

This policy provides a summary of health insurance continuation benefits. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For further details on health insurance continuation available through SCHOOL WEBMASTERS, LLC, as well as copies of the plan documents, contact the Human Resources Manager.

5.2 Holidays

SCHOOL WEBMASTERS, LLC observes the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Martin Luther King Jr. Day

Due to the nature of our business, SCHOOL WEBMASTERS, LLC may require employees to work on a holiday. Employees required to work on holidays will be paid holiday pay in accordance with applicable laws.

5.3 Literacy Assistance (California Employees)

SCHOOL WEBMASTERS, LLC is committed to providing reasonable accommodations to employees who need assistance to participate in an adult literacy education program, provided the accommodation does not impose an undue hardship on the Company.

Assistance from SCHOOL WEBMASTERS, LLC may include, but is not limited to, unpaid time off or an adjusted work schedule so that the employee may participate in a literacy program; providing the employee with locations of local literacy education programs; or arranging for a literacy education provider to visit the jobsite.

If you need assistance in enrolling in such a program, please inform your supervisor or the Human Resources Manager.

5.4 Bone Marrow Donation Leave (California Employees)

Employees may be eligible to take up to 5 days of paid leave to undergo a medical procedure to donate bone marrow in any one-year period.

To the extent possible, employees must provide reasonable advance written notice of their need for leave under this policy including verification by a physician of the purpose and length of each requested leave.

When possible, employees should consult with their supervisor to schedule the leave so that it does not unduly disrupt SCHOOL WEBMASTERS, LLC's operations.

During the period of time the employee is granted such leave, SCHOOL WEBMASTERS, LLC will maintain the same level of coverage of benefits the employee had prior to taking leave.

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Employees must use up to 5 days of earned but unused paid time off for this purpose.

5.5 Civil Air Patrol Leave (California Employees)

Members of the Civil Air Patrol may be allowed a leave of absence to respond to an emergency service operation. To be eligible the employee must have been employed by SCHOOL WEBMASTERS, LLC for at least a 90-day period immediately preceding the commencement of leave.

Civil Air Patrol leave is limited to a total of 10 days per year. Leave for each emergency operational mission may not exceed 3 days, unless the government entity that authorized the mission extends it and SCHOOL WEBMASTERS, LLC approves the additional time off.

Employees requesting time off must notify their direct supervisor as soon as possible after learning the intended dates upon which such leave will begin and end. Employees must be prepared to provide SCHOOL WEBMASTERS, LLC with certification from the proper Civil Air Patrol authority to verify the employee's eligibility for the leave requested.

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Civil Air Patrol leave is unpaid; however, employees may use accrued paid time off for this purpose.

5.6 Crime Victims Leave (California Employees)

An employee may be entitled to leave if the employee, or his or her immediate family member, is a victim of a serious or violent felony, or a felony related to theft or embezzlement. Such leave may be taken to attend legal and court proceedings related to the crime. For purposes of this policy, immediate family member means spouse, registered domestic partner, child, child of registered domestic partner, stepchild, sibling, stepbrother, stepsister, parent, and stepparent.

The employee must provide SCHOOL WEBMASTERS, LLC with a copy of the notice of each scheduled proceeding that is provided to the victim, unless advance notice is not feasible. When advance notice is not feasible, the employee must be prepared to provide SCHOOL WEBMASTERS, LLC with certification of the judicial proceeding from the proper authority within a reasonable time following the leave. The documentation may be from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim.

Crime victims leave is unpaid; however, employees may use accrued paid time off for this purpose.

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

5.7 Domestic Violence Leave (New Jersey Employees)

An employee may be entitled to up to 20 days of leave in any 12-month period if the employee, or the employee's child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or sexual assault.

Eligible Employees

To be eligible for such leave, an employee must have been employed with SCHOOL WEBMASTERS, LLC for at least 12 months immediately preceding the leave and worked at least 1,000 hours during that 12 month period.

Basic Leave Entitlement

Leave may be used to:

- Seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence;
- Obtain services from a victim services organization;
- Obtain psychological or other counseling;
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee, or the employee's child, parent spouse, domestic partner or civil union partner;
- Seek legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent spouse, domestic partner, or civil union partner; or
- Attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee, or the employee's child, parent, spouse, domestic partner or civil union partner was a victim.

Intermittent or Reduced Schedule Leave

With Company approval, employees may take domestic violence leave on an intermittent or reduced schedule basis, with intermittent leave in intervals of no less than one day.

Notice

Where foreseeable, an employee requesting domestic violence leave must provide written notice to his or her supervisor as soon as possible prior to the need for leave.

Certification

Employees must be prepared to provide SCHOOL WEBMASTERS, LLC with certification to verify the employee's eligibility

for the leave requested.

Compensation

Domestic violence leave is unpaid; however, employees may use accrued paid time off for this purpose.

Return to Work

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Relationship with Federal and State Family Leave Laws and Other Leave Policies

Where applicable, when an employee's reason for leave qualifies under domestic violence leave, the New Jersey Family Leave Act and/or under the federal FMLA, the leave used counts against the employee's entitlement under each respective law. To the extent the Company offers the employee leave through another plan or policy, the plan or policy with the greatest protection will apply.

Questions Regarding Leave

Employees who have any questions or concerns regarding this policy should contact their supervisor or the Human Resources Manager.

5.8 Emergency Response Leave (Missouri Employees)

Volunteer firefighters or members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team, or FEMA may be allowed a leave of absence to respond to an emergency that occurs prior to the start of their shift.

If an employee is going to be late or absent due to an emergency dispatch, he or she must make every effort possible to provide notice to his or her supervisor prior to the beginning of their shift.

To verify the employee's eligibility for leave, employees must be prepared to provide SCHOOL WEBMASTERS, LLC with certification from the supervisor or acting supervisor of the volunteer fire department, or the commander of the appropriate emergency response agency, along with the date and time of the employee's response to the emergency.

Emergency response leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

5.9 Family and Medical Leave (New Jersey Employees)

Eligible employees may be entitled to a leave of absence under the New Jersey Family Leave Act ("NJFLA"). Below is a summary of your rights and obligations under the NJFLA.

Eligibility

Employees who have been employed for at least 12 months, and who have performed at least 1,000 hours of work for SCHOOL WEBMASTERS, LLC during the preceding 12 months, are eligible to take an unpaid leave of absence ("NJFLA leave") if they meet the conditions set forth in this policy.

For employees to be eligible for this leave, SCHOOL WEBMASTERS, LLC must employ 30 or more employees during each working day in the 20 or more calendar workweeks in the current or preceding calendar year.

Basic Leave Entitlement

Eligible employees may take up to 12 weeks of NJFLA leave within a 24 month period for the following reasons:

- For the birth or adoption of a child, in order to care for the child;
- For the birth of a child pursuant to a valid written agreement between the employee and a gestational carrier.
- For the placement of the child with the employee for foster care; or
- To care for a family member with a serious health condition.

For the purposes of this policy, a family member is a child, spouse, parent, domestic partner, civil union partner, parent-in-law, sibling, grandparent, grandchild, a blood relative, or any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship.

NJFLA leave does not cover the employee's own serious health condition.

A serious health condition means an illness, injury, impairment or physical or mental condition which requires inpatient care in a hospital, hospice or residential medical care facility, or continuing medical treatment or supervision by a health care provider.

NJFLA leave to care for a newborn or newly placed child must begin within one year of the birth or placement.

Intermittent or Reduced Schedule Leave

Eligible employees may use leave intermittently for the birth, adoption, or foster placement of a child or the birth of a child via a gestational carrier. When medically necessary, leave for the serious health condition of the employee's family member may be taken intermittently.

Notice

Employees should provide at least 30 days' advance notice of the need for leave. If 30 days' notice is not possible, employees should give as much notice as is practical.

Medical Certification

The Company may require that the employee submit a medical certification issued by the treating health care provider.

Compensation

NJFLA leave is generally unpaid, however, employees may use any accrued paid time off for any part of NJFLA leave.

Benefits Continuation

While the employee is on NJFLA leave, SCHOOL WEBMASTERS, LLC will maintain the employee's group health benefits under the same conditions as if the employee had not taken leave. SCHOOL WEBMASTERS, LLC will also maintain employment benefits consistent with the Company's policy as it relates to other leaves of absence.

Return to Work

Under most circumstances, an employee is entitled, upon return from leave, to be reinstated to the position he or she held before going on leave, or to be placed in an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. An employee, however, has no greater right to reinstatement or to other benefits and conditions of employment than if he or she had been continuously employed during the NJFLA leave period.

Relationship to Federal Family and Medical Leave

Generally, leave taken under the NJFLA must be taken concurrently with leave taken under the federal Family and Medical Leave Act ("FMLA"). Where applicable, when leave qualifies under FMLA and under the NJFLA, the leave used counts against the employee's entitlement under both laws. To the extent the Company offers the employee leave through another plan or policy, the plan or policy with the greatest protection will apply.

Questions Regarding Family Leave

Employees who have any questions or concerns regarding this policy should contact their supervisor or the Human Resources Manager.

5.10 Emergency Response Leave (New Jersey Employees)

Volunteer emergency responders may be allowed a leave of absence to respond to an emergency alarm or a state of emergency declared by the President or the Governor of New Jersey. If an employee is going to be late or absent due to such an emergency, he or she must notify their supervisor at least one hour before their scheduled shift.

Upon returning to work, employees must be prepared to provide SCHOOL WEBMASTERS, LLC with certification to verify the employee's eligibility for leave. The employee must provide the Company with a copy of the incident report and a certification by the incident commander, or other official, affirming that the employee was actively engaged in, and necessary for, rendering emergency services, along with date and time of service.

Emergency response leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

5.11 Family Military Leave (California Employees)

Employees may be eligible to take up to 10 days of leave when their spouse is on leave from deployment during a period of military conflict.

To be eligible, an employee must work an average of at least 20 hours per week.

Employees must provide 2 days advance notice of their need for such leave to the extent possible. Employees must be prepared to provide SCHOOL WEBMASTERS, LLC with certification from the proper military authority to verify the employee's eligibility for family military leave.

When possible, employees should consult with their supervisor to schedule the leave so that it does not unduly disrupt SCHOOL WEBMASTERS, LLC's operations.

Family military leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

5.12 Jury Duty

SCHOOL WEBMASTERS, LLC encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either SCHOOL WEBMASTERS, LLC or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

5.13 Jury Duty Leave (Colorado Employees)

SCHOOL WEBMASTERS, LLC encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence. Either SCHOOL WEBMASTERS, LLC or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

If you report for jury duty and/or serve on a jury, you will be paid the first \$50 of your regular compensation for the first 3 days. Additional time off will be unpaid; however, employees may opt to use accrued paid time off for this purpose.

5.14 Military Leave

SCHOOL WEBMASTERS, LLC grants employees time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the Human Resources Manager.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

SCHOOL WEBMASTERS, LLC complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the Human Resources Manager.

5.15 Military Training Leave (Colorado Employees)

Employees may be eligible to take up to 15 days of leave in a calendar year if they are a member of the Colorado National Guard or the reserve forces of the United States and are called to receive military training. Military training leave is unpaid; however, employees may opt to use accrued paid time off for this purpose. Employees must provide reasonable advance notice of their need for leave. When possible, employees should consult with their supervisor to schedule the leave so that it does not unduly disrupt SCHOOL WEBMASTERS, LLC's operations. Employees must be prepared to provide SCHOOL WEBMASTERS, LLC with certification from the proper military authority to verify the employee's eligibility for, and completion of, military training. Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

5.16 Paid Family Leave (New Jersey Employees)

Employees in New Jersey may be eligible for up to six weeks of paid family leave in a 12-month period from the State of New Jersey. The maximum duration of benefits expands to 12 weeks for paid family leave that commences on or after July 1, 2020.

Eligible employees may receive paid family leave benefits for the following reasons:

- To bond with a child during the first 12 months after the child's birth, if the covered employee, domestic partner, or civil union partner of the employee is a biological parent of the child;
- To bond with a child during the first 12 months after the child's birth, if the covered employee, domestic partner, or civil union partner of the employee becomes a parent pursuant to a valid written agreement between the individual and a gestational carrier;
- To bond with a child during the first 12 months after the placement of the child for adoption or foster care with the employee; or
- To care for a family member with a serious health condition.

For the purposes of paid family leave, a family member is a child, spouse, parent, domestic partner, civil union partner, parent-in-law, sibling, grandparent, grandchild, a blood relative, or any other individual that the employee shows to have a close association which is the equivalent of a family relationship.

A serious health condition means an illness, injury, impairment or physical or mental condition which requires inpatient care in a hospital, hospice or residential medical care facility, or continuing medical treatment or continuing supervision by a health care provider.

New Jersey Paid Family Leave does not provide employees with job protection. Rather, eligible employees are entitled to receive certain paid benefits from the State of New Jersey if the employee is absent from work for the reasons stated above.

Employees must file all claims for benefits within 30 days of the start of the leave date requested. The State of New Jersey will determine whether you are eligible for Paid Family Leave benefits, and your entitlement to benefits is subject to the terms and conditions established by the State of New Jersey.

Employees who are interested in any additional information about these benefits should contact the Human Resources Manager.

5.17 Paid Family Leave (California Employees)

Employees in California are eligible for up to 6 weeks (increasing to 8 weeks effective July 1, 2020) of wage replacement benefits within a 12-month period from the State of California for absences from work for the following reasons:

- To care for a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild or sibling with a serious health condition;
- To bond with a new child; or
- To bond with a new child in connection with the adoption or foster care placement of that child.

Beginning January 1, 2021, employees may also be entitled to wage replacement benefits to participate in a qualifying exigency related to the covered active duty or call to covered active duty of their spouse, domestic partner, child, or parent in the Armed Forces of the United States.

Employees must provide a medical certification when filing a Paid Family Leave claim to provide care for a seriously ill family member.

Paid Family Leave is limited to the first year after the birth, adoption or foster care placement of a child.

Employees may be required to use up to 2 weeks of accrued paid time off prior to receiving Paid Family Leave benefits.

California Paid Family Leave does not provide employees with job protection. Rather, eligible employees are entitled to receive certain paid benefits from the State of California if the employee is absent from work for the reasons stated above.

The State of California will determine whether you are eligible for Paid Family Leave benefits, including the amount of benefits you may receive. Your entitlement to benefits is subject to the terms and conditions established by the State of California.

Generally, employees entitled to leave under the federal Family and Medical Leave Act, the California Family Rights Act, or the New Parent Leave Act must take Paid Family Leave concurrently with leave taken under those acts.

Employees who are interested in any additional information about these benefits should contact the Human Resources Manager.

5.18 Organ Donation Leave (California Employees)

Employees may be eligible to take up to 30 days of paid leave for organ donation in any one-year period. Effective January 1, 2020, employees may also be eligible for an additional unpaid leave of absence of up to 30 days in a one-year period.

To the extent possible, employees must provide reasonable advance written notice of their need for leave under this policy including verification by a physician of the purpose and length of each requested leave.

When possible, employees should consult with their supervisor to schedule the leave so that it does not unduly disrupt SCHOOL WEBMASTERS, LLC's operations.

During the period of time the employee is granted such leave, SCHOOL WEBMASTERS, LLC will maintain the same level of coverage of benefits the employee had prior to taking leave.

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Employees must use up to 2 weeks of earned but unused paid time off for this purpose.

5.19 Paid Sick Leave (California Employees)

Eligible employees are entitled to paid sick leave under the Healthy Workplaces, Healthy Families Act.

Eligible Employees:

To be eligible for paid sick leave, employees must work in California for SCHOOL WEBMASTERS, LLC for 30 or more days within a year of their hire date. Employees can begin using accrued paid sick leave after 90 days of service with SCHOOL WEBMASTERS, LLC.

Basic Leave Entitlement:

Eligible employees may take up to 24 hours or 3 days (whichever is more) of accrued paid sick leave per year for:

- The diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member; or

- To attend legal proceedings, or to obtain care, counseling or other victims' services for domestic violence, sexual assault, or stalking.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a maximum of 48 hours or six days per year. Accrued leave may generally be carried over into the following year; however, employees may not use more than three days of paid sick leave per year.

Upon separation from SCHOOL WEBMASTERS, LLC, employees are not entitled to compensation for accrued, but unused paid sick days.

Notice:

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. If the need for leave is not foreseeable, an employee must provide notice as soon as practicable.

Benefits Continuation:

Leave under this policy will not constitute a break in the employee's continuous service for the purpose of SCHOOL WEBMASTERS, LLC benefits and seniority.

Job Restoration:

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Relationship with Other Leave Policies:

If a law, regulation or policy provides for greater accrual or use of sick days, the law, regulation or policy with the greater protection may apply. For questions regarding the interplay between your entitlement to leave under other laws, regulations or Company policies and your entitlement to leave under the Act, please contact the Human Resources Manager.

5.20 Paid Sick Leave (New Jersey Employees)

Effective October 29, 2018, employees who work in New Jersey are entitled to paid sick leave under state law.

Basic Leave Entitlement:

Eligible employees may use up to 40 hours of accrued paid sick leave for the following reasons:

- The diagnosis, care, or treatment of, or recovery from, an employee's or their family member's mental or physical illness, injury or other adverse health condition, or for preventive medical care;
- Circumstances resulting from the employee or a family member being a victim of domestic or sexual violence;
- Closure of the employee's workplace, or the school or place of care of the employee's child, by order of a public official due to an epidemic or other public health emergency, or because of a public health authority's determination that the employee's or family member's presence in the community would jeopardize the health of others; or
- A school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

Employees must work for SCHOOL WEBMASTERS, LLC for 120 calendar days before they can use sick leave accrued under the state's sick leave law.

Accrual and Carryover:

Generally, employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to 40 hours per year. Employees are generally entitled to carryover up to 40 hours of accrued, unused sick leave to the following year. However, SCHOOL WEBMASTERS, LLC reserves the right to offer employees the option of receiving a payment for unused paid sick leave at the end of the year in accordance with state law.

Notice:

If the need for leave is foreseeable, employees must provide seven days' advance notice. Otherwise, employees must generally follow SCHOOL WEBMASTERS, LLC's regular reporting procedures for unscheduled absences. When possible, employees should make a reasonable effort to schedule sick leave so it does not unduly disrupt SCHOOL WEBMASTERS, LLC operations.

When an employee uses sick leave for three or more consecutive days, they may be asked to provide reasonable documentation of their need for leave. If an employee uses foreseeable leave on certain dates where SCHOOL WEBMASTERS, LLC has restricted time off, SCHOOL WEBMASTERS, LLC may require reasonable documentation to demonstrate the need for leave during that time.

Paid Leave:

The sick leave provided under this policy is paid. Employees will generally be paid the same rate of pay with the same benefits as they normally earn.

Job Restoration:

Upon expiration of the leave, employees will generally be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Unused Sick Leave at Termination:

Unless an employer policy or collective bargaining agreement provides otherwise, employees are not entitled to payment of unused sick leave upon separation from employment.

Retaliation Prohibited:

SCHOOL WEBMASTERS, LLC will not retaliate against, or interfere with, employees exercising their rights under the law.

Relationship with Other Leave Policies:

If a law, regulation or policy provides for greater accrual or use of sick days, the law, regulation or policy with the greater protection may apply. For questions regarding the interplay between your entitlement to leave under other laws, regulations or policies and your entitlement to leave under this policy, please contact the Human Resources Manager.

5.21 Paid Sick Leave (Arizona Employees)

Effective July 1, 2017, employees are entitled to accrue paid sick leave.

Eligible Employees:

Employees hired before July 1, 2017 may use leave as it accrues. Employees hired after that date must wait until their 90th day of employment to use accrued paid sick leave.

Basic Leave Entitlement:

Eligible employees may use accrued paid sick leave for:

- Their own or a family member's mental illness, physical illness, medical diagnosis, or preventive care;
- Closures at their workplace or their child's school due to a public health emergency;
- When the employee, or their family member, has been instructed to isolate themselves from the community due to a communicable disease; and
- Medical attention, counseling, or other services needed for the employee or their family member to recover from domestic violence, sexual violence or stalking.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked. Employees may accrue and use up to 40 hours of accrued paid sick leave per year. Employees may generally carry over up to 40 hours of accrued, unused sick leave into the following year.

Notice:

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. If the need for leave is not foreseeable, an employee must provide notice in accordance with the company's policy as stated in this Handbook. Paid sick leave requests may be made orally, in writing, and electronically, and where possible should include the expected duration of the absence.

After employees use paid sick time for three consecutive days or more, they will be required to provide reasonable documentation that the time was used for a covered purpose.

Benefits and Pay:

During paid sick leave, employees are compensated at their regular hourly rate and with the same benefits, including health

care benefits, as the employee normally earns during hours worked.

Job Restoration:

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Relationship with Other Leave Policies:

For questions regarding the interplay between your entitlement to leave under other laws, regulations or Company policies and your entitlement to leave under this policy, please contact the Human Resources Manager.

5.22 Pregnancy Accommodation Policy (Colorado Employees)

Employees who are limited in their abilities to perform their jobs because of pregnancy, recovery from childbirth, or related conditions may request a reasonable accommodation as is necessary.

SCHOOL WEBMASTERS, LLC will provide eligible employees with reasonable accommodations as long as the accommodation does not impose an undue hardship on the Company. Reasonable accommodations may include, but are not limited to:

- Providing more frequent or longer breaks periods
- More frequent restroom, food, and water breaks
- Acquiring or modifying equipment or seating
- Limitations on lifting, light duty, or a temporary transfer to a less strenuous position if available
- Assistance with manual labor
- Modified work schedules

Employees should be prepared to provide SCHOOL WEBMASTERS, LLC with medical certification to verify the need for the accommodation requested.

If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The Company will not retaliate against an employee who requests or uses a reasonable accommodation under this policy. Employees should speak with the Human Resources Manager to discuss their need for a reasonable accommodation or for questions regarding this policy.

5.23 Pregnancy Accommodation Policy (New Jersey Employees)

Employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth, and related medical conditions may request a reasonable accommodation as is necessary.

SCHOOL WEBMASTERS, LLC will provide eligible employees with reasonable accommodations as long as the accommodation does not impose an undue hardship on the Company. Reasonable accommodations include, but are not limited to:

- Bathroom breaks
- Breaks for increased water intake
- Periodic rest
- Assistance with manual labor
- Job restructuring or modified work schedules
- Temporary transfers to less strenuous or hazardous work

If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The Company will not retaliate against an employee who requests or uses a reasonable accommodation under this policy. Employees should speak with the Human Resources Manager to discuss their need for reasonable accommodation or for

questions regarding this policy.

5.24 Pregnancy Accommodation Policy (Utah Employees)

Employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth, breastfeeding and related medical conditions may request a reasonable accommodation as is necessary.

SCHOOL WEBMASTERS, LLC will provide eligible employees with reasonable accommodations as long as the accommodation does not impose an undue hardship on the Company. Reasonable accommodations may include, but are not limited to, providing an accessible worksite, acquisition or modification of equipment, job restructuring, modified work schedules or other modifications that allow the employee to perform the essential functions of the job.

Except for requests for more frequent restroom, food, or water breaks, employees should be prepared to provide SCHOOL WEBMASTERS, LLC with certification to verify the need and probable duration for the accommodation requested.

If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The Company will not retaliate against an employee who requests or uses a reasonable accommodation under this policy. Employees should speak with the Human Resources Manager to discuss their need for a reasonable accommodation or for questions regarding this policy.

5.25 Pregnancy Disability Leave & Pregnancy Accommodation (California Employees)

Employees who are temporarily disabled because of pregnancy, childbirth, or related medical conditions may take up to 4 months of leave either before or after childbirth. **Intermittent or Reduced Schedule Leave:**

Leave may be taken on an intermittent basis or the employee may work a reduced work schedule if advised by their health care provider. SCHOOL WEBMASTERS, LLC may require the employee to transfer temporarily to an alternative position with equivalent pay and benefits that would better accommodate recurring periods of leave. **Notice:**

To the extent possible, employees must provide 30 days advance notice of their need for leave under this policy. SCHOOL WEBMASTERS, LLC will respond to the request made by the employee as soon as practical but no later than 10 days after receiving the request. SCHOOL WEBMASTERS, LLC will make every effort to respond to such request prior to the date leave is due to begin.

Medical Certification:

Employees must be prepared to provide SCHOOL WEBMASTERS, LLC with medical certification by a health care provider to verify the employee's eligibility for the leave requested.

Benefits Continuation:

Employees taking pregnancy disability leave are entitled to maintain the same level of benefits and seniority with SCHOOL WEBMASTERS, LLC for the duration of the leave as if the employee continued employment.

Reasonable Accommodation:

Employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth, and related medical conditions may request a reasonable accommodation as is necessary. Reasonable accommodations include, but are not limited to:

- Modifying work duties, practices or policies
- Modifying work schedules
- More frequent breaks
- Transfer to a less strenuous position
- Providing furniture, or acquiring or modifying equipment or devices
- Providing a reasonable amount of break time to express breast milk
- Time off to recover from pregnancy, childbirth or related medical condition

Compensation:

Leave under this policy is unpaid; however, employees may use accrued paid time off for this purpose.

Return to Work:

Employees returning from leave will be reinstated to the same position or a comparable position to the position held when leave began unless doing so is not possible due to legitimate business reasons unrelated to the employee taking such leave. Employees may be required to submit a release to return to work by their health care provider.

Relationship with Federal Family and Medical Leave and Other Leave Policies:

To the extent allowed by law, pregnancy disability leave must be taken concurrently with leave taken under the federal Family and Medical Leave Act. Employees are entitled to take pregnancy disability leave in addition to any leave entitlement provided under the California Family Rights Act. To the extent the Company offers the employee leave through another plan or policy, the plan or policy with the greatest protection will apply.

Questions Regarding this Policy:

SCHOOL WEBMASTERS, LLC will not retaliate against an employee for requesting or using leave or a reasonable accommodation under this policy. Employees should speak with the Human Resources Manager to discuss their need for leave or reasonable accommodation, or if they have questions about this policy.

5.26 Pregnancy Leave (Montana Employees)

Employees who are temporarily disabled because of pregnancy, childbirth or a related medical condition may take a reasonable period of leave as necessary based on their pregnancy disability.

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. Employees must be prepared to provide SCHOOL WEBMASTERS, LLC with certification to verify the employee's eligibility for the leave requested.

Upon return from such leave, the employee will be reinstated to the original job or equivalent job with equivalent pay, seniority and benefits as when leave started, unless the Company's circumstances have changed, making it impossible or unreasonable to do so.

Leave is unpaid; however, employees may use accrued paid time off for this purpose.

To the extent allowed by law, leave under this policy runs concurrently with leave provided under the federal Family and Medical Leave Act. For questions regarding leave, please contact your supervisor or the Human Resources Manager.

5.27 Rehabilitation Leave (California Employees)

An employee may be entitled to rehabilitation leave if the employee voluntarily enters and participates in an alcohol or drug rehabilitation program. Such leave may be taken as an adjusted work schedule or a leave of absence provided the leave does not impose undue hardship on SCHOOL WEBMASTERS, LLC.

An employee requesting rehabilitation leave must inform his or her supervisor as soon as practicable of the need for such leave.

Employees must be prepared to provide his or her supervisor with certification to verify the employee's participation in such a program. SCHOOL WEBMASTERS, LLC will attempt to safeguard the privacy of an employee's participation in the rehabilitation program.

Rehabilitation leave is unpaid; however, employees may use accrued paid time off for this purpose.

5.28 School-Related Activities Leave (California Employees)

Employees may be eligible to take leave for up to 8 hours per calendar month, and 40 hours in one calendar year, to find or enroll their child in school or with a licensed child care provider and to attend their child's school activities. Additionally,

employees may take a reasonable amount of time off to appear at their child's school following their child's suspension. Employees may also be eligible to take leave when their child cannot remain at school due to behavioral or discipline problems, closures, or attendance issues. To be eligible for such leave, the employee must be the parent, guardian, stepparent, foster parent, grandparent, or person who stands in place of a parent to a child.

To the extent possible, employees must provide reasonable advance notice of their need for such leave under this policy. When possible, employees should consult with their supervisor to schedule the leave so that it does not unduly disrupt SCHOOL WEBMASTERS, LLC operations.

Employees may be required to provide documentation from the school or licensed child care provider that they participated in the school-related activity during leave.

Leave is unpaid; however, employees may use accrued paid time off for this purpose.

For questions related to this policy, please contact the Human Resources Manager.

5.29 Volunteer Emergency Response Leave (Utah Employees)

Employees who are volunteer emergency responders may be eligible for leave to respond to an emergency.

Employees must make a reasonable effort to provide notice to SCHOOL WEBMASTERS, LLC of their need for leave under this policy. Employees must be prepared to provide SCHOOL WEBMASTERS, LLC with certification from their emergency response supervisor to verify the time and date that the employee responded to an emergency. This leave is unpaid; however, employees may use accrued paid time off for this purpose. SCHOOL WEBMASTERS, LLC will not retaliate against, or interfere with, employees exercising their rights under the law. Employees should speak with the Human Resources Manager if they have any questions regarding this policy.

5.30 Voting Leave (Arizona Employees)

SCHOOL WEBMASTERS, LLC requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

SCHOOL WEBMASTERS, LLC may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than three consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take up to three hours of paid leave to vote on Election Day.

To the extent possible, employees must notify the Company of their need for leave prior to the day of the election.

Employees must be prepared to provide SCHOOL WEBMASTERS, LLC with certification, such as a voter's receipt, to prove that he or she voted.

5.31 Voting Leave (California Employees)

SCHOOL WEBMASTERS, LLC requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for up to two hours of paid time off to vote on Election Day.

SCHOOL WEBMASTERS, LLC may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift, whichever allows the most time for voting and the least time off from a regular working shift, unless otherwise mutually agreed.

To the extent possible, employees must provide at least two working days' notice of their need for leave under this policy.

Employees must be prepared to provide SCHOOL WEBMASTERS, LLC with certification, such as a voter's receipt, to prove that he or she voted.

5.32 Voting Leave (Colorado Employees)

SCHOOL WEBMASTERS, LLC requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

SCHOOL WEBMASTERS, LLC may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than three consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take up to two hours of paid leave to vote on Election Day.

To the extent possible, employees must notify the Company of their need for leave prior to the day of the election.

Employees must be prepared to provide SCHOOL WEBMASTERS, LLC with certification, such as a voter's receipt, to prove that he or she voted.

5.33 Voting Leave (Missouri Employees)

SCHOOL WEBMASTERS, LLC requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

SCHOOL WEBMASTERS, LLC may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than three consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take up to three hours of paid leave to vote on Election Day.

To the extent possible, employees must notify the Company of their need for leave prior to the day of the election.

Employees must be prepared to provide SCHOOL WEBMASTERS, LLC with certification, such as a voter's receipt, to prove that he or she voted.

5.34 Voting Leave (Texas Employees)

SCHOOL WEBMASTERS, LLC requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

SCHOOL WEBMASTERS, LLC may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than two consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take a reasonable amount of paid leave to vote on Election Day.

To the extent possible, employees must provide reasonable notice of their need for leave under this policy.

Employees must be prepared to provide SCHOOL WEBMASTERS, LLC with certification, such as a voter's receipt, to prove that he or she voted.

5.35 Vacation Time

Paid vacation is available to regular full-time employees following 12 months of service with School Webmasters, LLC and is based on the following calculations: During the first year of employment, you will earn 80 hours of vacation time after 12

months worked.

- During the second and subsequent years of employment, you will earn paid vacation time at the rate of 3.333 hours per pay period.

Earned vacation leave cannot be taken before it is accrued without written authorization from Bonnie Leedy, CEO. Vacation may be taken in half-day increments of time.

To the extent permitted by state and local law, at the end of the calendar year, up to 80 hours of unused accrued vacation time will roll over into the next calendar year. If unused accrued vacation exceeds 80 hours, we will pay out any hours over 80 on the first pay period following the end of the calendar year.

You may take no more than one week of vacation at one time, except under extraordinary circumstances, with written approval from Bonnie Leedy, CEO. Please submit requests for more than one week of vacation in writing at least 90 days prior to the beginning of the requested vacation period.

Please direct questions surrounding this vacation policy to Bonnie Leedy, CEO or Human Resources.

5.36 Voting Leave (Utah Employees)

SCHOOL WEBMASTERS, LLC requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

SCHOOL WEBMASTERS, LLC may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than three consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take up to two hours of paid leave to vote on Election Day.

To the extent possible, employees must provide reasonable notice of their need for leave under this policy.

Employees must be prepared to provide SCHOOL WEBMASTERS, LLC with certification, such as a voter's receipt, to prove that he or she voted.

5.37 Workers' Compensation

Employees who are injured on the job at SCHOOL WEBMASTERS, LLC are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Employees who sustain work-related injuries or illnesses must notify their supervisor immediately so that SCHOOL WEBMASTERS, LLC can notify the workers' compensation insurance carrier as soon as possible.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by SCHOOL WEBMASTERS, LLC. No premium is charged for this coverage and no individual enrollment is required. SCHOOL WEBMASTERS, LLC will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the Human Resources Manager to obtain the required claim forms and instructions.

5.38 Family and Medical Leave (California Employees)

Eligible employees may be entitled to a leave of absence under the California Family Rights Act ("CFRA"). Below is a summary of rights and obligations under the CFRA.

Eligible Employees

To be eligible for CFRA leave, employees must:

- Have been employed for at least 12 months (52 weeks) with [Company Name],*and*
- Have performed at least 1,250 hours of work for during the 12 months preceding leave

In addition, SCHOOL WEBMASTERS, LLC must have at least five employees.

Basic Leave Entitlement

Eligible employees may take up to 12 weeks of CFRA leave in a 12-month period:

- For the birth of a child, including bonding with a child after birth;
- For the placement of a child with the employee for adoption or foster care;
- To care for a spouse, child (including a child of a domestic partner), parent, domestic partner, grandparent, grandchild, sibling, or parent-in-law with a serious health condition;
- To care for an employee's own serious health condition; or
- Because of a qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States

A serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a healthcare provider.

Notice

To the extent possible, employees must provide reasonable advance notice of their need for leave. When the need for leave is not foreseeable, employees must provide as much advance notice as practical.

Medical Certification

Employees must be prepared to provide a medical certification supporting the need for leave from their health care provider for their own serious health condition or the health care provider of their child, parent, grandparent, grandchild, sibling, spouse, or domestic partner who has a serious health condition.

Benefits Continuation

Employees actively enrolled in 's group health plan prior to taking leave will continue to receive health benefits at the same level and under the same conditions as if the employee had continued to work. Employees will continue to accrue any seniority and employment benefits while on CFRA leave to the same extent such benefits would accrue under any other leave granted by the Company.

Compensation

CFRA leave is generally unpaid. Where applicable, employees may substitute accrued, available paid leave for CFRA leave.

Return to Work

Under most circumstances, an employee is entitled, upon return from leave, to be reinstated to the position he or she held before going on leave, or to be placed in a comparable position with comparable employment benefits, pay and other terms and conditions of employment. An employee, however, has no greater right to reinstatement or to other benefits and conditions of employment than if they had been continuously employed during the CFRA leave period.

Relationship with Federal Family and Medical Leave and Other Leave Policies

Generally, leave taken under the CFRA must be taken concurrently with leave taken under the federal Family and Medical Leave Act ("FMLA"), except for any leave taken under the FMLA for disability on account of pregnancy, childbirth, or related medical conditions. Where applicable, when an employee's leave qualifies under CFRA and under the federal FMLA, the leave used counts against the employee's entitlement under both laws. To the extent the SCHOOL WEBMASTERS, LLC offers employees leave through another plan or policy, the plan or policy with the greatest protection will apply.

Retaliation Prohibited

SCHOOL WEBMASTERS, LLC will not take adverse action against an employee for exercising their rights under the law.

Questions Regarding Family Leave

Employees who have any questions or concerns regarding this policy should contact their supervisor or the Human Resources Manager.

5.39 Domestic Violence and Other Crime Victims Leave (California Employees)

An employee may be entitled to a reasonable amount of leave if the employee is:

- A victim of domestic violence, sexual assault, or stalking.
- A victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury.
- An individual whose immediate family member is deceased as the direct result of a crime.

This leave may be used to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child.

If SCHOOL WEBMASTERS, LLC has 25 or more employees and the employee qualifies under any one of the three categories above, the employee may also be entitled to up to 12 workweeks of leave in a 12-month period:

- To seek medical attention for injuries caused by the crime or abuse.
- To obtain services from a domestic violence shelter, program, rape crisis center, or victims' services organization as a result of the crime or abuse.
- To obtain psychological counseling or mental health services related to an experience of crime or abuse.
- To participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

For the purposes of this policy, an immediate family member is:

- Regardless of age, a biological, adopted, or foster child, stepchild, or legal ward, a child of a domestic partner, a child to whom the employee stands as a parent, or a person to whom the employee stood as a parent when the person was a minor.
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or an employee's spouse or domestic partner, or a person who stood as a parent when the employee or the employee's spouse or domestic partner was a minor child.
- A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision.
- A biological, foster, or adoptive sibling, a stepsibling, or a half-sibling.
- Any other individual whose close association with the employee is the equivalent of a family relationship described above.

Employee Notice:

When feasible, an employee requesting leave must provide their supervisor with reasonable notice prior to the need for leave. When advance notice isn't feasible, employees must be prepared to provide SCHOOL WEBMASTERS, LLC with certification to verify the employee's eligibility for the leave taken, such as:

- A police report;
- A court order;
- Documentation from a medical professional, victim advocate, health care provider, or counselor; or
- Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a covered reason.

Substitution of Paid Leave:

Under this policy, leave is unpaid; however, employees may use accrued paid time off for this purpose.

Retaliation Prohibited:

SCHOOL WEBMASTERS, LLC will not take adverse action against an employee for exercising their rights under the law.

Questions Regarding Leave:

Employees who have any questions or concerns regarding this policy should contact their supervisor or the Human Resources Manager.

5.40 Paid Sick Leave and Public Health Emergency Leave (Colorado Employees)

Employees may be entitled to paid sick leave and public health emergency leave under state law.

Paid Sick Leave:

Accrual and Carryover:

Paid sick leave accrues at a rate of at least one hour for every 30 hours worked, up to a maximum of 48 hours. Accrual begins when employment starts or January 1, 2021, whichever is later. Employees are entitled to carry over up to 48 hours of unused paid sick leave to the following year.

Use:

Employees may use paid sick leave as it is accrued. The leave may be used for the following purposes:

- The employee's, or a family member's, mental or physical illness, injury, or health condition;
- The employee's, or a family member's, need for preventative medical care or a medical diagnosis, care, or treatment related to an illness, injury, or condition;
- The employee or family member has been the victim of domestic abuse, sexual assault, or harassment and needs to: seek medical attention, obtain counseling or assistance from a victims' services organization, seek relocation services, or obtain legal services; or
- A public official has ordered the closure of the school or place of care of the employee's child or the employee's place of business due to a public health emergency.

Pay During Leave:

During paid sick leave, employees will be paid at least at the same rate the employee normally earns during worked hours.

Notice and Documentation:

When the need for leave is foreseeable, the employee must make a good-faith effort to provide advance notice and schedule the leave so that it doesn't unduly disrupt SCHOOL WEBMASTERS, LLC operations. However, the Company will not deny paid sick leave for noncompliance with the notice requirement.

For absences of four or more consecutive workdays, employees may be required to provide reasonable documentation that the leave is for a covered purpose.

Public Health Emergency Leave:

In addition to the paid sick leave outlined above, employees may be entitled to public health emergency leave (PHEL) in an amount based on the number of hours the employee works. Employees are only eligible for PHEL once during the entirety of the public health emergency, even if it's amended or extended. Employees may use PHEL until four weeks after the official end of the public health emergency.

Basic Leave Entitlement:

Employees who normally work 40 hours or more per week are entitled to at least 80 hours of PHEL. Those who normally work fewer than 40 hours in a week are entitled to at least the greater of either the amount of time they're scheduled to work in a 14-day period or the amount of time they actually work during an average 14-day period.

SCHOOL WEBMASTERS, LLC will count an employee's unused paid sick leave toward the PHEL that state law requires. As such, when a public health emergency is declared, SCHOOL WEBMASTERS, LLC will provide employees who normally work 40 hours in a week with a one-time supplemental number of hours which, when added to the paid sick leave the employee has already accrued for the year, will provide them with access to 80 hours of total paid leave.

Use:

Employees may use PHEL for the following purposes:

- Self-isolating or work exclusion due to exposure, symptoms, or diagnosis of the communicable illness during the public health emergency;
- Seeking a diagnosis, treatment, or care (including preventive care) of such an illness;
- Being unable to work due to a health condition that may increase susceptibility to or risk of such an illness; or
- Caring for a child or other family who meets one of the categories above, or whose school or childcare is unavailable due to the public health emergency.

A public health emergency is defined as:

- An act of bioterrorism, a pandemic flu, or an epidemic caused by a novel and highly fatal infectious agent for which an emergency has been declared by a federal, state, or local public health agency or a disaster emergency declared by the governor; or
- A highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the governor.

Job Restoration:

Upon expiration of the leave under this policy, employees will generally be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Retaliation Prohibited:

SCHOOL WEBMASTERS, LLC will not take adverse action against an employee for exercising their rights under the law.

If you have questions about this policy, contact your supervisor or the Human Resources Manager.

5.41 Emergency Paid Sick Leave for COVID-19

Employees may be eligible for emergency paid sick leave in certain situations related to COVID-19 through March 31, 2021.

Basic Leave Entitlement:

Full-time employees may use up to 80 hours of paid sick leave. Part-time employees may use paid sick leave in the amount of the average number of hours they work over a two-week period.

Use of Emergency Paid Sick Leave:

Employees may use the leave when they are unable to work (or telework) because of the following reasons:

The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19 or is caring for an individual who is subject to such an order.

- The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19 or is caring for an individual who has been advised to self-quarantine.
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- The employee is caring for a son or daughter if their school or place of care has been closed, or their childcare provider is unavailable, due to COVID-19 precautions.
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

For leave to take care of an individual in quarantine, isolation, or self-quarantine, the individual must be an employee's immediate family member, a person who regularly resides in the employee's home, or someone with whom the employee cares for. An employee may take emergency paid sick leave under this provision if the individual depends on the employee to care for them and is either:

- Subject to a quarantine or isolation order (as defined); or
- Has been advised to self-quarantine by a health care provider because of a belief that the individual has, or may have, COVID-19, or is particularly vulnerable to COVID-19.

Note: Employees won't be required to use other paid leave provided by SCHOOL WEBMASTERS, LLC before they use emergency paid sick leave available under this policy. Additionally, employees won't be required to find a replacement to cover their hours during time off.

Pay During Leave:

During the sick leave provided by this policy, employees will generally be paid their regular rate of pay or the applicable minimum wage, whichever is higher, up to a maximum of \$511 per day (and a total of \$5,110). However, leave to care for an individual on quarantine/isolation/self-quarantine or a child whose school or daycare is closed or childcare provider unavailable will be compensated at 2/3 of the employee's regular rate of pay, up to a maximum of \$200 per day (and a total of \$2,000).

Employee Documentation:

As soon as practical, an employee taking leave must provide documentation containing the:

- Employee's name;
- Date(s) for which leave is requested
- Qualifying reason for the leave; and
- Oral or written statement that the employee is unable to work because of a qualified reason

Additional documentation is required depending on the reason for the need for leave:

- For a quarantine or isolation order, the employee must also provide the name of the government entity that issued the order.
- If a healthcare provider advised self-isolation, the employee must also provide the name of the healthcare provider.
- To care for a son or daughter, an employee must also provide the name of the son or daughter; the name of the school, place of care, or child care provider that has closed or become unavailable; and a statement that no other suitable person will be caring for the son or daughter during the period for which the employee takes leave under this policy.

SCHOOL WEBMASTERS, LLC may also request an employee to provide additional material needed to support a request for tax credits under federal law.

Job Restoration:

Upon expiration of the leave under this policy, employees will generally be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Retaliation Prohibited:

SCHOOL WEBMASTERS, LLC will not take adverse action against an employee for exercising their rights under the law.

If you have questions about this policy, contact your supervisor or the Human Resources Manager.

5.42 Public Health Emergency Leave/Expanded FMLA

Employees may be eligible for public health emergency leave (PHEL), also known as Expanded FMLA through March 31, 2021.

Employee Eligibility:

To be eligible for PHEL/Expanded FMLA, an employee must have worked for SCHOOL WEBMASTERS, LLC for at least 30 calendar days prior to the leave.

Use of PHEL:

Eligible employees may use up to 12 weeks of job-protected leave to care for their son or daughter under 18 years of age if their school or place of care has been closed, or their childcare provider is unavailable, due to a public health emergency.

Documentation:

As soon as practical, an employee taking leave must provide documentation containing:

- The employee's name;
- Date(s) for which leave is requested;
- Qualifying reason for the leave;
- The name of the son or daughter;
- The name of the school, place of care, or childcare provider that has closed or become unavailable; and
- A statement that the employee is unable to work because of a qualified reason and that no other suitable person will be caring for the son or daughter during the period for which the employee takes leave under this policy.

SCHOOL WEBMASTERS, LLC may also request an employee to provide additional material needed to support a request for tax credits under federal law.

Pay During Leave:

The first two weeks of PHEL/Expanded FMLA may be unpaid, but the employee may elect to substitute any accrued paid leave, including emergency paid sick leave, during this period. Employees will be paid for PHEL/Expanded FMLA after the first two weeks, at a rate of at least two-thirds their regular rate of pay, up to a maximum of \$200 per day.

Protection of Group Health Insurance Benefits:

During leave under this policy, eligible employees will receive group health plan coverage under the same terms and conditions as if they had continued to work.

Job Restoration:

At the end of PHEL, employees are generally eligible to return to the same or equivalent position they had when the leave began. However, SCHOOL WEBMASTERS, LLC may be exempt from this provision if it has fewer than 25 employees and:

- The employee's position doesn't exist after PHEL due to economic conditions or other changes in operating conditions that affect employment and were caused by a public health emergency during the period of leave;
- SCHOOL WEBMASTERS, LLC makes reasonable efforts to restore the employee to a position equivalent to the position the employee held before the leave; and
- SCHOOL WEBMASTERS, LLC makes reasonable efforts to contact the employee if an equivalent position becomes available within the next year.

Retaliation Prohibited:

SCHOOL WEBMASTERS, LLC will not take adverse action against an employee for exercising their rights under this policy.

If you have questions about this policy, contact your supervisor or the Human Resources Manager.

5.43 Domestic Violence Leave (Missouri Employees)

An employee may be entitled to up to one standard workweek of unpaid leave during a 12-month period if they, or a family or household member, is a victim of domestic or sexual violence. This leave may be taken on an intermittent or reduced-schedule basis and may be used to:

- Seek medical attention for, or recover from, physical or psychological injuries;
- Obtain services from a victim services organization or psychological or other counseling;
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase safety or economic security; and
- Seek legal assistance or remedies to ensure the health and safety of the victim, including preparing for or participating in a related civil or criminal legal proceeding.

Notice:

Where possible, an employee requesting domestic violence leave must inform their supervisor at least 48 hours prior to the need for leave.

Certification:

Employees must be prepared to provide SCHOOL WEBMASTERS, LLC with certification to verify the employee's eligibility for the leave requested. Acceptable certification includes:

A sworn statement from the employee and documentation from:

- An employee, agent, or volunteer of a victim services organization;
- An attorney;
- A member of the clergy;
- A medical or other professional from whom the victim has sought assistance;
- A police or court record; or
- Other corroborating evidence.

Reinstatement:

Upon expiration of the leave, the employee will generally be reinstated to a position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Domestic violence leave is unpaid; however, employees may use accrued paid time off for this purpose.

Reasonable Accommodations:

Absent undue hardship to the business, SCHOOL WEBMASTERS, LLC will provide employees with a reasonable safety accommodation upon request. Such accommodations may include:

- An adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, modified schedule, leave, a changed telephone number or seating assignment;
- Installation of a lock;
- Implementation of a safety procedure; or
- Assistance in documenting domestic violence that occurs at the workplace or in work-related settings.

No Retaliation:

The Company will not retaliate against an employee who requests or uses a reasonable accommodation under this policy.

Employees should speak with the Human Resources Manager to discuss their need for a reasonable accommodation or for questions regarding this policy.

5.44 Jury Duty Leave (Alabama Employees)

SCHOOL WEBMASTERS, LLC encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons on the next business day following receipt so that the supervisor may make arrangements to accommodate their absence.

If you report for jury duty and/or serve on a jury you will be paid your usual compensation.

Either SCHOOL WEBMASTERS, LLC or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

5.45 Election Duty Leave (Alabama Employees)

Employees who serve as election officials will be granted leave on Election Day in order to perform the duties of the position to which they have been appointed. The leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

Employees must provide documentation of the appointment and the dates of required service within 7 days of the need for leave under this policy. Requests must be submitted to the employee's supervisor.

5.46 Voting Leave (Alabama Employees)

SCHOOL WEBMASTERS, LLC requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

SCHOOL WEBMASTERS, LLC may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than two consecutive hours between the opening of the polls and the beginning of an employee's workday or less than one hour between the end of an employee's workday and the closing of the polls, an employee may take up to one hour of unpaid leave to vote on Election Day.

To the extent possible, employees must provide reasonable notice of their need for leave under this policy.

Employees must be prepared to provide SCHOOL WEBMASTERS, LLC with certification, such as a voter's receipt, to prove that he or she voted.

5.47 Bereavement Leave (California Employees)

Eligible employees may use up to five days of bereavement leave upon the death of a family member. The days of bereavement leave need not be consecutive, but the leave must be completed within three months of the date of death of the family member.

A family member is a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law.

Employee Eligibility:

For an employee to be eligible for bereavement leave under this policy:

- They must work for SCHOOL WEBMASTERS, LLC for at least 30 days before the start of the leave.
- SCHOOL WEBMASTERS, LLC must have at least 5 employees.

Documentation:

SCHOOL WEBMASTERS, LLC may request that employees provide documentation of the death of the family member. If requested, the employee must provide the documentation within 30 days of the first day of the leave.

Documentation includes, but isn't limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

Pay During Leave:

Unless SCHOOL WEBMASTERS, LLC has an existing paid bereavement leave policy, the leave provided under this policy will be unpaid, but employees are entitled to use accrued sick leave or other paid time off for this purpose.

Retaliation Prohibited:

SCHOOL WEBMASTERS, LLC will not take adverse action against an employee for exercising their rights under the law.

If you have questions about this policy, including your eligibility for leave, please contact the Human Resources Manager.

5.48 Paid Family and Medical Leave (Colorado Employees)

Beginning January 1, 2024, employees working in Colorado may be eligible for up to 12 weeks of wage-replacement benefits per year for Paid Family and Medical Leave from the state of Colorado.

Contributions and Eligibility:

Employees are generally required to contribute to the state-run Paid Family and Medical Leave program through payroll deductions, starting in 2023.

To be eligible for wage-replacement benefits, employees must meet certain wage-base requirements set by the state, follow administrative rules set by the state, and submit a request to the Colorado Division of Family and Medical Leave Insurance (CDFMLI). The CDFMLI determines eligibility for and the amount of wage-replacement benefits.

Basic Leave Entitlement:

Beginning January 1, 2024, eligible employees may take up to 12 weeks of leave and receive wage-replacement benefits for the following reasons:

- To care for their own serious health condition;
- To care for a child during the first year after the birth, adoption, or placement through foster care of that child;
- To care for a family member with a serious health condition;
- Because of any qualifying exigency arising out of the fact that the employee's family member is on active duty (or has been notified of an impending call or order to active duty) in the armed forces; and
- When the employee or their family member is a victim of domestic violence, stalking, or sexual assault.

Note: Employees with a serious health condition related to pregnancy or childbirth complications may take up to an additional four weeks (16 weeks in total).

Under this policy, family member is defined as:

- The employee's child, spouse/domestic partner, parent, sibling, grandparent, grandchild;
- The child, parent, sibling, grandparent, or grandchild of the employee's spouse/domestic partner;
- Any individual with whom the employee has a significant personal bond that is like a family relationship.

Intermittent Leave:

Employees may take leave under this policy intermittently, but wage-replacement benefits from the state won't be payable until the employee accumulates at least 8 hours of benefits.

Employee Notice:

When the need for leave is foreseeable, employees must notify SCHOOL WEBMASTERS, LLC at least 30 days in advance. If the need for leave isn't foreseeable, employees must provide as much leave as is practical.

Job Restoration:

Eligible employees returning from Paid Family and Medical Leave will generally be reinstated to the position they held before the start of the leave, or to a comparable position with comparable pay, benefits, and other terms and conditions of

employment, provided they have been with SCHOOL WEBMASTERS, LLC for at least 180 days.

Benefits Continuation:

During the duration of Paid Family and Medical Leave, an employee's existing health benefits will be maintained as if the employee had continued to work. The employee must continue to pay their portion of the costs for health benefits.

Relationship with Federal FMLA and Other Leave Policies:

Where applicable, when an employee's leave qualifies under the federal Family and Medical Leave Act ("FMLA"), the leave used counts against the employee's entitlement under both laws and must be taken concurrently. To the extent the Company offers the employee leave through another plan or policy, the plan or policy with the greatest protection will apply.

Anti-Retaliation:

SCHOOL WEBMASTERS, LLC will not retaliate against an employee for requesting or using leave under this policy.

Questions Regarding Paid Family Leave:

Employees who are interested in any additional information about these benefits should contact the Human Resources Manager

5.49 Pregnancy Accommodation Policy

Employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth or related medical conditions may request a reasonable accommodation as is necessary.

SCHOOL WEBMASTERS, LLC will provide eligible employees with reasonable accommodations as long as it has 15 or more employees and the accommodation does not impose an undue hardship on the Company. Reasonable accommodations include, but are not limited to:

- Additional equipment for sitting
- More frequent or longer breaks
- Periodic rest
- Assistance with manual labor
- Job restructuring
- Light-duty assignments
- Modified work schedules
- Temporary transfers to less strenuous or hazardous work
- Time off to recover from childbirth
- Break time and appropriate facilities for expressing breast milk

Employees should be prepared to discuss the need and probable duration for the accommodation requested.

If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The Company will not retaliate against an employee who requests or uses a reasonable accommodation under this policy.

Employees should speak with the Human Resources Manager to discuss their need for reasonable accommodation or for questions regarding this policy.

5.50 Pregnancy Accommodation Policy (Utah Employees)

Employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth, breastfeeding and related medical conditions may request a reasonable accommodation as is necessary.

SCHOOL WEBMASTERS, LLC will provide eligible employees with reasonable accommodations as long as the accommodation does not impose an undue hardship on the Company. Reasonable accommodations may include, but are not limited to, providing an accessible worksite, acquisition or modification of equipment, job restructuring, modified work schedules or other modifications that allow the employee to perform the essential functions of the job.

Except for requests for more frequent restroom, food, or water breaks, employees should be prepared to provide SCHOOL WEBMASTERS, LLC with certification to verify the need and probable duration for the accommodation requested.

If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The Company will not retaliate against an employee who requests or uses a reasonable accommodation under this policy. Employees should speak with the Human Resources Manager to discuss their need for a reasonable accommodation or for questions regarding this policy.

5.51 Pregnancy Accommodation Policy (Colorado Employees)

Employees who are limited in their abilities to perform their jobs because of pregnancy, recovery from childbirth, or related conditions may request a reasonable accommodation as is necessary.

SCHOOL WEBMASTERS, LLC will provide eligible employees with reasonable accommodations as long as the accommodation does not impose an undue hardship on the Company. Reasonable accommodations may include, but are not limited to:

- Providing more frequent or longer breaks periods
- More frequent restroom, food, and water breaks
- Acquiring or modifying equipment or seating
- Limitations on lifting, light duty, or a temporary transfer to a less strenuous position if available
- Assistance with manual labor
- Modified work schedules

Employees should be prepared to provide SCHOOL WEBMASTERS, LLC with medical certification to verify the need for the accommodation requested.

If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The Company will not retaliate against an employee who requests or uses a reasonable accommodation under this policy. Employees should speak with the Human Resources Manager to discuss their need for a reasonable accommodation or for questions regarding this policy.

5.52 Paid Sick Leave (Arizona Employees)

Effective July 1, 2017, employees are entitled to accrue paid sick leave.

Eligible Employees:

Employees hired before July 1, 2017 may use leave as it accrues. Employees hired after that date must wait until their 90th day of employment to use accrued paid sick leave.

Basic Leave Entitlement:

Eligible employees may use accrued paid sick leave for:

- Their own or a family member's mental illness, physical illness, medical diagnosis, or preventive care;
- Closures at their workplace or their child's school due to a public health emergency;
- When the employee, or their family member, has been instructed to isolate themselves from the community due to a communicable disease; and
- Medical attention, counseling, or other services needed for the employee or their family member to recover from domestic violence, sexual violence or stalking.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked. Employees may accrue and use up to 40 hours of accrued paid sick leave per year. Employees may generally carry over up to 40 hours of accrued, unused sick leave into the following year.

Notice:

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. If the need for leave is not foreseeable, an employee must provide notice in accordance with the company's policy as stated in this Handbook. Paid sick leave requests may be made orally, in writing, and electronically, and where possible should include the expected duration of the absence.

After employees use paid sick time for three consecutive days or more, they will be required to provide reasonable documentation that the time was used for a covered purpose.

Benefits and Pay:

During paid sick leave, employees are compensated at their regular hourly rate and with the same benefits, including health care benefits, as the employee normally earns during hours worked.

Job Restoration:

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Relationship with Other Leave Policies:

For questions regarding the interplay between your entitlement to leave under other laws, regulations or Company policies and your entitlement to leave under this policy, please contact the Human Resources Manager.

5.53 Volunteer Emergency Response Leave (Utah Employees)

Employees who are volunteer emergency responders may be eligible for leave to respond to an emergency.

Employees must make a reasonable effort to provide notice to SCHOOL WEBMASTERS, LLC of their need for leave under this policy.

Employees must be prepared to provide SCHOOL WEBMASTERS, LLC with certification from their emergency response supervisor to verify the time and date that the employee responded to an emergency.

This leave is unpaid; however, employees may use accrued paid time off for this purpose.

SCHOOL WEBMASTERS, LLC will not retaliate against, or interfere with, employees exercising their rights under the law.

Employees should speak with the Human Resources Manager if they have any questions regarding this policy.

5.54 Reproductive Loss Leave (California Employees)

Beginning January 1, 2024, employees may be eligible for time off if they experience a covered reproductive loss. This leave is separate and distinct from the state's bereavement leave and other leave requirements.

Covered Employees

To be eligible for leave under this policy, SCHOOL WEBMASTERS, LLC must have five or more employees and the employee must be employed by SCHOOL WEBMASTERS, LLC for at least 30 days prior to the start of the leave.

Leave Allotment

Covered employee to take up to five days of reproductive loss leave following a covered reproductive loss event. Employees are entitled to use the leave on consecutive or nonconsecutive days.

The leave must typically be taken within 3 months of the event. If an employee experiences more than one reproductive loss event within a 12-month period, the employee is entitled to a maximum of 20 days of such leave within a 12-month period.

Covered Events

Under this policy, leave may be taken after a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction, provided the employee would have been a parent if the covered event were successful.

Pay During Leave

The leave must be taken pursuant to any existing applicable leave policy of SCHOOL WEBMASTERS, LLC. If there is no existing applicable leave policy, reproductive loss leave may be unpaid, except that an employee may use vacation, personal leave, accrued and available sick leave, or compensatory time off that is otherwise available to the employee.

Retaliation Prohibited

SCHOOL WEBMASTERS, LLC will not take adverse action against an individual because they:

- Exercise the right to reproductive loss leave.
- Give information or testimony as to their own reproductive loss leave, or another person's reproductive loss leave, in an inquiry or proceeding related to rights guaranteed the law.

If you have questions about this policy, please contact the Human Resources Manager.

5.55 Military Leave

SCHOOL WEBMASTERS, LLC grants employees unpaid time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the Human Resources Manager.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

SCHOOL WEBMASTERS, LLC complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the Human Resources Manager.

5.56 Paid Sick Leave (California Employees)

Eligible employees are entitled to paid sick leave under the Healthy Workplaces, Healthy Families Act.

Eligible Employees:

To be eligible for paid sick leave, employees must work in California for SCHOOL WEBMASTERS, LLC for 30 or more days within a year of their hire date. Employees can begin using accrued paid sick leave after 90 days of service with SCHOOL WEBMASTERS, LLC.

Basic Leave Entitlement:

Eligible employees may take up to 40 hours or 5 days (whichever is more) of accrued paid sick leave per year for:

- The diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member; or
- To attend legal proceedings, or to obtain care, counseling or other victims' services for domestic violence, sexual assault, or stalking.

A family member is defined as a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling. A family member also includes a designated person.

For the purposes of this policy, a designated person is a person identified by the employee at the time the employee

requests paid sick days. SCHOOL WEBMASTERS, LLC may limit an employee to one designated person per 12-month period for paid sick days.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a maximum of 80 hours or 10 days total. Accrued leave may generally be carried over into the following year; however, employees may not use more than 40 hours or 5 days of paid sick leave per year.

Upon separation from SCHOOL WEBMASTERS, LLC, employees are not entitled to compensation for accrued and unused paid sick days.

Notice:

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. If the need for leave is not foreseeable, an employee must provide notice as soon as practicable.

Benefits Continuation:

Leave under this policy will not constitute a break in the employee's continuous service for the purpose of SCHOOL WEBMASTERS, LLC benefits and seniority.

Job Restoration:

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Relationship with Other Leave Policies:

If a law, regulation or policy provides for greater accrual or use of sick days, the law, regulation or policy with the greater protection may apply. For questions regarding the interplay between your entitlement to leave under other laws, regulations or Company policies and your entitlement to leave under the Act, please contact the Human Resources Manager.

5.57 Paid Sick Leave (Missouri 15 or more employees)

Effective May 1, 2025, employees who work in Missouri are entitled to paid sick leave under state law.

Basic Leave Entitlement

Eligible employees may use up to 56 hours of accrued paid sick leave for the following reasons:

- Caring for themselves or a family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or preventative medical care.
- When their business or their child's school or place of care is closed by order of a public official due to a public health emergency.
- Caring for themselves or a family member when health authorities or a health care provider determine that the employee's or family member's presence in the community may jeopardize the health of others because of their exposure to a communicable disease (whether or not the employee or family member has actually contracted the communicable disease);
- Absences related to domestic violence, sexual assault, or stalking when the leave is to allow the employee to obtain for the employee or the employee's family member:
 - Medical attention to recover from physical or psychological injury or disability caused by domestic violence, sexual assault or stalking;
 - Services from a victim services organization;
 - Psychological or other counseling;
 - Relocation or taking steps to secure an existing home due to domestic violence, sexual assault or stalking; or
 - Legal services, including preparing for or participating in civil or criminal legal proceedings related to or resulting from domestic violence, sexual assault or stalking.

Accrual and Carryover

Generally, employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to 56 hours per year. Employees are generally entitled to carryover up to 80 hours of accrued, unused sick leave to the following year. However, SCHOOL WEBMASTERS, LLC reserves the right to offer employees the option of receiving a payment for unused paid sick leave at the end of the year in accordance with state law.

Notice

If the need for leave is foreseeable, employees must provide as much advance notice as practical. Otherwise, employees must generally follow SCHOOL WEBMASTERS, LLC's regular reporting procedures for unscheduled absences. When possible, employees should make a reasonable effort to schedule sick leave so it does not unduly disrupt SCHOOL WEBMASTERS, LLC operations.

When an employee uses sick leave for three or more consecutive days, they may be asked to provide reasonable documentation of their need for leave.

Paid Leave

The sick leave provided under this policy is paid. Employees will generally be paid the same rate of pay with the same benefits as they normally earn.

Job Restoration

Upon expiration of the leave, employees will generally be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Unused Sick Leave at Termination

Unless an employer policy or collective bargaining agreement provides otherwise, employees are not entitled to payment of unused sick leave upon separation from employment.

Retaliation Prohibited

SCHOOL WEBMASTERS, LLC will not retaliate against or interfere with employees exercising their rights under the law.

Relationship with Other Leave Policies

If a law, regulation or policy provides for greater accrual or use of sick days, the law, regulation or policy with the greater protection may apply. For questions regarding the interplay between your entitlement to leave under other laws, regulations or policies and your entitlement to leave under this policy, please contact the Human Resources Manager.

6. Employee Conduct

6.1 Standards of Conduct

SCHOOL WEBMASTERS, LLC's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Company's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does *not* include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Company's products, services, customers or processes. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding SCHOOL WEBMASTERS, LLC's standards of conduct, please direct them to your supervisor or the Human Resources Manager.

6.2 Disciplinary Action

Disciplinary action at SCHOOL WEBMASTERS, LLC is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. SCHOOL WEBMASTERS, LLC reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

SCHOOL WEBMASTERS, LLC recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property

- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging SCHOOL WEBMASTERS, LLC business practices or any other confidential information
- Any misrepresentation of SCHOOL WEBMASTERS, LLC to a customer, a prospective customer, the general public, or an employee

6.3 Confidentiality

SCHOOL WEBMASTERS, LLC takes the protection of Confidential Information very seriously. “Confidential Information” includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers’ personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Company’s intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with SCHOOL WEBMASTERS, LLC and as a direct result of your job responsibilities with SCHOOL WEBMASTERS, LLC. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Company to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Company, and not otherwise available to persons or companies outside of SCHOOL WEBMASTERS, LLC, may result in disciplinary action, up to and including termination of employment. If you leave the Company, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee’s right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees’ rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the Human Resources Manager.

6.4 Workplace Violence

SCHOOL WEBMASTERS, LLC strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be kept confidential to the maximum extent possible. SCHOOL WEBMASTERS, LLC will not tolerate any form of retaliation against any employee for making a report under this policy.

SCHOOL WEBMASTERS, LLC will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

6.5 Drug & Alcohol Use

SCHOOL WEBMASTERS, LLC is committed to maintaining a workplace free of substance abuse. No employee is allowed to consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs, as defined by federal law, on any property owned by or leased on behalf of SCHOOL WEBMASTERS, LLC, or in any vehicle owned or leased on behalf of SCHOOL WEBMASTERS, LLC.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

SCHOOL WEBMASTERS, LLC will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the Human Resources Manager immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment. As a part of our effort to maintain a workplace free of substance abuse, SCHOOL WEBMASTERS, LLC employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, SCHOOL WEBMASTERS, LLC reserves the right to examine and test for drugs and alcohol at our discretion. As a condition of your employment with SCHOOL WEBMASTERS, LLC, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between SCHOOL WEBMASTERS, LLC and its employees. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

6.6 Sexual & Other Unlawful Harassment

SCHOOL WEBMASTERS, LLC is committed to a work environment in which all individuals are treated with respect. SCHOOL WEBMASTERS, LLC expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, national origin, age, disability, military or veteran status, or status in any group protected by state or local law. Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment. Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Company's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Company

Harassment on the basis of any other protected characteristic is also strictly prohibited. **Complaint Procedure:** SCHOOL WEBMASTERS, LLC strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

SuLynn Coombs

sulynn@schoolwebmasters.com

(435) 632-6465

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially. Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:SCHOOL WEBMASTERS, LLC expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

6.7 Use of Company Property

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only. When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Company, and is subject to reassignment and/or use by the Company without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files. SCHOOL WEBMASTERS, LLC has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property. **Personal use of company property:**Company property is not permitted to be taken from the premises without proper written authority from company management. **Company Tools:**All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee. **Care of Company Property:**Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited. Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

6.8 Computer, Email & Internet Usage

Computers, email, and the Internet allow SCHOOL WEBMASTERS, LLC employees to be more productive. However, it is important that all employees use good business judgment when using SCHOOL WEBMASTERS, LLC's electronic communications systems (ECS).

Standards of Conduct and ECS

SCHOOL WEBMASTERS, LLC strives to maintain a workplace free of discrimination and harassment. Therefore, SCHOOL WEBMASTERS, LLC prohibits the use of the Company's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Company's policy against discrimination and harassment.

Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For the Company's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Company's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

SCHOOL WEBMASTERS, LLC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, SCHOOL WEBMASTERS, LLC does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. SCHOOL WEBMASTERS, LLC prohibits the illegal duplication of software and its related documentation.

ECS Guidelines

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Company that violate the Company's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Company-owned software without permission.
- Sending or posting the Company's confidential material, trade secrets, or non-public proprietary information outside

of the Company. *Wages and other conditions of employment are not considered confidential material.*

- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of SCHOOL WEBMASTERS, LLC.

Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by SCHOOL WEBMASTERS, LLC are the property of SCHOOL WEBMASTERS, LLC. Employees have no right of personal privacy when using SCHOOL WEBMASTERS, LLC's ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be directed to your supervisor or the Human Resources Manager.

6.9 Company Supplies

Only authorized persons may purchase supplies in the name of SCHOOL WEBMASTERS, LLC. No employee whose regular duties do not include purchasing shall incur any expense on behalf of SCHOOL WEBMASTERS, LLC or bind SCHOOL WEBMASTERS, LLC by any promise or representation without express written approval.

6.10 Sexual and Other Unlawful Harassment (California Employees)

SCHOOL WEBMASTERS, LLC is committed to a work environment in which all individuals are treated with respect. SCHOOL WEBMASTERS, LLC expressly prohibits discrimination and all forms of harassment against employees, interns, contractors and volunteers.

The California Fair Employment and Housing Act (FEHA) defines sexual harassment as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. Harassment on the basis of any other protected characteristic, including sex, race, national origin, color, ancestry, age, disability, religion, military status, veteran status, genetic information, medical condition, marital status, gender, gender identity, gender expression, sexual orientation, or any other characteristic protected by law is also strictly prohibited.

The law prohibits sexual harassment by coworkers, supervisors and managers, and non-employees, (such as vendors and customers), whether the person is the same or a different gender as the harasser. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser and harassment of a Company employee by a non-employee. These behaviors include, but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Actual or threatened retaliation
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
- Making or using derogatory comments, epithets, slurs, or jokes, including racial, ethnic or religious jokes, slurs or remarks
- Sexual comments including graphic comments about an individual's body; sexually degrading words used to describe an individual; or suggestive, discriminatory or obscene letters, notes, or invitations, including sending harassing emails or text messages and messages on social media
- Physical harassment including touching or assault, as well as impeding or blocking movements

Complaint Procedure:

SCHOOL WEBMASTERS, LLC strongly encourages the reporting of all instances of discrimination, harassment, or

retaliation. Promptly report the incident to your supervisor if you believe you have experienced or witnessed harassment or discrimination based on any characteristic protected by law. Supervisors are instructed to promptly report any complaints of misconduct to the Human Resources Manager.

If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor, contact the Human Resources Manager, or report the matter directly to:

SuLynn Coombs(435) 632-6465sulynn@schoolwebmasters.com

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially, providing all parties due process.

The Company will keep the investigation confidential but only to the extent possible to conduct an impartial and thorough investigation. The Company will document and track the investigation to ensure reasonable progress, and will provide appropriate resolution at the conclusion of the investigation. Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Filing a Complaint with the Department of Fair Employment and Housing (DFEH):

Employees who believe that they have been sexually harassed may also file a complaint of discrimination with DFEH within one year of the harassment. DFEH is part of the State of California and serves as a neutral fact-finder, attempting to help parties resolve such disputes.

If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, DFEH may file a formal accusation. This will lead to either a public hearing or a lawsuit filed by DFEH on behalf of the complainant. If DFEH finds that harassment has occurred, it may order certain remedies to the complainant. For more information see DFEH-159 "Guide for Complainants and Respondents".

Contact DFEH toll free at (800) 884-1684, TTY (800) 700-2320 or visit their website at www.dfeh.ca.gov.

Retaliation Prohibited:

SCHOOL WEBMASTERS, LLC expressly prohibits retaliation against any individual who reports discrimination or harassment, or participates in an investigation of such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

Any questions or concerns regarding this policy can be directed to the Human Resources Manager.

6.11 Personal Property

Employees should use their discretion when bringing personal property into the workplace. SCHOOL WEBMASTERS, LLC assumes no risk for any loss or damage to personal property. Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on SCHOOL WEBMASTERS, LLC premises.

6.12 Code of Business Conduct and Ethics

Employees are required to conduct their affairs with uncompromising integrity and in full compliance with all applicable laws, rules and regulations. Employees are also expected to be honest and ethical in dealing with each other, clients, vendors, and all other third parties.

If employees become aware of, or suspect, misconduct, they must report it to their supervisor (if appropriate) or to the Human Resources Manager.

Conflicts of Interest:

Employees must avoid any activity that could appear to interfere with their good judgment concerning SCHOOL WEBMASTERS, LLC's best interests. Employees should avoid even the appearance of such a conflict of interest. Employees are also prohibited from exploiting their position or relationship with SCHOOL WEBMASTERS, LLC for personal gain. For example, there would likely be conflict of interest if an employee were to:

- SCHOOL WEBMASTERS, LLC to engage in business transactions with themselves, their relatives or friends.
- Use nonpublic SCHOOL WEBMASTERS, LLC, client or vendor information for personal gain for themselves, their relatives or friends.
- Take more than a modest financial interest in vendors, clients or competitors.
- Compete with SCHOOL WEBMASTERS, LLC while still employed here.

Gifts, Bribes and Kickbacks:

Other than for gifts with a value of no more than \$25 given or received in the normal course of business, employees and their relatives are prohibited from giving gifts to, or receiving gifts from, SCHOOL WEBMASTERS, LLC's current or prospective clients, vendors, or any other commercial partners.

Employees must never directly or indirectly (e.g., through the use of a third party) promise or give any type of gratuity, kickback, bribe, payoff, or other form of advantage to government officials.

Covering Up Mistakes:

Mistakes should never be covered up. They should be immediately fully disclosed and corrected. Falsification of any record is prohibited. If an employee is uncertain about whether a mistake has been made, they should seek guidance from their supervisor.

If you have questions about this policy, contact the Human Resources Manager.

7. Timekeeping & Payroll

7.1 Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Company. SCHOOL WEBMASTERS, LLC expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, and in advance. To request time off, use our company Google Calendar. Please follow the instructions found on our employee intranet <https://www.swintranet.com/Google-Calendar>. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees, who are going to be absent for more than one day, should contact their supervisor on each day of their absence. SCHOOL WEBMASTERS, LLC reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, SCHOOL WEBMASTERS, LLC will presume that the employee has voluntarily resigned. SCHOOL WEBMASTERS, LLC will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

7.2 Timekeeping

It is the Company's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked. In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons.

SCHOOL WEBMASTERS, LLC strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes. Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees. It is the responsibility of all employees to submit and approve their time records each week. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

7.3 Paydays

SCHOOL WEBMASTERS, LLC employees are paid on a Semi-monthly basis on the 5th and the 20th. In the event that a regularly scheduled payday falls on a holiday or weekend, employees will be paid on the last business day preceding the holiday or weekend, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks are deposited directly into an employee's bank account. Paystubs are available on-line with our payroll service.

The direct deposit will reflect work performed in the previous pay period as entered by the employee. Typically, hours reported between the 1st and 15th of the month will be paid on the 20th of the month, and hours reported between the 16th and last day of the month are paid on the 5th of the following month. Electronic paychecks include salary or wages earned less any mandatory or elected deductions.

Please notify Human Resources if your paycheck appears to be inaccurate or if it has not been automatically deposited. Advances on paychecks are not permitted.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

7.4 Payroll Deductions

SCHOOL WEBMASTERS, LLC makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions. If you believe that an improper deduction has been made from your pay, raise the issue with the Human Resources Manager immediately. SCHOOL WEBMASTERS, LLC will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

7.5 Overtime (California Employees)

The nature of our business sometimes requires employees to work overtime. Supervisors will notify employees when overtime is required. Employees are not permitted to work overtime without prior authorization from their supervisor.

Non-exempt employees will be paid overtime in accordance with state and federal overtime requirements as follows:

- One and one-half times (1.5) the regular rate of pay for all hours worked in excess of eight (8) hours in any workday;
- One and one-half times (1.5) the regular rate of pay for all hours worked in excess of 40 hours in the same workweek;*
- Two times the regular rate of pay (or double time) for all hours worked in excess of twelve (12) in any workday;
- One and one-half times (1.5) the regular rate of pay for the first eight (8) hours on the seventh consecutive day in the same workweek;*
- Two times the regular rate of pay (or double time) for all hours worked in excess of eight (8) on the seventh consecutive day in the same workweek.*

There may be exceptions to these standards where allowed by law. Employees are encouraged to speak with their supervisor or the Human Resources Manager for more information.

Please be reminded employees are not permitted to work overtime unless it has been authorized in advance by their supervisor.

Employees are generally entitled to a day of rest after working six consecutive days in the same workweek, unless their work hours never exceed 30 in any workweek or six on any day of the workweek. Employees aren't encouraged to forgo their day of rest, but they may voluntarily choose to do so. Before foregoing a day of rest, notify the Human Resources Manager in writing. If the nature of the job requires an employee to work seven or more consecutive days, the employee will receive, in each calendar month, the equivalent of one day's rest in seven.

* The workweek is defined as any seven consecutive days, starting with the same calendar day each week, as determined by SCHOOL WEBMASTERS, LLC. For more information, employees are encouraged to speak with their supervisor or the Human Resources Manager.

7.6 Employee Acknowledgment of Handbook

I acknowledge that I have received and reviewed the employee handbook. I understand and recognize that there may be changes to the information, policies, and benefits in the handbook. I understand that SCHOOL WEBMASTERS, LLC may

add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that handbook changes can only be authorized by SCHOOL WEBMASTERS, LLC management.

I understand that I became an employee of SCHOOL WEBMASTERS, LLC voluntarily. I understand and acknowledge that there is no specified length to my employment and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that the Company may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand that it is my responsibility to read and comply with all policies included within the employee handbook. I further understand that I should consult my supervisor regarding any questions I may have.

Employee signature:

Printed Name:

Date:

Company Representative: SuLynn Coombs, HR Manager

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