

Cedar School Licton Springs, LLC DBA Cedar School

Employee Handbook
2025



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EMPLOYEE HANDBOOK
2025

10015 Ashworth Ave N. Seattle, WA, 98133

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WELCOME TO CEDAR SCHOOL

On behalf of Cedar School, we would like to welcome you to the school and Company! The Company is comprised of a team of individuals who are dedicated to caring for and serving children and their families.

Please refer to this Handbook or the Company Director with any and all questions, comments, and concerns you may have about your employment. Cedar School developed this Handbook to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of this Handbook as soon as possible, as it answers many questions about employment with Cedar School. However, the policies stated in this Handbook are guidelines only and are not intended to be a complete and absolute statement of all aspects of employment.

It is our goal that your experience here will be challenging, enjoyable, and rewarding.

Our Best To You!

Dr. Michelle Warren, Ed. D. and Dr. Jonathan Warren, Ph. D.

Founders, Cedar School

CEDAR SCHOOL MISSION: At Cedar School, our mission is to provide a safe and stimulating environment where children thrive.

VISION: Our Vision is to create a school community where families feel connected and supported and where all children feel seen, nurtured, and respected.

VALUES: we value:

- The uniqueness of each and every child
- Family and community partnerships
- Positive, age-appropriate expectations and environments
- Exceptional and supportive school staff
- Safety and the right of each school community member (children, families, and staff) to be free from harm

ABOUT THIS HANDBOOK

THIS HANDBOOK IS NOT A CONTRACT, EXPRESS OR IMPLIED, OR A PROMISE OF SPECIFIC TREATMENT GUARANTEEING EMPLOYMENT FOR ANY SPECIFIC DURATION.

This Handbook applies to all Company employees. Please read this Handbook thoroughly and retain it for future reference. The policies stated in this Handbook are general guidelines only and should not be regarded as a contract of employment, express or implied, or a promise of specific treatment in any specific circumstance. Cedar School ("the Company") may depart from the policies in this Handbook and all other policies, procedures, benefits, and other programs when it determines such a departure is warranted in its sole discretion. From time to time, you may receive updated information concerning changes in policy. The Company, at its option, may add to, change, delete, suspend, or discontinue any of the policies in this Employee Handbook at any time without prior notice, unless prohibited by applicable law. If you have questions regarding any of the policies, please ask Michelle or Jonathan Warren, Founders or the Director.

This Employee Handbook replaces and supersedes all other previous Employee Handbooks.

OUR WORK ENVIRONMENT

AT-WILL EMPLOYMENT

Your employment with Cedar School is considered to be “at-will.” This means both you and the Company are free to terminate the employment relationship at any time, with or without reason, and with or without notice. The Company also has the right to manage its workplace and direct its employees. This includes the right to hire, transfer, promote, demote, reclassify, and lay off employees to the extent permitted by law.

Nothing in this Handbook or in any other document provided by the Company is intended to alter the at-will employment relationship between you and the Company or create contractual obligations. In addition, your at-will employment relationship cannot be modified except through an enforceable executed written agreement or collective agreement signed by the Founder or Director of Cedar School. No other employee is authorized to make any promise of continued employment or other benefits of employment.

This EMPLOYMENT AT-WILL STATEMENT supersedes all prior guidelines, Handbooks, policies, and procedures issued by the Company.

EQUAL EMPLOYMENT OPPORTUNITY

Cedar School is an equal opportunity employer. Employment decisions are based on merit and business needs. The Company strives to provide a work environment free from discrimination and harassment because of a protected characteristic. The Company does not discriminate against employees or applicants based on race, color, creed, citizenship, national origin, ancestry, gender, genetic information, sexual orientation, gender expression or identity, age, religion, pregnancy or pregnancy-related condition, physical or mental disability, marital status, veteran status, political affiliation, or any other characteristic protected by law. This policy applies to all aspects of the employment relationship, including recruitment, hiring, training, promotion, and other terms and conditions of employment. All employment decisions shall be consistent with these principles of Equal Employment Opportunity.

If you believe you have been treated differently because of any legally protected characteristic, you should immediately report the matter to your supervisor, Founder, Director, or any other member of management with whom you feel comfortable.

REASONABLE ACCOMMODATIONS OF DISABILITIES

Cedar School will make reasonable accommodations, as required by applicable federal, state, or local laws, to enable qualified employees with disabilities to perform the essential functions of their job. Depending on the individual’s essential job functions and particular needs, reasonable accommodations may include: making existing facilities accessible; providing leave or modified work schedules; reassignments to a vacant position; modifying or providing special equipment; or making other modifications that enable the individual to perform essential functions of the job. An accommodation is not reasonable if it creates an undue hardship on the operation of the Company’s business or causes a direct threat to the health or safety of the employee or others in the workplace.

Cedar School reviews questions of reasonable accommodation individually, on a case-by-case basis, through an interactive dialog with the employee involved. During the interactive process, the Company may request input from knowledgeable healthcare providers as appropriate. The purpose of the dialog is to help us identify and evaluate any options that may be effective accommodations and to assess whether a particular option creates an undue hardship or causes a direct threat to the health or safety of the employee or others in the workplace.

Please inform the Founder or Director if you believe you need a reasonable accommodation. The Company follows applicable laws requiring employers to treat medical information with appropriate confidentiality.

PREGNANCY ACCOMMODATION

In compliance with federal and Washington law, pregnant employees have certain rights in relation to pregnancy and pregnancy-related health conditions, including the need to express breast milk. The Company will not discriminate against an employee in relation to pregnancy and pregnancy-related health conditions, including the need to express breast milk.

Requests for Reasonable Accommodation

When sought, the Company will endeavor to provide reasonable accommodations for conditions related to pregnancy and pregnancy-related health conditions, unless the accommodation would pose an undue hardship on the Company's program, enterprise or business. Reasonable accommodations include:

- providing more frequent, longer, or flexible restroom breaks;
- modifying a no food or drink policy;
- providing seating or allowing the employee to sit more frequently if the employee's job requires the employee to stand;
- job restructuring, part-time or modified work schedules, reassignment to a vacant position, or acquiring or modifying equipment, devices, or an employee's work station;
- providing for a temporary transfer to a less strenuous or less hazardous position;
- providing assistance with manual labor and limits on lifting;
- scheduling flexibility for prenatal visits;
- providing reasonable break time for an employee to express breast milk for two years after the child's birth each time the employee has a need to express the milk and providing a private location, other than a bathroom, if such a location exists at the Company's place of business or worksite, which may be used by the employee to express breast milk (if the business location does not have a space for the employee to express milk, the Company shall work with the employee to identify a convenient location and work schedule to accommodate their needs); and
- any further pregnancy accommodation an employee may request, and to which the Company must give reasonable consideration in consultation with information provided on pregnancy accommodation by the Washington Department of Labor & Industries or the attending health care provider of the employee.

The Company is not required to create additional employment that the Company would not otherwise have created or discharge any employee, transfer any employee with more seniority, or promote any employee who is not qualified to perform the job, unless the Company does so or would do so for other classes of employees who need accommodation. Additionally, the Company will not require an employee to take leave if another reasonable accommodation can be provided for the employee's pregnancy and pregnancy-related health conditions.

Written Certification May be Requested in Certain Circumstances

The Company may request that the employee provide a written certification from the employee's treating health care professional regarding the need for reasonable accommodation except for accommodations listed in the first three (3) bullet points above or limits on lifting over 17 pounds.

No Retaliation

The Company will not take adverse action against an employee who requests, declines, or uses an accommodation under this policy. Further, the Company will not deny employment opportunities to an otherwise qualified employee or prospective employee, if such denial is based on the Company's need to reasonably accommodate an employee's or prospective employee's condition related to pregnancy, childbirth, or a related medical condition.

Other Questions

If employees have any questions about or would like to request a reasonable accommodation pursuant to this policy, they should contact the Director or Founder.

DISCRIMINATION, HARASSMENT & RETALIATION PREVENTION

Cedar School does not tolerate and prohibits discrimination or harassment of or against our job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party on the basis of actual or perceived race (including traits historically associated or perceived to be associated with race, including but not limited to hair texture and protective hairstyles), color, creed, religion, national origin, ancestry, citizenship or immigration status, age, sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or gender expression (including transgender status), sexual orientation, marital status, families with children, military service and veteran status, physical (including but not limited to sensory) or mental disability, protected medical condition as defined by applicable state or local law, the use of a trained dog guide or service animal by a person with a disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances (referred to as "protected characteristics"). The Company also prohibits retaliation as defined below.

The Company is committed to a workplace free of discrimination, harassment and retaliation. These behaviors are unacceptable in the workplace and in any work-related settings such as business trips and company-sponsored social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor or other third party. In addition to being a violation of this policy, discrimination, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws and ordinances also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted, or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws and ordinances are unlawful.

Discrimination Defined

Discrimination under this policy generally means treating differently or denying or granting a benefit to an individual because of the individual's actual or perceived protected characteristic.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual, or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts, or e-mails), or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws and ordinances. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, and other verbal, visual, or physical conduct of a sexual nature when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct that violates this policy include:

- unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment
- obscene or vulgar gestures, posters, or comments
- sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies
- propositions, or suggestive or insulting comments of a sexual nature
- derogatory cartoons, posters, and drawings
- sexually-explicit e-mails or voicemails
- uninvited touching of a sexual nature
- unwelcome sexually-related comments
- conversation about one's own or someone else's sex life
- conduct or comments consistently targeted at only one gender, even if the content is not sexual
- teasing or other conduct directed toward a person because of the person's gender or sexual orientation

Retaliation Defined

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to: any action that would discourage or keep an individual from reporting discrimination, harassment, or retaliation; shunning and avoiding an individual who reports discrimination, harassment, or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting discrimination, harassment or retaliation; and denying employment benefits because an applicant or employee reported discrimination, harassment or retaliation or participated in the reporting and investigation process described below.

Reporting Procedures

The following steps have been put into place to ensure the work environment at the Company is respectful, professional, and free of discrimination, harassment, and retaliation. If an employee believes someone has violated this policy or our Equal Employment Opportunity Policy, the employee should promptly bring the matter to the immediate attention of the Founder, Director, or Lead. Specifically, you should contact one of the following individuals:

Michelle Warren, Founder - 206-290-7081

Jonathan Warren, Founder - 206-931-6138

All Things HR - 425-248-4978

If either of these individuals is the person toward whom the complaint is directed, you should contact any higher-level Lead or Administrator in your reporting chain. If the employee makes a complaint under this policy and has not received an initial response within five (5) business days, the employee should contact another Lead or Administrator with whom you feel comfortable or the independent HR Representative immediately.

Every supervisor who learns of an employee's concern about conduct in violation of this policy or our Equal Employment Opportunity Policy, whether in a formal complaint or informally, or who otherwise is aware of conduct in violation of this policy must immediately report the issues raised or conduct to senior management, Founder or the Director.

Investigation Procedures

Upon receiving a complaint, the Company will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy or our Equal Employment Opportunity policy to ensure due process for all parties. To the extent possible, the Company will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in all circumstances. Employees are required to cooperate in all investigations conducted pursuant to this policy.

During the investigation, the Company generally will interview the complainant and the accused, conduct further interviews as necessary, and review any relevant documents or other information. Upon completion of the investigation, the Company will determine whether this policy or our Equal Employment Opportunity policy has been violated based upon its reasonable evaluation of the

information gathered during the investigation. The Company will inform the complainant and the accused of the results of the investigation.

The Company will take necessary and appropriate corrective measures against any person whom it finds to have engaged in conduct in violation of this policy if the Company determines such measures are necessary. These measures may include but are not limited to additional training, counseling, suspension, or immediate termination. Anyone regardless of position or title, whom the Company determines has engaged in conduct that violates this policy or our Equal Employment Opportunity policy will be subject to discipline, up to and including termination. This includes individuals engaging in discrimination, harassment, or retaliation, as well as supervisors who fail to report violations of this policy or knowingly allow prohibited conduct to continue. Individuals who engage in conduct that rises to the level of a violation of the law can be held personally liable for such conduct.

To avoid situations that may lead to claims of sexual harassment, favoritism, or other forms of discrimination and harassment, Cedar School strongly discourages romantic or sexual situations involving clients, customers, or between employees, regardless if both parties welcome the relationship. The Company, therefore, reserves the right to take appropriate action when it believes that such behavior has or will have a negative impact on the work environment. This action may include reassignment, demotion, or termination.

In addition, the Company does not permit direct family members to act in a managerial role of another family member.

Remember, we cannot remedy claimed discrimination, harassment, or retaliation unless you bring these claims to the attention of management. Please report any conduct which you believe violates this policy or our Equal Employment Opportunity policy.

DIVERSITY, EQUITY, AND INCLUSION POLICY

Cedar School is committed to fostering, cultivating and preserving a culture of diversity, equity, and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

Diversity, equity, and inclusion is specifically important to Cedar School's success because it ensures the recruitment and retention of the most qualified applicants, is critical to maintaining and growing access to developing markets, is a key ingredient of innovation, and is an essential feature of our culture of social responsibility.

We embrace and encourage our employees' differences in color, creed, religion, national origin, ancestry, citizenship or immigration status, age, sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or gender expression (including transgender status), sexual orientation, marital status, families with children, military service and veteran status, physical (including but not limited to sensory) or mental disability, protected medical condition as defined by applicable state or local law, the use of a trained dog guide or service animal by a person with a disability, genetic information and other any other characteristics protected by applicable law, that make our employees unique.

Cedar School's diversity, equity, and inclusion initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment that encourages and enforces:

- Respectful communication and cooperation between all employees and with all customers and business partners as it relates to diversity, equity, and inclusion.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Employer and employee contributions to the communities we serve.

All employees of Cedar School have a responsibility to treat others with dignity at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions (on or off the work site), and at all other company-sponsored and participative events.

Any employee found to have exhibited any inappropriate conduct or behavior against others that is inconsistent with the scope and intent of this policy or applicable laws may be subject to disciplinary action.

Employees who believe the company's diversity, equity, and inclusion policy has been violated should seek assistance from the Director or Founder.

VIOLENCE-FREE WORKPLACE

The Company is committed to providing a safe work environment for employees and its business visitors. The work environment should be free from harassment, physical intimidation, threats of violence, or violent acts. This includes but is not limited to direct or indirect, implied or actual acts of physical intimidation threats, hostile or coercive behaviors, physical abuse, vandalism, arson, sabotage, possession or use of any kind of weapon on Company premises and at Company functions, or any other threatening act which, in management's opinion, may result in others feeling unsafe, or otherwise may create an unsafe atmosphere. Consistent with this commitment, the Company has adopted a zero-tolerance policy for workplace violence. The Company investigates all alleged threats or incidents and will take corrective action, up to and including possible termination, against any employee engaging in prohibited conduct.

This policy applies to all employees, regardless of status, as well as visitors, vendors, or other persons entering Company premises, doing business with the Company, or attending Company-sponsored events.

If you feel you have been subjected to or observed any conduct prohibited by this policy or have information concerning possible violations of this policy or that causes them to feel unsafe, you should immediately contact the Department Lead, Founder, or Director.

DRUG-FREE WORKPLACE

The Company is required by law to provide a safe and healthy work environment for employees. In addition, it is the Company's goal to provide the best service possible to its customers. To achieve these goals, the Company has the following rules about the use, possession, and sale of drugs and alcohol by its employees.

The illegal or unauthorized use, being under the influence of, sale, distribution, or possession of narcotics, drugs, marijuana, or controlled substances while on the job (on or off Company property or at Company-sponsored events) will result in immediate disciplinary action, up to and including termination. In addition, alcohol cannot be consumed on Company property unless at an authorized social function sponsored by the Company, in which case consumption must be reasonable and responsible, and the use of alcohol during working hours or reporting to work under the influence of alcohol is strictly prohibited and subject to immediate disciplinary action up to termination.

The use of controlled substances prescribed to you by a licensed physician or available over the counter is not prohibited by this policy. However, if a physician has prescribed medication that requires any accommodation or poses safety concerns, please notify the Director to discuss what accommodations are necessary.

Violation of this policy will result in disciplinary action, up to and including discharge.

The Company maintains the right to conduct drug or alcohol tests upon reasonable suspicion of use or impairment at work or after an accident.

The Company maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies and those who have a medical history that reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation.

STANDARDS OF CONDUCT

OPEN DOOR POLICY

Good two-way communication is necessary for each employee and the Company to be successful. The Company believes that employee concerns are often best addressed through informal and open communications. We want to keep employees informed about matters which affect their jobs; likewise, we ask you to please let us know when you have questions about job responsibilities or work assignments.

The Company maintains an Open-Door Policy and encourages employees to speak openly with Leadership or management personnel. If you are not comfortable speaking to your immediate Lead, you may go directly to the Founder, Director, or independent HR Representative. We will do our best to provide a fair and timely response.

ETHICS AND CONFLICTS OF INTERESTS GUIDELINES

All employees at Cedar School are expected to act ethically and avoid situations that may create conflicts of interest. While it is not possible to describe all situations in which a conflict of interest could arise, the following are examples to illustrate the Company's expectations. A common scenario of a conflict of interest is if an employee is working evenings or on the side for competitor, supplier, collaborator, or customer. Other such conflicts may arise when an employee engages in the following conduct:

- Accepting personal gifts or entertainment of more than nominal value from competitors, customers, suppliers, or potential suppliers.
- Engaging in self-employment competition with Cedar School.
- Unauthorized use or disclosure of the Company's confidential, proprietary information, such as tuition reports, costs of goods, profits, internal databases containing information regarding children/ families, computer software and programming, trade secrets, proprietary information, curriculum development information, child documentation and photos, and any personal information relating to a child and/ or their family. The Company reserves all rights to curriculum created during employment and may adjust or distribute lesson plans and curriculum to best match the Company's philosophy and interests.
- Childcare and babysitting for families off work hours and premises pose a conflict of interest; providing babysitting for enrolled children is strictly prohibited. Additionally, employees, while employed by The Company, are prohibited from providing babysitting services to families that are exiting/have exited the program. Employees who violate this policy may be subject to disciplinary action, including termination of employment.
- When an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of this organization's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
- A Lead or Administrator having a personal relationship with an employee whose job is within the above's reporting structure, which might interfere with either the appearance of impartiality or with the exercise of impartial judgment in decisions at work.
- Using Company assets and/or labor for personal gain such as rewards points, incentive programs and classroom / office materials.

Employees are responsible for the quality and accuracy of their work, using good judgment in spending Company funds and safeguarding company property. You are accountable for reporting illegal or unethical conduct that you know has occurred or is about to occur to a member of management.

Cedar School holds its employees to the highest ethical and professional standards. Our goal is to uphold appropriate boundaries between personal and business relationships while protecting the well-being of our employees and our enrolled families while retaining a professional working environment. Employees of Cedar School are encouraged to develop and maintain professional relationships in the workplace, so long as these relationships do not interfere with the effective functioning of the workplace and the goals of our company. Cedar School prohibits employees from having personal relationships with enrolled families beyond the workplace.

If you believe that an actual or potential conflict of interest exists, you must immediately discuss the situation with your Lead, Founder, Director, or independent HR Representative. This allows the appropriate people to make an informed, independent decision regarding the actual or potential conflict. The Company, in its sole discretion, will determine whether a conflict exists and what action, if any, needs to be taken.

If the Company feels a conflict may exist, they may have to take disciplinary action, which could involve a transfer up to and including separation of employment.

If an employee feels that they have extenuating issues that are outside of the normal reporting relationships or have an issue that is sensitive in nature, contact the Founder or independent HR Representative.

DEALINGS OUTSIDE THE COMPANY

Whenever employees deal with anyone outside the Company, they should be mindful that their conduct is a reflection of the Company. All such dealings therefore should be conducted in ways that demonstrate respect, professionalism, good judgment and integrity.

PERFORMANCE MANAGEMENT

Cedar School attempts to deal constructively with employee performance issues. Disciplinary or other corrective action will be considered on a case-by-case basis and may include oral or written warnings, probation, suspension without pay, or immediate discharge. Factors that the Company may consider when evaluating performance issues include but are not limited to, the severity of the infraction, the employee's length of service, and the employee's performance history. Communication reports provide written warnings. An employee may be given a communication report if there is a failure to comply with policies, duties, and/or responsibilities. If an employee is given three communication reports over the course of a 12-month period, it is grounds for immediate termination. The Company does not guarantee the use of progressive discipline and may impose any of these actions in any order and without prior warning.

PERFORMANCE EVALUATIONS

The Company's goal is to engage each employee in an ongoing, constructive dialogue concerning their work performance. Each employee may be subject to a formal performance evaluation, focusing on job-related strengths and weaknesses, as well as overall fit with the Company. Your job performance is evaluated on a regular basis. After 90 days of employment and once each year, at or near the anniversary of your date of hire, you and the Director will complete formal evaluations to review your past performance, develop future goals and objectives, and create plans to achieve them. The Company reserves the right to change the evaluation cycle as it deems appropriate.

The performance evaluation process is designed to align individual performance planning with annual business planning within an employee's division or classroom. Employees and the Director can use the performance evaluation process to set performance expectations for the plan year by identifying key job responsibilities and/or specific performance objectives. The performance evaluation process may also be used to support career development or performance improvement by identifying development objectives to be accomplished during the plan year.

The Company's use of the performance evaluation process for defining and evaluating employee performance is not intended to, and will not, affect an employee's right or the Company's right to terminate employment at any time, with or without cause, and with or without advance notice. A performance evaluation does not imply a guaranteed adjustment to compensation or a promise for continued employment. Moreover, the performance evaluation process is not intended to, and does not, limit or otherwise affect the Company's right to modify an employee's compensation and benefits, position, duties, and other terms and conditions of employment at any time.

SALARY REVIEW

Salary and wage increases are at the discretion of Cedar School and are based on a number of factors, including, but not limited to, the Company's business and profitability, market factors, and performance. Cedar School strives to do an annual salary review with a standard cost of living (COLA based on national CPI) adjustment. Then, any additional increase, if applicable, will be based on overall individual and measurable performance.

CONFIDENTIAL INFORMATION

Careful custody and handling of customer information and documents or materials containing the Company's confidential, proprietary information is of great importance.

Due to standards of professional conduct and the nature of the Company's business, it is a requirement that all employees preserve the confidentiality of all confidential information pertaining to the Company and the children and families it serves. Confidential information includes but is not limited to tuition reports, costs of goods, profits, internal databases containing information regarding children/ families, computer software and programming, trade secrets, proprietary information, curriculum development information, child documentation and photos, and any personal information relating to a child and/ or their family. Absolutely no photos should be taken or stored on personal devices; doing so is subject to disciplinary action up to termination. Any use of child photos for personal social media postings and/or any other personal use is considered misconduct and may be grounds for immediate termination.

MEDIA INQUIRIES

All inquiries from the media or the public regarding students, curriculum, school activities, etc., should be directed to the Founder.

SOCIAL MEDIA POLICY

In general, Cedar School views social networking sites (e.g., Facebook, Twitter), personal Web sites, and blogs positively and respects the right of employees to use them as a medium of self-expression. If an employee chooses to identify themselves as an employee of Cedar School on such Internet venues, some readers of such Web sites or blogs may view the employee as a representative or spokesperson of the Company. In light of this possibility, Cedar School requires, as a condition of employment, that employees observe the following guidelines when referring to the Company, its programs or activities, its clients, and/or other employees in a blog or on a Website.

- Employees must respect the privacy rights of our children and families and refrain from referencing or identifying them in all communications and blogs. Cedar School strongly discourages engaging in social networking activity with current and/or former children and families.
- Employees must not use blogs or personal Web sites to discuss engaging in conduct that is prohibited by Company policies, including, but not limited to, the use of recreational or illegal drugs, unlawful discrimination, or harassment. The policies in this handbook apply to employee behavior within social media and in public online spaces.
- Social media activities should not interfere with the performance of an employee's job duties or work responsibilities. Refer to the Computer and Email Usage policy regarding accessing social media with Company equipment or property.

- Employees must not post pictures of children or families on a Web site without obtaining written permission from the family member.
- When using social media, if an employee expresses either a political opinion or an opinion regarding the Company's actions and also identifies oneself as an employee of the Company (or if it can be inferred that the employee is an employee of the Company), the poster must specifically state that the opinion expressed is the employee's personal opinion and not the Company's position. This is necessary to preserve the Company's goodwill in the marketplace.
- Employees may not make any statement or post any comment or other material endorsing, recommending, or promoting any of the Company's (or any affiliated company's) products or services without disclosing the nature of the employee's relationship with the Company.

Any employee found to be in violation of any portion of this policy may be subject to immediate disciplinary action, up to and including separation of employment. Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment.

NON-SOLICITATION AND NON-DISTRIBUTION

We desire to conduct our operations in an orderly and efficient manner. We believe our employees and clients should have the opportunity to work without interference from persons who are pursuing a purpose not related to our normal business. With this in mind, we have established the following rules:

Non-employees

Except for bona fide company purposes, non-employees, including family members, are prohibited from coming on company premises to solicit, survey, or petition employees or clients or to distribute literature or other materials for any purpose at any time. This policy includes charity solicitors, salespersons, union organizers, and any other person with any other form of solicitation or distribution.

Employees

Employees are prohibited from soliciting for any cause or purpose during working. For this purpose, "working time" means all time when an employee is required or expected to be engaged in their assigned work tasks. Solicitation is permitted during non-working time, such as before or after work or during meal or break periods. Soliciting employees who are on non-working time may not solicit other employees who are on their working time. Furthermore, employees are prohibited from distributing any form of literature or other material for any purpose during working time or in work areas and to families of the program. We strictly prohibit soliciting Cedar School families on behalf of any other business, staff member, or family member enrolled at Cedar School for any financial support/goods/services/classes/alternate childcare/charitable causes, etc. Soliciting family members is cause for disciplinary action up to immediate termination.

ATTENDANCE AND PUNCTUALITY

All employees are responsible for good attendance and punctuality. This means reporting to mandatory meetings and work on each scheduled workday unless illness or other unavoidable circumstances make it impossible to do so or unless prior permission to be absent has been obtained. Generally, given the school offers over a four-week cumulative total of time off for full-time forty-hour week employees as well as accrued PTO, the expected and good attendance is defined by no more than ten percent of additional days out per year beyond the above paid time off.

You are responsible for reporting to work on time. If you are going to be late or absent, you must notify the Director verbally by telephone or via text as soon as possible in advance of the anticipated tardiness or absence, but in any event, at least two (2) hours prior to your starting time. Unless your Director directs otherwise, or you are on an authorized leave, a notice of absence must be given each day the employee is absent. If you need to leave early, ask your Director if your request can be accommodated. Three tardy arrivals in a 60-day period may result in disciplinary action up to termination.

In most cases, failure to appear for work without notifying your Director will be considered a no-call no-show and is grounds for immediate termination. The Company complies with all applicable federal, state and local leave laws and, when applicable, will provide sick leave consistent with such laws.

COMMUNICATIONS

Successful working conditions and relationships depend upon successful communication. The Company expects employees to stay aware of changes in procedures, policies, and general information. The Company may communicate this information through the use of the Employee Handbook, bulletin boards, discussions with your Lead or Director, staff meetings, newsletters, training sessions, and email. In addition, if you have any ideas, suggestions, personal goals, or problems that relate to your work, we welcome the opportunity to discuss them with you. If you would like to do so, please bring it to the attention of your immediate Lead or any other member of the Administration with whom you feel comfortable.

INCLEMENT WEATHER

The Company will open for business every day, in all kinds of weather, but we understand that occasions will arise when extreme weather or road conditions keep people at home. The Company may require employees to temporarily work from home to ensure business continuity. In the event employees are unable to work remotely, they are expected to follow the Company's procedures for absences to report any absence or late arrival. PTO may be used to cover weather-related absences.

While hourly employees are not entitled to snow closure pay by default, Cedar School is proud to offer inclement weather compensation as a unique benefit to our employees. In the event the company closes Cedar School for inclement weather reasons, employees may be eligible for "inclement weather pay" as outlined below:

- Part-time employees will be compensated for closures or operational adjustments based on their assigned shifts for the specific day(s) affected.
- Employees with pre-approved absences may use their PTO for time missed; however, employees with existing time off requests will not be compensated beyond their approved absence.
- Employees who call in sick prior to the closure announcement may use their PTO to make up for the lost time. If PTO is exhausted, they will be compensated for the remaining or full shift.
- Unless there is a pre-approved day that falls before or after a closure, staff members must complete the entire shift before and after the closure to be compensated for inclement weather pay. If a staff member does not complete their entire shift before and after the closure, they forfeit the inclement weather compensation for the entirety of the closure.

- Employees should be prepared to be assigned work-from-home duties such as planning and continuing education, which must be completed in order to receive any compensation for inclement weather closures.
- Inclement weather pay will not be paid out to an employee during a resignation notice period.
- In the event of a closure, and an employee is not eligible for inclement weather pay, they may use their PTO.
- Inclement weather pay is at the discretion of the company and is not guaranteed.

FREELANCE WORK/NON-COMPETITION

As an employee of the Company, you owe the Company certain common law duties (e.g., a duty of loyalty and obligation to avoid conflicts of interest) and statutory obligations (e.g., protection of trade secrets). While Cedar School does not object to “moonlighting,” you must follow these specific guidelines to the extent consistent with Washington law:

- Outside work must not interfere with your work for the Company. All meetings, telephone calls, and work associated with any outside job must be conducted after hours or on the employee’s personal time, entirely outside the classroom or office. No Company supplied telephone, computer, or equipment may be used for other outside employment.
- Any outside work must not create scheduling conflicts, excessive fatigue, conflicts of interest, or a general inability to perform work for the Company. If, in our opinion, such situations arise, our requirements will take precedence.
- Any outside work must be consistent with your duties and obligations to the Company. By way of example, this means that during your employment, you may not engage in any outside employment which is or may be competitive with the business of the Company or which may be contrary to the welfare, interest, or benefit of the Company.

Childcare and babysitting are strictly prohibited for enrolled families off work hours and premises. Additionally, employees, while employed by The Company, are prohibited from providing babysitting services to families that are exiting/have exited the program. Employees who violate this policy may be subject to disciplinary action, including termination of employment.

The Company understands that what employees do in their free time is at their discretion. However, the Company expects that any outside activity or work will not interfere with the employee’s ability to perform their job duties with the Company and will not pose a conflict with Company duties and obligations. If you have any questions about your outside job, please reach out to the Director.

USE AND PROTECTION OF COMPANY PROPERTY

Employees are expected to exercise due care in their use of Company property in their possession or control and to use such property only for authorized purposes. Violations of this policy, such as using company equipment and time for personal use and engagement, may result in disciplinary action, up to and including termination.

Employees are encouraged to conserve Company-provided supplies and materials and use them judiciously.

APPROPRIATE DRESS IN THE WORKPLACE

For business reasons such as promoting safety in the workplace and demonstrating professionalism to the Company's customers and children, all employees must dress in neat, professional, and appropriate attire with a name identifier (e.g., badge or company-provided embroidered attire), adhere to professional grooming standards, and behave in a professional, businesslike manner. Please use good judgment in your choice of work clothes. You are expected to be suitably attired and groomed during working hours or when otherwise working for the Company. Skirts and dresses, at a minimum, must be midi-length (past the knees), shorts must meet the knees or fall below (e.g., Bermuda shorts or culottes), clothes and jeans must be free of holes and tears, and dress attire should be comfortable and professional. In addition, any tights/ stretch pants/ athletic pants worn should be fully opaque. Employees must wear closed-toed shoes at all times while on the clock, off, and on-site.

Employees failing to adhere to proper Company standards with respect to dress and appearance may be sent home to change. It is up to the discretion of the Director and/or Lead to make the decision on appropriate attire. Under such circumstances, non-exempt employees will not be compensated for the time away from work; exempt employees may use PTO. If the situation is repeated, employees may be subject to disciplinary action, up to and including termination. For best practices, it is advised that you have an extra change of clothes available at work.

The Company may at any time enforce a standard uniform provided to employees to promote professionalism in the workplace, which would be consistent with the current dress code.

NO-GUM CHEWING; NO HEADPHONES

Gum chewing is unprofessional and is prohibited while working and engaging with colleagues and families.

Headphones while working are strictly prohibited. Children need to be in direct visual and auditory range at all times; further, headphones can be a distraction to critical work functions and necessary colleague and family engagement. Wearing headphones during work hours in any work-related position, unless expressly approved, may result in disciplinary action up to immediate termination.

MUSIC

Music is allowed to be played while in the classroom. The music must be appropriate for the children served and may not be "radio music or news" or "outside music or news". Lyrics depicting vulgar, racial, sexual, religious, violence, other slurs and harassment are inappropriate. It is best to assume the lyrics are inappropriate if they can be questioned. If employees have questions or concerns regarding this policy, please contact the Director or Founder.

PERSONAL VISITORS AND PETS

Only visitors who are properly approved or authorized may be on any Company premises; this includes all operating and non-operating hours. This helps to maintain safety standards, safeguard employee and child welfare, protect our property and locations, guard confidential information against theft, and reduce potential distractions and disturbances.

All Staff visitors should wait outside of the building. Authorized visitors will receive directions or be escorted to their destination. If you have visitors, you are responsible for their conduct and to watch out for their safety. Visitors of staff are not permitted in the classrooms before, during, or after classroom operations. Staff visitors shall wait outside of the building until Staff members are able to join them. Having visitors in the classroom without expressed approval from the Director is grounds for disciplinary action up to termination.

If you see an unauthorized person on the Company's premises, notify the Director immediately or, if necessary, direct the person to the common areas of the building.

Employees who are no longer with the Company are prohibited from entering company premises without direct authorization from the Director or Founder.

For sanitation purposes, pets of employees and visitors, unless a service animal protected by law, are prohibited from entering the building.

PERSONAL CELL PHONES

During working hours, employees' personal cell phones should be stored and inaccessible unless otherwise specified by your direct supervisor. If employees receive personal calls or texts on their cell phones during working hours, the calls or texts may only be returned during meal/break periods unless approved by your direct supervisor for a specific instance. Personal texting and messaging are also strictly prohibited during work hours. Families of the school should only be contacted by the Company's internal equipment or phones and should never be contacted through an employee's personal device. Furthermore, employees are strictly prohibited from calling or texting family members from their personal cell phones, taking photos of children, or taking audio or video recordings of the classroom or children. Violation of this policy may be subject to discipline up to and including termination.

CLASSROOM CELL PHONE & IPAD POLICY

The Company may issue cell phones and/or iPads for business use only, and the cell phone policy must be adhered to at all times. The purpose of the cell phone and iPad are to be able to communicate during business hours between classrooms, contact families as needed, and for emergency use on-site and off-site. There should be no personal use with the company cell phone or iPad, including no personal calls, personal texts, searching the internet, social media use, or gaming. Unless approved, no apps should be downloaded to cell phones, iPad, or any other company device. Photos taken with the classroom cell phone or iPad are to remain the property of Cedar School and should only be used in Cedar School-approved mediums such as child reports, portfolios, or classroom use.

Improper use of cell phones or iPads may result in disciplinary action up to immediate termination. Cell phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the company confidentiality policy may result in immediate employee termination.

Please contact the Administration if you have any questions about the classroom cell phone or iPad use.

EMPLOYMENT

EMPLOYMENT CLASSIFICATIONS

It is the Company's policy to inform employees of their employment classifications and their status as exempt or non-exempt at the time of hire and to inform employees of any changes in classification during their employment. An employee's classification in no way affects the at-will nature of the employment relationship.

"Regular" Full-Time Employee: An employee who works at least 40 hours per week is considered a Regular Full-Time employee.

"Regular" Part-Time Employee: An employee who works less than 40 hours per week is considered a Regular Part-Time employee.

Non-Exempt Employee: A non-exempt employee is subject to the overtime provisions of federal, state, and local wage and hour laws. Non-Exempt employees are entitled to overtime for hours worked over forty (40) hours in a work week. Overtime is paid at one and one-half (1.5) times an employee's regular rate of pay. Any overtime must be pre-approved by the Founder or Director.

Exempt Employee: An exempt employee is not subject to the overtime provisions of federal or state wage and hour laws. Exempt employees are generally paid a set salary for each pay period without regard to the number of days or hours worked. Salaried, exempt employees do not receive overtime compensation for hours worked in excess of forty (40) hours per week. A salaried employee may have their salary reduced for absences for personal reasons, sickness, or disability in accordance with the Company's time off policy.

MEALS AND WORK BREAKS

For non-exempt employees, the regular (unpaid) meal period is thirty (30) minutes. It is generally scheduled in the middle of the workday, no earlier than two (2) hours and no later than five (5) hours after the shift's starting time. A second, unpaid thirty (30)-minute meal period will be provided within five (5) hours from the end of the first meal period and for each five (5) hours worked thereafter and/or if an employee works three (3) or more hours longer than a regularly-scheduled shift.

Meal periods must be reflected accurately on a non-exempt employee's time records. Non-exempt employees who voluntarily choose to waive or shorten their meal period (particularly on a standing basis) must/should sign a written acknowledgment and waiver, which can be obtained from a manager or HR. Employees should be completely relieved from duty during their meal period. If a non-exempt employee is required by a manager to perform work duties while on their meal period, the meal period will be continued until the employee receives thirty (30) minutes of total mealtime and the employee will be compensated for the entire meal period.

Non-exempt employees are also given a 10-minute paid rest break for each 4 consecutive hours worked, except where the nature of their work allows them to take several mini-breaks for the equivalent of 10 minutes during each 4-hour working period. Rest breaks should be taken during the first half of the workday and another during the second half of the workday. No employee shall be required to work

more than three (3) hours without a rest break. Rest periods may not be combined, added to a meal period, or taken at the beginning or end of the work day.

Non-exempt employees are required to take their rest and their meal periods (unless the meal period is voluntarily waived). It is a mandatory job duty for employees to advise their supervisor or the Company's human resources department if they feel they do not have adequate opportunity for their meal periods or rest breaks, if they miss a meal period or rest break, or if they are pressured to skip their meal periods or rest breaks, so that they can be properly compensated. If you believe that you are not receiving your required meal or rest breaks, please immediately contact the Director or Founder.

PERSONNEL FILES

Cedar School maintains personnel files for each employee. Maintaining the personnel files is the responsibility of the Founder and Director. It is important to keep personnel files up-to-date. Please ensure that we have accurate information regarding:

- Legal name
- Home address
- Home telephone number
- Contact person in case of emergency
- Marital or Domestic Partner status
- Beneficiary information
- Driving record or status of driver's license and insurance (if you are required to do any driving on company business)
- W-4 exemptions
- Work authorization status
- State-required training and certifications

Upon experiencing a family status change (i.e., marriage, divorce, birth/adoption of a child), please notify the Founder or Director immediately.

Employees are asked to keep the Company current on the person or persons to be notified in case of a serious accident. In case of an emergency, the Company will reasonably obtain the best emergency treatment available.

If you wish to view your file, you may make an appointment with the Founder or Director. The Company will not release information contained in an employee's personnel file to other employees or outside agencies, except as required by law, or where deemed necessary by the Company at its discretion, or whereby authorized by the employee in writing and in compliance with pertinent rules and regulations as indicated by the State of Washington.

TECHNOLOGY USE

Cedar School makes every effort to provide the best available technology. In this regard, the Company has installed, at substantial expense, equipment such as computers, email, and voicemail.

Computers, the e-mail system, and equipment or technology paid for by the Company to access the Internet are property of the Company and are to be used by an employee for business purposes. All

employees have the responsibility to use these systems in a lawful manner and in accordance with Company policies. All electronic information, records, and messages on the Company's computer systems, including e-mail, internet usage, and online services, are records and property of the company in accordance with this policy. The Company will access, monitor, read, disclose, use, and otherwise deal with any records and messages on its systems in any manner that it chooses. **Consequently, employees should have no expectation that communications through any of the Company's systems will be private.** Please be aware that computer and e-mail use may be monitored and is subject to disclosure to third parties.

Any employee who sends or receives inappropriate emails that violate Company policy or uses the Internet inappropriately and for non-work-related purposes during working hours may be subject to disciplinary action, up to and including termination. "Inappropriate use" includes, but is not limited to, visiting adult entertainment websites or sending or posting photos, descriptions, jokes, references, innuendos, spam, or any other content or activity that violates the Company's harassment and discrimination policies, including the company's EEO and anti-harassment policy contained in this Handbook.

Cedar School does not condone the illegal and/or unauthorized duplication of software or other copyrighted material.

ARTIFICIAL INTELLIGENCE (AI)

Generative AI (GAI) is a technology that can create new content in response to prompts, including but not limited to text, speech, and images (e.g. Open AI's ChatGPT). Cedar School recognizes that GAI creates significant opportunities to enhance workplace productivity, efficiency, effectiveness, and overall client service. However, it is imperative that our use of these tools be consistent with Cedar School's values and standards, applicable law, and client requirements and expectations.

Process

To that end, Cedar School has developed the following guidelines to enable its employees to leverage this exciting technology, while at the same time ensuring that we remain true to our core principles and that we appropriately manage risk.

In addition to the guidelines below, all use of GAI by Cedar School staff while performing their work for the company is subject to the company's Employee Handbook and all other applicable policies. Failure to comply with these guidelines and/or policies may subject Cedar School employees to discipline, up to and including termination of their employment.

Guidelines

- **Publicly Available GAI Applications.** With the increasing popularity of GAI applications such as GAI chatbots (Open AI's ChatGPT and Google's Bard) or image generators (DALL-E 2, Midjourney), it has become necessary to outline the proper use of such tools while working at Cedar School. While these GAI applications may offer attractive opportunities to streamline work functions and increase our efficiency, they come with serious security, accuracy, and intellectual property risks.

Limited use of publicly available GAI applications like ChatGPT, Bard, and other similar applications that mimic human intelligence to generate answers, work product, or perform certain tasks will be allowed while performing work for Cedar School, on the condition that it must be made known to your Director or Program Supervisor before any work product or information is shared with a client. Further, you must not upload or input any confidential, proprietary, personal, or sensitive client information into any of these GAI applications pursuant to Paragraph 2 below. Treat every bit of information you provide to a publicly available GAI application as if it will go viral on the internet, attributed to you or Cedar School, regardless of the settings you have selected with the tool (or the assurances made by its creators).

GAI applications can be prone to “hallucinations”, false answers or information that is stale. In addition, GAI applications may produce results that reflect biased or incomplete data sets on which they were trained. Therefore, pursuant to Paragraph 3 below and even after your supervisor has knowledge of such use, AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the tool, that information cannot be used for work purposes.

- **Confidentiality, Data Privacy, and Data Security.** Cedar School staff should view inputs to a GAI application as akin to disclosures to a third party. Just as you would not email a client’s confidential information to an outside party, company financial or strategy information, and/or similar information, you should not input such information into a GAI tool. If you are unsure if your information is safe to enter, you should seek guidance from your Director or Program Supervisor.
- **Accuracy.** Cedar School staff should review the limitations of the particular GAI tool and must closely review and fact-check all outputs from these applications. Though their outputs are polished and credible sounding, GAI tools routinely generate responses that are factually inaccurate and/or that may be inconsistent with our business practices, principles, obligations, and objectives. GAI tools are not a substitute for human judgment or work obligations we owe to Cedar School clients.
- **Intellectual Property.** Cedar School staff may not use GAI tools to produce content with respect to which Cedar School, one of its clients, or one of its vendors may have IP rights. Additionally, Cedar School staff must be mindful that outputs from GAI applications may include intellectual property or other, which Cedar School is not permitted to use with appropriate attribution or other requisite action. Furthermore, some entities may prohibit or limit your ability to upload their content into a GAI tool.
- **Bias.** Any potential use of GAI tools to assist with employment decision-making, whether for Cedar School employees or client employees, such as which applicants to hire and employees to promote should be discussed with Cedar School’s legal counsel or the client’s legal counsel. These tools may have embedded biases that we are unaware of, and their use to assist with decision-making may trigger a number of legal or business issues that need to be carefully considered.
- **Monitoring.** At all times, Cedar School has the right, but not the obligation, to access, monitor, and record the use of generative AI tools of the company’s information systems by Cedar School staff. Cedar School staff should have no expectation or privacy with respect to any inputs or outputs from generative AI tools used on the company’s information systems.
- **Asking Questions and Reporting Violations.** Please direct any questions regarding these guidelines or about the use of GAI in connection with your work for the company to your Director

or Program Supervisor. Additionally, Cedar School staff should promptly report any suspected violations of these guidelines or violations of other applicable company policies stemming from the use of GAI tools to your Director or Program Supervisor.

- **Updates.** Cedar School will continue to closely monitor this burgeoning new area and will update these guidelines, as appropriate, to address new developments and considerations. Accordingly, this policy may be modified or terminated at any time for any reason, with or without notice to Cedar School staff.

TRANSPORTATION/AUTOMOBILES

Cedar School requires employees working off-site on school-related business to have transportation during business hours. Cedar School does not always provide transportation for employees. Employees who drive for business are required to:

- Maintain a valid Washington State Driver's License
- Carry collision and liability coverage that meets state minimums
- Refrain from borrowing co-worker automobiles for business purposes

As a Cedar School employee using a personal automobile for business purposes, you agree to the following:

- Employees that borrow any automobile during business hours to conduct Company business are responsible for any damages to that automobile and may not hold Cedar School accountable; and
- Employees do not have access to Cedar School funds or insurance if involved in an accident
- If an employee is injured in the course of an automobile accident, an employee would both complete an accident report as well as file an L&I claim for all medical treatment.

PARKING

There may be parking spaces reserved on-site for an automobile owned or utilized by a designated representative of the Company. The only designated representative that can park in these reserved spaces includes Cedar School Administration, Operations, or Ownership. All other employees are required to park off-site. If an employee parks on-site, that employee runs the risk of being ticketed or towed. Cedar School is not responsible for any fees associated with an employee's vehicle being ticketed or towed.

BUSINESS EXPENSES AND EXPENSE REIMBURSEMENT

Any business-related out-of-pocket expenses must be pre-approved by management to be considered for reimbursement.

PAYROLL AND COMPENSATION

WORKWEEK AND PAY DISTRIBUTION

Cedar School is open for business from 8:30 am – 5:30 pm Monday through Friday. Our normal work week consists of 40 hours in a work week. Actual schedules may vary depending upon position. Employees are provided with meal and/or rest periods to the extent required and in accordance with

applicable law. The Director will inform employees of their scheduled hours as well as any meal and/or rest periods.

For payroll purposes, the regular workweek is 12:01 a.m. Sunday through midnight Saturday. The established regular pay period and paydays are as follows:

- Bi-weekly: The pay period is every two weeks for payment on every other Friday for the previous two weeks.

Exceptions to the payroll schedule may be made when holidays fall within the computation period. If a payday falls on a holiday or weekend, employees will be paid on the previous regularly scheduled workday.

PAYROLL DEDUCTIONS

The Company makes certain mandatory and some voluntary deductions from each employee's paycheck. Mandatory deductions include federal tax withholdings and FICA and those required by Washington's Paid Family and Medical Leave Act, WA Cares Fund premiums as well as others required by state and/or federal laws. Voluntary deductions include items employees specify in writing, such as premiums for medical, vision, or dental insurance coverage. Details of earnings and deductions are itemized on the stub of the paycheck.

If you wish to change exemptions claimed for federal withholdings, you must complete a new W-4 Form.

ACCURACY AND TIMELINESS OF PAYCHECKS

The Company makes every effort to ensure paychecks are accurate and paid in a timely fashion. Employees should check their paychecks carefully to ensure they are accurate and include only the proper deductions. For non-exempt employees, this includes checking whether the paycheck includes the correct pay for all regular and overtime hours worked each workweek. Employees should promptly report any errors, including overpayments, to the Director or Founder.

In the event an inadvertent overpayment occurs, the Company expects employees to notify the Director or Founder immediately.

In the event a check containing an overpayment has been negotiated or deposited, the Company expects the employee to make arrangements for repayment. The Company will provide written confirmation of the overpayment and the terms for repayment in compliance with Washington State law for the employee's signature.

In the event an error is made due to either an employee or employer error, the correction will be on the next scheduled pay period.

An employee may arrange to have his/her paycheck released to another person by written request only. Without such written authorization, the paycheck will not be released to anyone but the employee. The authorization will remain effective until the employee provides written notice that the authorization has been withdrawn.

TIME AND ATTENDANCE RECORDS AND PAYROLL COMPLIANCE

Employees are required to utilize the clock-in clock-out system provided by the Company.

Non-Exempt Employees

Accurately Record Time - Federal and state laws require an accurate record be kept of time worked by each non-exempt employee. Time worked must be recorded daily on time sheets or time cards. "Work hours" are to reflect the exact time an employee starts and stops working, including the starting and ending times of meal periods, and not simply scheduled arrival and departure times. If overtime is recorded, the reason for it should be noted in the "comments" section of the timesheet or on the time card. No employee, Lead, or Director may instruct another employee to incorrectly or falsely report the hours actually worked or alter another employee's time record so as to under- or over-report the hours actually worked. No employee may record time or punch a timeclock for another employee. Any employee, Lead, or Director who fails to report or who inaccurately reports any hours worked is subject to disciplinary action, up to and including separation of employment.

Only Work Authorized Hours - Non-exempt employees may not start work early, finish work late, work during an unpaid meal period or paid rest break, or perform any other extra or overtime work unless (1) the Director has authorized them prior to doing so, and (2) they have accurately reported all of this work time to the Company on their time sheet or time card.

Rounding - Cedar School uses a rounding rule for timecards. When an employee is 1 to 7 minutes late, they are paid for the entire quarter-hour; if they are 8 to 14 minutes late, payment begins at the nearest quarter-hour. If an employee clocks out 7 minutes before the end of their shift, they are paid to the end of that shift; if they clock out 8 minutes prior to the end of their shift, their payment stops at the nearest quarter hour. If an employee clocks out 7 minutes after the end of their shift, they are paid to the end of that shift; if they clock out 8 minutes after the end of their shift, their payment stops at the nearest quarter hour. The following chart is provided as an example of rounding practices based on the 7-minute rule:

CLOCK IN TIME =	7:52 a.m. /	PAY AS	7:45 a.m.
	7:55 a.m. /	PAY AS	8:00 a.m.
	8:07 a.m. /	PAY AS	8:00 a.m.
	8:09 a.m. /	PAY AS	8:15 a.m.
	8:21 a.m. /	PAY AS	8:15 a.m.
	8:23 a.m. /	PAY AS	8:30 a.m.
CLOCK OUT TIME =	4:51 p.m. /	PAY AS	4:45 p.m.
	4:54 p.m. /	PAY AS	5:00 p.m.
	5:07 p.m. /	PAY AS	5:00 p.m.
	5:09 p.m. /	PAY AS	5:15 p.m.
	5:22 p.m. /	PAY AS	5:15 p.m.
	5:24 p.m. /	PAY AS	5:30 p.m.

No "Off the Clock Work" - Non-exempt employees are prohibited from performing any "off the clock" work. "Off-the-clock" work means work that was performed but not reported on the employee's time sheet or time card. This is a violation of Company policy and may result in disciplinary action, up to and including separation of employment. If anyone directs or instructs an employee to work "off the clock," the employee must immediately report it to the Founder, Director, or any other member of management.

Certifying Time Records - When an employee signs or submits a time sheet or time card, the employee is verifying that he, she, they, their, or them has completely and accurately reported all hours worked.

Timeliness of Time Record Submissions - Employee time records are due to the Director on the first business day following the close of the pay period. Time cards or time sheets must be accurate and legible. Time records must be submitted to and approved by the Director by Friday no later than 5:30 pm for the previous workweek. Failure to complete and submit accurate time records or otherwise comply with this policy may lead to discipline, up to and including separation of employment.

Reporting Time Recording Violations - If you become aware of any violation of this Time and Attendance Records and Payroll Compliance Policy, you should report the violation immediately to the Founder, Director, or any other member of the Administration.

Exempt (salaried) Employees

Exempt salaried employees receive a salary that is intended to compensate for all hours worked for the Company. This salary is established at the time of hire. While it may be subject to review and modification from time to time, such as during salary review times, the salary is a predetermined amount that is not subject to deductions for variations in the quantity or quality of work.

Under federal and state law, exempt salaried employees' salaries are subject to certain deductions. For example, absent contrary state law requirements, exempt salaried employees' salaries are subject to reduction for the following reasons:

- Full-day absences for personal reasons;
- Full-day absences for sickness or disability;
- Full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave absences (either full or partial day absences);
- To offset amounts received as payment for jury and witness fees or military pay; or
- The first or last week of employment in the event of less than a full week worked.

Exempt salaried employees' salaries are also subject to reduction deductions for their portion of health, dental, or life insurance premiums; state, federal, or local taxes; social security and Medicare; or voluntary contributions to a 401(k) or pension plan; or other deductions mandated by federal, state or local laws.

In any workweek in which exempt salaried employees perform any work, their salary is not subject to reduction for any of the following reasons:

- Partial day absences for personal reasons, sickness, or disability;
- Absence due to the Company's decision to close a facility on a scheduled work day;
- Absences for jury duty, attendance as a witness, or military leave in any week in which any work is performed; or
- Any other deductions prohibited by state or federal law.

However, subject to state law, it is not an improper deduction to reduce exempt salaried employees' accrued vacation, personal, or other forms of paid time off banks for full or partial day absences for personal reasons, sickness, or disability.

Employees who believe they have been subject to an improper deduction should report the matter to their supervisor immediately. If the supervisor is unavailable or is an inappropriate person to contact, or if a prompt and fully acceptable reply has not been received within five (5) business days, Director or Founder should be contacted.

Every report of improper deductions will be fully investigated and corrective action, up to and including discharge, will be taken, as appropriate, for any employee(s) who violates this policy. In addition, the Company will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Company's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy may result in disciplinary action, up to and including discharge.

Any questions about any pay deductions should be immediately raised with the Founder or Director.

To Report Payroll Concerns or Obtain More Information

If a paycheck has improper deductions or does not accurately reflect all hours worked, you should immediately report the matter to the Director. If the Director is unavailable, or you believe it would be inappropriate to contact the Director, or you have done so, but have not received a prompt and fully acceptable reply, then you should immediately contact the Founder. If you are unsure of whom to contact or have not received a satisfactory response within five business days after reporting the incident, please immediately contact All Things HR.

The Company investigates all reports of improper deductions or incorrect payment. The Company will correct the paycheck or reimburse the employee for improper deductions if it determines that the employee was paid incorrectly or that an improper deduction was made. In addition, where the Company deems appropriate, employees who violate the Company's pay policies may be subject to disciplinary or other corrective action, up to and including termination.

The Company will not allow any form of retaliation against anyone who reports alleged violations of its pay policies or who cooperates in its investigation of such reports. Retaliation is unacceptable and may result in disciplinary action, up to and including possible discharge.

OVERTIME

Overtime is time worked in addition to a non-exempt employee's regularly scheduled forty (40) hour work week.

Eligibility: Non-exempt employees are eligible to receive overtime pay at a rate of one and one-half (1.5) times their regular rate of pay for all hours worked in excess of 40 hours per work week. Overtime is calculated based on actual hours worked, e.g., not holiday hours when a holiday occurs within the workweek.

Scheduling and Working Overtime: From time to time, non-exempt employees may be required to work overtime in order to meet business or client needs. Before overtime is worked, the employee must have prior approval from the Director. Overtime is considered a condition of employment, and refusal to accept overtime when reasonable notice has been given is cause for discipline, up to and including termination. Employees will be paid for all overtime worked, and no Employee shall be permitted to work "off the clock"; however, employees who fail to obtain prior approval may be disciplined. Please talk with the Director if you have questions about working overtime or overtime eligibility.

DIRECT DEPOSIT

Once hired, all employees are required to sign up for direct deposit. Payroll must have account information from the financial institution to initiate this, along with a direct deposit form or a document from the banking institution specifying the account information. Earnings can be deposited into a checking or savings account. Earnings can also be split between more than one account. If you wish to make changes to your direct deposit, a form will need to be filled out along with account information from the financial institution. Direct any questions regarding direct deposit to the Director or Founder.

WAGE GARNISHMENTS

We hope employees will manage personal financial affairs so that we will not be obligated to execute any court-ordered wage garnishments. However, when court-ordered deductions are to be taken, the employee will be notified.

Cedar School acts in accordance with all applicable laws, including the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

EMPLOYEE BENEFITS AND LEAVE

YOUR HEALTH INFORMATION

Cedar School is committed to safeguarding employee privacy and thus enforces an Employee Privacy Policy. During the course of employment, we may receive personal information such as social security number, address, and phone number. We may also receive personal health information to administer benefits or leaves of absence.

Cedar School may use or disclose employee personal health information, according to our policy, when required for legal or governmental purposes, business operations (including administering employee health plans), emergent situations, or when authorized by the employee.

Questions about rights protecting personal health information may be taken to the Director or Founder.

BENEFIT OVERVIEW

Cedar School provides benefits to employees regularly scheduled to work at least 32 hours per week. The Company reserves the right to change these plans at any time. This Benefits Overview is intended to provide you with a summary only. Please refer to the actual benefit plan for a current and complete description of the benefits. You may direct questions regarding your benefits to the Founder or Director.

MEDICAL, VISION & DENTAL INSURANCE

Cedar School pays, at a minimum, 50% of the premium for employee medical, dental, and vision coverage. The employee will pay for any coverage elected for dependents at a rate of 100%. Medical insurance is available on the first of the month following 90 days of employment. Requests for benefits are required to come no later than 30 days after eligibility. Otherwise, the employee forfeits benefits until the next open enrollment period, currently held in June. Requests in June must come no later than June 30th.

RETIREMENT PLAN

Cedar School offers a Retirement Plan to its employees who have completed one (1) year of service.

Cedar School provides a matching contribution of up to 3% of compensation (not limited by the annual compensation limit). The employee is always 100% vested in (or, has ownership of) their contributed retirement money.

Once an employee meets their one-year anniversary with Cedar School, they will be notified of their eligibility and arrangements will be made for the employee to complete the required enrollment paperwork for the retirement plan.

CONTINUING EDUCATION

WA State DCYF supports employee development by providing education reimbursement for childcare job-specific required training. Should DCYF not reimburse the employee. The following courses are required for all caregivers:

- CPR
- First Aid
- Blood Borne Pathogens - to include HIV
- STARS Basic and Continuing Education
- Food Handlers Card
- Initial STARS Basic 30-hour Training; 10 hours STARS training each year thereafter

The specific training course must be pre-approved and completed within the first three months of employment. Failure to complete the training within the above time frames may lead to disciplinary action up to termination. All employees must be actively employed and satisfactorily performing the duties and responsibilities of their job to receive any reimbursement from Cedar School.

The Company requires a minimum of 10 hours of WA State STARS continuing education per year for all employees and offers STARS continuing education for selected areas of early childhood education, which is paid for 100% when attending Company-facilitated training. If an employee elects to forego a

training facilitated by the Company, the employee will be required to pay for their own continuing education courses to fulfill any of the 10 required hours missed. The Company may choose the time and location for continuing education.

TIME OFF

PAID TIME OFF POLICY

Cedar School provides paid time off (PTO) for all employees working in Washington State. This policy is designed to be compliant with all applicable laws, including Washington's Paid Leave law and the Seattle Paid Sick and Safe Time Ordinance.

Cedar School is a Tier 1 employer under the Seattle Paid Sick and Safe Time Ordinance.

Accrual and Carryover

Employees shall accrue PTO at the rate of 1 hour per 40 hours worked. Accrual is based upon hours actually worked. In the case of exempt employees, PSST will only accrue for hours worked up to a 40-hour workweek. If their normal work in a workweek is less than forty (40) hours, PSST accrues based upon that employee's normal workweek. Time does not accrue when hours are paid, but time is not worked (e.g., when accrued PTO hours are used or paid holidays). The policy year is the consecutive 12-month period beginning January 1st and ending on December 31st.

At the end of each calendar year, any unused, accrued PTO hours will be carried over to the next year up to 40 hours. Any amount of unused, accrued PTO at the end of the year over and above this carryover cap will be lost.

Usage and Usage Purposes

PTO will be used for the following reasons:

Sick Time:

- The employee's mental and physical illness, injury or health condition, including temporary medical disability (for example, an employee with pregnancy or childbirth), or to accommodate the employee's need for medical diagnosis, care, or treatment of the employee's mental or physical illness, injury or health condition, or an employee's need for preventive care such as medical, dental or optical appointments.
- To care for an employee's family member with a mental or physical illness, injury, or health condition; to care for a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or to care for a family member who needs preventative care such as medical, dental or optical appointments.

Safe Time:

- When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a health-related reason or a public emergency. However, this does not include when an employee's child's school or place of care has been closed due to inclement weather.
- Absences resulting from the employee, their family members, or household members being the victim of domestic violence, sexual assault or stalking, including absences to seek law enforcement assistance or participate in legal proceeding, seek treatment from a health care provider, obtain services from a social services agency assisting such victims, to obtain mental health counseling, or to participate in safety planning, relocation for safety reasons, or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking, or that otherwise qualifies under the Domestic Violence Leave Act (collectively referred to in this policy as "domestic violence").

Personal Time:

- Absences for other personal reasons, either foreseeable or unforeseeable.

As used above for paid sick time, "family member" means a child (including a child's spouse), grandchild, grandparent, parent, sibling, or spouse of an employee, and also includes any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. "Family member" includes any individual who regularly resides in the employee's home, except that it does not include an individual who simply resides in the same house with no expectation that the employee care for the individual.

As used above for paid safe time, "family or household member" includes those listed above plus former spouses and domestic partners, persons who have a child in common, adult persons related by blood or marriage, adult persons who have resided or are residing together, and persons 16 years of age or older who are or were residing together and who are or were in a dating relationship.

Employees may begin using accrued PTO on the 90th day after their employment commences.

For non-exempt employees, PTO may be used in the same time increments consistent with the company's pay practices, i.e., on a minute-by-minute basis, subject to applicable laws. For exempt employees, PSSSL may be used in a minimum increment of one (1) hour and minute-by-minute increments thereafter. Employees' PTO hours will be printed on their pay stubs, including hours accrued, used, and available.

An employee's use of paid sick leave will not be conditioned upon searching for or finding a replacement worker.

The company will assume that employees are requesting to use available paid sick leave if they seek time off for a qualifying reason under this policy, unless they say otherwise.

Please note, the Company may withhold payment of paid sick leave hours where an employee is demonstrated to have used paid sick leave for an uncovered purpose. However, their available paid sick leave hours will not be deducted.

Rate of Pay When PTO is Used

When employees use accrued PTO, they have the right to be paid normal hourly compensation, as defined by law. They will not be paid for PTO usage at overtime or any premium rates.

Notice of Absences / Verification

Whenever possible, the request to use PTO should include the expected duration of the absence.

Personal Time

If PTO is being requested for non-sick and safe reasons, employees must provide written notice to the Director at least 2 weeks in advance, though the company will accept less notice if the employee was unable to provide requisite notice for reasons beyond their control.

Sick Time

Whenever the need to use PTO for sick time or medical-related reasons is foreseeable (such as a planned treatment, doctor's appointment, or procedure, whether for the employee or their family members), employees shall provide a *written request to their direct supervisor* as early as possible, but at least 10 days before the absence is expected to start. If the need to use leave for sick or medical-related reasons is foreseeable, but not sufficiently in advance to provide the requisite 10-day notice, written request must be given to the employee's supervisor as early as possible in advance of the foreseeable absence. Further, suppose the leave is requested for domestic violence reasons. In that case, the employee must give advance oral or written notice to their supervisor as soon as possible for the foreseeable use of accrued PTO to address domestic violence issues involving the employee, their family member, or a household member.

If the need to use accrued PTO for sick time or medical-related reasons is not foreseeable (such as when there is an unforeseeable absence due to employee or family member's illness or injury), the employee must provide notice of the need to use PTO as soon as possible before the required start of their shift, unless it is not practicable to do so. In the event it is not possible for the employee to provide notice of an unforeseeable absence, another person, on the employee's behalf, may provide such notice. In the case of an unforeseen absence related to domestic violence, however, oral or written notice must be provided no later than the end of the first work day that the employee takes such leave, if possible.

Absences of more than three consecutive work days (or parts thereof) for sick and safe leave purposes may need to be confirmed by documentation from a healthcare provider upon request. Documentation must be provided within a reasonable time period during or after the leave. Documentation provided to the Company should not explain the nature of the employee's or a family member's health condition. If this verification requirement causes an unreasonable burden or expense for the employee, they may object by promptly notifying the Fonder or Director and providing an oral or written explanation why the use of leave was authorized for sick and safe purposes and how the verification requirement creates an unreasonable burden or expense on the employee. The company will consider the employee's explanation and, within ten calendar days, make a reasonable effort to identify and provide possible alternatives for the employee to meet this verification requirement in a manner which does not result in

an unreasonable burden or expense on the employee. For any employee who is not offered health insurance by the employer, as defined by law, the employer shall pay half of any out-of-pocket expense incurred by employee in obtaining requested verification, unless such cost results in an unreasonable burden or expense on the employee.

No Payment Upon Separation

Accrued, unused PTO is not paid out upon separation of employment. Such time cannot be used for any other purpose. It is simply forfeited.

Effect of Employment Rehire

If an employee is rehired within 12 months of separation, the employee's PTO balance will be reinstated and the employee will not be required to wait 90 days to use such accrued leave if the employee met the 90-day requirement during the previous period of employment. If an employee did not meet the 90-day requirement prior to separation, the previous period of time the employee worked will count towards the 90 days for purposes of determining the employee's eligibility to use PTO.

Retaliation prohibited

Any discrimination or retaliation against an employee for the lawful exercise of PTO for sick and safe reasons is not allowed. Employees will not be disciplined for the lawful use of PTO in such situations. If employees feel they are being discriminated or retaliated against, employees should contact the Founder or Director.

HOLIDAYS

The Company provides paid time off to all full-time employees (that work 40 hours per week) on the following holidays (such holidays are observed as beginning at 12:00 a.m. and ending at 11:59 p.m.). The following is subject to change without notice:

- MLK Day
- Memorial Day
- Juneteenth
- Fourth of July Week
- Labor Day
- Indigenous Peoples' Day
- Thanksgiving Day
- Day after Thanksgiving
- Winter Break (Dec 24th - Jan 1st)

Employees must complete the entire work shift before and after the holiday/break to be fully compensated for holiday/break pay. If an employee does not complete the entire work shift before OR after the holiday/break, holiday/break pay will be compensated at 50%. If an employee does not complete the entire work shift before AND after the holiday/break, holiday/break pay will not be compensated at any amount, it is simply forfeited. Available PTO may be utilized to cover any of the holiday pay not given in the above cases. Breaks and Holidays under the Holiday Policy will not be paid out to an employee during a resignation notice period.

LEAVES OF ABSENCE

LEAVE OF ABSENCE(GENERAL)

Under certain circumstances, employees who are not eligible for any other Company leave of absence and/or have exhausted all other leave entitlements may be granted a personal leave of absence with or without pay. A written request for a personal leave should be presented to the Founder or Director at least thirty (30) days before the requested start of the leave, except in cases of emergency. Requests are considered based on non-discriminatory factors, including, but not limited to, staffing requirements and the reasons for the requested leave, as well as employees' performance and attendance records. This leave may be requested for medical reasons. If so, the Company may require submission of medical certifications prior to granting leave as well as at various times during the leave, subject to applicable law.

The medical certification must verify:

- The anticipated amount of time needed for leave
- The existence of a qualifying medical or mental health condition, injury or illness; or
- The need for the employee to assist family members with a qualifying medical or mental health conditions.

Normally, personal leaves of absence are granted for a period of up to 1 week. Under unusual circumstances, a personal leave may be extended provided that a written request for an extension to management is made prior to the expiration of leave, and the request is granted. These time limitations do not apply to leaves taken for an employee's own medical reasons.

Employees may use accrued PTO while on unpaid personal leave to the extent allowed by law.

The substitution of paid time for leave time does not extend the length of leave and the paid time will run concurrently with any personal leave granted. Upon written request, the employee can use accrued paid vacation, PTO, personal, and sick time to supplement any applicable paid disability, Workers' Compensation, or other monetary benefits. Receipt of disability benefits, Workers' Compensation benefits or other monetary benefits does not extend the length of any personal leave granted.

During a personal leave, employees will not accrue paid time off benefits or be paid for holidays. We will continue health insurance coverage during a personal leave if, to the extent paid time off is not substituted for unpaid leave, employees submit their share of the monthly premium payments to the Company in a timely manner, to the extent permitted and in accordance with the applicable plans.

When they anticipate returning to work, employees should notify the Director or Founder of their expected return date. Employees should notify management at least one (1) week before the expiration of leave.

Upon completion of a personal leave of absence, the Company will attempt to return employees to either their original job, or to a similar position, subject to prevailing business considerations. We note, however, that reinstatement is not guaranteed unless required by law.

Failure to advise management or Director or Founder of availability to return to work, failure to return to work after notifying the Company of expected return to work, or remaining absent from work beyond the time approved by the Company is considered a voluntary resignation of employment unless otherwise prohibited by applicable law.

Employees are required to pay the full amount of their insurance premiums and for dependents while on leave. Failure to maintain premium payments will result in termination of coverage, subject to applicable law.

Requesting a Leave of Absence

Except as part of a reasonable accommodation consistent with the Company's Reasonable Accommodations of Disabilities Policy referenced above, Employees who wish to take a leave of absence must provide the Founder or Director with a written request at least 90 days in advance, or as soon as practical, and make a reasonable effort to schedule leave so as not to unduly disrupt the Company's operations. Depending on business conditions, the Founder or Director may or may not approve your leave of absence. The written request should include:

- Date leave will begin
- Expected date of return from leave
- Reason for leave of absence

The Founder or Director will notify employees in writing whether the leave will be approved. The Company will track leave time used through timesheets and payroll reporting.

BEREAVEMENT LEAVE

If not otherwise covered by other accrued Sick and Safe Leave, the Company may permit employees to take up to one-week unpaid time off in the event of the death of an immediate family member. Immediate family members are defined as a spouse or domestic partner, parent, child, sibling, and grandparent.

To arrange for bereavement leave, please contact the Director.

PTO may be substituted for additional time taken.

The employer reserves the right to request verification or documentation of the need for the bereavement Leave.

JURY/WITNESS DUTY

Cedar School's policy is to provide an unpaid leave of absence for jury service, as required by Washington law.

Employees are generally required to give the Director as much advance notice as possible and to provide a copy of the summons requiring the employee to appear for jury duty or as a witness. Upon completion of service, the employee must present a statement signed by the officer of the court stating dates and times the employee served and the amount of compensation. Appropriate documentation will be placed in the employee's file.

Employees are required to report to work during any portion of a scheduled workday, not requiring presence relating to the jury assignment.

WASHINGTON PAID FAMILY AND MEDICAL LEAVE

Paid Family and Medical Leave is a mandatory statewide insurance program that will provide almost every Washington employee with paid time off to give or receive care.

If employees qualify, this program will allow them to take up to 12 weeks, as needed, if they:

- Welcome a child into your family (through birth, adoption or foster placement)
- Experience a serious illness or injury
- Need to care for a seriously ill or injured relative
- Need time to prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to a family member's military deployment.

For specifics on military-connected paid leave,

Visit <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/whdfs28mc.pdf>

If employees face multiple events in a year, they might be eligible to receive up to 16 weeks, and up to 18 weeks if you experience a serious health condition during pregnancy that results in incapacity.

Payment of premiums

The program is funded by premiums paid by both employees and employers. It will be administered by the Employment Security Department (ESD). For information on premiums, please visit paidleave.wa.gov/individuals-and-families. Businesses with fewer than 50 employees are exempt from the employer portion of the premium but must still collect or opt to pay the employee portion of the premium. We will calculate and withhold premiums from your paycheck and send both your share and the company's share to ESD quarterly.

Taking leave

Employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year) will be able to apply to take paid medical leave or paid family leave. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal and temporary work.

While on leave, you are entitled to partial wage replacement. That means you will receive a portion of your average weekly pay. The benefit is generally up to 90 percent of your weekly wage. Please check the website for your eligible weekly benefit amount (<https://paidleave.wa.gov/individuals-and-families/>). You will be paid by the Employment Security Department rather than your employer.

Unlike the federal Family and Medical Leave Act (FMLA), employees of small businesses may take Paid Family and Medical Leave if they meet the standard eligibility requirements. Please go to paidleave.wa.gov for more information.

What protections are there for me?

Employees who return from leave under this law will be restored to a same or equivalent job if they work for an employer with 50 or more employees, have worked for this employer for at least 12 months, and have worked 1,250 hours in the 12 months before taking leave (about 24 hours per week, on average).

If your paid family or medical leave overlaps with your FMLA leave, you can keep your health insurance while on leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave.

We are prohibited from discriminating or retaliating against you for requesting or taking paid leave. Additionally, employers may obtain information from ESD in order to process a leave of absence.

PREGNANCY DISABILITY LEAVE

If you become ill or temporarily disabled because of pregnancy, childbirth, or related medical conditions, you will be provided leave for the entire duration of this illness or temporary disability. This leave does not count towards an employee's leave entitlement, if any, under the Washington State Paid Family and Medical Leave (PFML) act.

Employees who seek pregnancy or childbirth-related disability leave will be required to provide a health care provider's statement to verify the disability and the length of leave needed.

During this leave, the employee may use any applicable paid time off benefits that she the employee has available to cover some or all of the absence. Otherwise, the leave will be unpaid. Group health and other benefits are handled in the same manner as for any other similar pregnancy or non-pregnancy related absences.

If the employee takes pregnancy disability leave only for the actual period of disability, as certified by her the health care provider, then she the employee ordinarily will be allowed to return from this leave to the same job she the employee held when the leave began, or a reasonably equivalent position. Exceptions to this general rule will be made only if the Company has a business necessity to do otherwise.

Please contact the Founder or Director with any questions regarding this leave.

WASHINGTON FAMILY CARE LEAVE

Under the Washington Family Care Act, employees may use their available paid leave benefits to care for their child, a spouse, parent, parent-in-law or grandparent in any of the following situations:

When the employee's child has a "health condition" which includes:

- Any medical condition requiring treatment or medication that the child cannot self-administer;
- Any medical or mental health condition which would endanger the child's safety or recovery without the presence of a parent or guardian; or
- Any condition warranting treatment or preventive health care such as physical, dental, optical or immunization services, when a parent must be present to authorize and when sick leave may otherwise be used for the employee's preventive health care.

When a spouse, parent, parent-in-law or grandparent:

- Has a serious health condition requiring an overnight stay in a hospital or other medical-care facility;
- Has a serious health condition resulting in a period of incapacity or treatment or recovery following inpatient care;
- Has a serious health condition requiring continuing treatment under the care of a health care services provider that includes any period of incapacity to work or attend to regular daily activities; or
- Has an emergency health condition demanding immediate action.

A “**child**” is defined by the Washington Family Care Act as the employee’s biological, adopted, foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. The child must be either (a) under 18 years of age; or (b) 18 years of age or older and incapable of self-care because of a mental or physical disability. An adult child is “incapable of self-care” when a mental or physical disability limits one or more activities of daily living.

Employees may not use their paid leave for family care purposes until the paid leave benefit has accrued, been earned, or is otherwise available for the employee’s use. An employee who takes available paid time off for family care reasons must follow the normal notification procedures.

Please contact the Founder or Director with any questions regarding eligibility for leave under the Washington Family Care Act.

If you need unpaid time off for family care purposes, you may qualify for leave under other leave policies. Please review those policies and consult with the Founder or Director to determine if you qualify.

MILITARY LEAVE

Military leaves of absence, benefits and reinstatements are granted to any employee (other than a temporary employee) who enlists, is inducted, or is called to active duty in the armed forces. The length of an employee’s military leave is governed by both state and federal law. Following completion of your military leave, the company will comply with applicable laws regarding your reinstatement or reemployment. Employees who are considering or who have been called to serve in the military should contact the Founder or Director for further details and obligations regarding a Military Leave of Absence. You may choose to use accrued paid leave (such as PSSSL, vacation, personal days, family leave, or other paid time off) concurrently with some or all of your Military leave.

WASHINGTON MILITARY FAMILY LEAVE

If your spouse is a member of the U.S. Armed Forces, National Guard, or Reserves, you may take to 15 days of unpaid leave during a period of military conflict under the following circumstances:

- When your spouse receives official notification that he, she, they, their, or them will soon be called to active duty or when he, she, they, their, or them is ordered to active duty (leave may be taken before, and up to, the service member’s call to active duty).
- When your spouse is on leave from deployment.

You must notify the Founder or Director within five business days of receiving official notice that your spouse will soon be called or ordered to active duty or of a leave from deployment. To be eligible for Spousal Military Leave under state law, you must work an average of twenty or more hours a week.

Please contact the Founder or Director with any questions regarding this leave.

DOMESTIC VIOLENCE LEAVE

If you or a family member is a victim of domestic violence, sexual assault, or stalking, you may take reasonable leave from work as a block of days, intermittently, or through a reduced schedule to:

- Seek legal or law enforcement assistance to ensure the health and safety of you or your family member;
- Seek medical treatment for physical or mental injuries or to attend treatment for a family member;
- Obtain, or assist a family member in obtaining services from a domestic violence shelter, rape crisis center, or other social services program;
- Obtain, or assist a family member in obtaining mental health counseling related to an incident in which you or your family member was a victim; or
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase your safety or the safety of a family member.

For purposes of this policy, “family member” means a child, spouse, parent, parent-in-law, grandparent, or person with whom you have a dating relationship.

If your need for Domestic Violence Leave is foreseeable, you must give the Director at least 5 business days’ advance warning. In emergency situations or when the need for leave is unforeseen, you or your designee must notify the Director or the Founder no later than the end of the first day that you take leave under this policy. In either situation, we may ask you to provide written verification of your need for this leave. Any information you submit to support your request for leave will be kept confidential to the extent required by law.

Leave under this policy will be unpaid unless you choose to use any paid leave available to you. Your health insurance will be maintained during this leave. Leave under this policy is in addition to any other leave you are entitled to under state and federal law.

Victims of domestic violence, sexual assault, or stalking may also request safety accommodations such as:

- Transfers;
- Reassignments;
- Modified schedules;
- Changed work telephone numbers and email addresses;
- Changed workstations;
- Locks installed;
- Additional safety features; or

- Any other adjustments to job structures, workplace facilities, or work requirements in response to actual or threatened domestic violence, sexual assault, or stalking.

Please direct safety accommodation requests to Founder or Director. The Company will make a reasonable safety accommodation requested by an individual who is the victim of domestic violence, sexual assault, or stalking, unless doing so would impose an undue hardship on the operation of the business. If the requested accommodation would impose an undue hardship on the business, the Company will engage in an interactive dialogue with the employee to identify other possible accommodations, if any, that will help to maintain a safe workplace and reserves the right to offer its own accommodation to the extent permitted by law. The Company may require verification of the need for accommodation.

The Company will not tolerate retaliation against any employee who attempts to exercise rights under applicable law.

Please contact the Founder or Director with any questions regarding leave under this policy.

SAFETY & SECURITY

HEALTH AND SAFETY

It is the policy of Cedar School to strive to provide a safe and healthful work environment for all employees. Safety is everyone's responsibility. Maintaining a safe work environment requires the continuous cooperation of all employees.

The Company will maintain safety and health practices consistent with state and federal regulations. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask the Director for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported to the Director immediately. Therefore, it is a requirement that the Founder and Director make the safety of employees an integral part of their regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

Reporting Injuries and Accidents

Employees involved in an accident while at work must immediately report it to the Director. In accordance with the state (WISHA) and federal (OSHA) regulations, the employee involved will be asked to complete paperwork outlining the details of the incident and any injuries sustained as a result of the accident.

Employees must follow all policies and legal requirements by the Department of Early Learning when they are onsite and offsite at school functions, including employee and family events and gatherings, field trips, and any employer-sponsored events.

VACCINATION POLICY

Cedar School recommends COVID-19 vaccination for all current and future employees. In accordance with Cedar School's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; our students and their families, visitors, and the community at large from infectious diseases, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities.

Since we interact with the public regularly, all employees are encouraged to receive COVID-19 vaccinations, including any future recommended boosters.

Please direct any questions regarding this policy to the administration.

FIRE PREVENTION

Employees should know the location of the fire extinguisher(s) in their work area and make sure they are kept clear at all times. Notify the Director if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure that all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

TOBACCO FREE

Cedar School is a tobacco free Company. In keeping with the Company's desire to provide a safe and healthful work environment, smoking in and around the workplace is prohibited. Smoking on company time or in any visible area around the building can result in disciplinary action up to and including termination of employment. Please see the Director if you have any questions.

Smoking, including the use of e-cigarettes, vaping devices and similar electronic devices, is prohibited at all times in all areas of our facilities, including private offices. Compliance with this policy is mandatory for all employees and persons visiting the Company, with no exceptions. Employees who violate this policy may be subject to disciplinary action. Any disputes involving smoking and any employees with questions should discuss their issues/concerns with the Founder or Director. Employees will not be subject to retaliation for reporting violations of this policy in good faith.

KEEPING VALUABLES SAFE

We are not responsible for employees' personal possessions. As a result, if you keep valuables or cash off your person, you do so at your own risk. We urge you to store personal property (such as purses, wallets, cameras, electronic equipment, and other valuables) in a safe and secure location.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the Company. No expectation of privacy exists in such property. Therefore, the Company, its agents or representatives can inspect these storage devices, as well as any articles found within them, at any time, with or without prior notice.

Any employee who refuses to submit to a search or is found in possession of prohibited articles may be subject to disciplinary action, up to and including termination of employment. Prohibited articles include but are not limited to recreational and illegal drugs, alcohol, weapons, and stolen property.

SEPARATION OF EMPLOYMENT

TERMINATION

When an employee leaves the Company, we ask that the Director be notified at least two (2) weeks prior to the employee's departure. We appreciate employees' thoughtfulness in this matter. All Company property and equipment must be returned at the time of separation or as otherwise requested by management.

Any unused PTO will not be paid out upon separation of employment. Breaks under the Holiday Policy will not be paid to an employee during a resignation notice period.

An Exit Interview may be scheduled with exiting employees during their last week of employment. The purpose of this interviewing is to ask for thoughts and feedback regarding employment at Cedar School, as well as to collect any Company property issued (e.g., computer equipment, keys, cell phones, credit card) which must be returned to Cedar School, prior to the final day of employment. Employees will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from an employee's final paycheck up to the amount permissible by law.

PAYMENT OF TIME OFF UPON TERMINATION

No Payment Upon Separation. Accrued, unused PTO (vacation and/or sick) is not paid out upon separation of employment. Such time cannot be used for any other purpose. It is simply forfeited.

EMPLOYMENT INQUIRIES

All requests for verification of employment or references for former or current employees should be forwarded to the Founder or Director. The Founder or Director will be responsible for providing information regarding dates of employment and position held. As a general policy, we do not provide letters of recommendation.

EMPLOYEE ACKNOWLEDGEMENT

I understand that the information in this Handbook represents guidelines only and that the Company reserves the right to modify this Handbook and amend or terminate any policies, procedures, or benefit programs, whether or not described in this Handbook, at any time or to require and/or increase contributions toward these benefit programs. I understand that I am responsible for reading this Handbook, familiarizing myself with its contents, and adhering to all of the policies and procedures of this business, whether set forth in this Handbook or elsewhere.

I understand that this Handbook is not a contract of employment, expressed or implied, between me and the Company and that I should not view it as such or as a guarantee of employment for any specific duration. **I understand my employment is at-will, meaning the Company or I can terminate my employment relationship, with or without a reason, at any time, with or without notice.**

I have read and fully understand the contents of the Company's Harassment, Discrimination and Retaliation Prevention policy contained in the Handbook. I understand my duty to report any violations of the policy so that the Company can take appropriate action. My signature below confirms my knowledge, acceptance, and adherence to the Company's policy.

I further understand that no representative of this Company, other than the Founder or Director, has the authority to guarantee employment for any specified period of time or to alter the at-will nature of my employment. I also understand that any such agreement, collective or otherwise, if made, shall not be enforceable unless it is a formal written agreement signed by the Founder or Director.

Print Employee Name

Employee Signature

Date