



**Innovation
Employee Handbook
2017-2018 School Year**

Innovation | Collaboration | Safety | Tolerance | Respect | Activism

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INTRODUCTION AND WELCOME

On behalf of the Renaissance Charter High School for Innovation, it is a pleasure to welcome you as an employee of Innovation and a valued member of our team. This Employee Handbook (the “Handbook”) is a guide to Innovation’s employment policies and procedures and describes the benefits that may be available to you as an employee. This Handbook applies to all employees of Innovation and will introduce you to our personnel policies, regulations, benefits, and related information. Please read it carefully and retain it for future reference. No provision or portion of this Handbook constitutes an implied or expressed contract, guarantee, or assurance of employment or any right to an employment-related benefit or procedure.

Innovation abides by all applicable local, state and federal laws and regulations affecting employment. In case of any conflict between our policies and the law, the applicable law will prevail. Similarly, where insurance or other benefits are concerned, the terms of the policy or plan prevail over statements contained in this Handbook.

As with any set of policies and practices, this Handbook may be updated periodically, in Innovation’s sole discretion. To that end, Innovation reserves the right to change, modify, eliminate or deviate from any policy, benefit or procedure outlined in this Handbook, at any time. Changes to this Handbook, and to Innovation’s policies or procedures, are effective on the date they are issued by Innovation. As you receive new or changed policies and procedures, please update your Handbook accordingly.

Innovation is committed to exemplifying the highest standard of ethical conduct in all of its activities. This commitment is explained in the Innovation Code of Conduct for Board of Trustees, Officers and Employees, a copy of which is attached at Exhibit “A”.

You have also received, and agreed to the terms of, an offer letter (the “Offer Letter”) from Innovation, establishing that your employment is “at-will”. The Offer Letter may contain additional terms and conditions you must abide by. The Offer Letter and Handbook are intended to be complementary documents, but to the extent that there is any inconsistency between the two you are bound by the terms of your Offer Letter.

This Handbook does not anticipate every situation or answer every question about your employment. If you have any questions related to these policies, or to employee benefits, please speak to our Associate Director of Finance and Human Resources (the “Associate Director of Finance & HR”), Debbie DaGiau, or to me. Should you have any other questions, please reach out directly to me, or to Terence Joseph, our Principal.

Regards,



Stephen Falla Riff, Executive Director
The Renaissance Charter High School for Innovation

OUR MISSION

Innovation nurtures and develops students to be academically successful, socially mature, emotionally healthy, and equipped to lead self-directed and fulfilling lives. We welcome all students and we empower them to adapt, excel, innovate and lead. By instilling the core values of collaboration, tolerance, respect, activism, safety and innovation, students will graduate prepared for success in college and careers.

EMPLOYEE RIGHTS & RESPONSIBILITIES

At-Will Employment

Innovation is an at-will employer. This means that you have the right to resign at any time, with or without notice and with or without cause. Likewise, Innovation retains the right to terminate your employment at any time, with or without notice and with or without cause. Any representation by any Innovation officer or employee to the contrary is not binding upon Innovation unless it is in writing, signed by Innovation's Executive Director.

This Handbook is not a contract of employment and it does not create any contractual or other legal rights.

Employee Responsibilities

All Innovation employees are expected to adhere to the responsibilities outlined in their offer letters and job descriptions. Our employees share Innovation's basic philosophy and support its mission. Employees are expected to approach their work with a positive attitude and be team players. Where there are problems, employees are expected to be part of the solution.

Confidential Information

Every employee is expected to safeguard confidential information about the operations of Innovation, Innovation's staff and Innovation's students. Any information you learn about the operations of Innovation, Innovation's staff or Innovation's students in the course of your employment that is not otherwise publicly available constitutes "confidential information." Confidential information includes training manuals; school curriculum; emails, files, materials, student records, lists and information; volunteer and partnership information; long-range plans; information relating to forms of compensation or other personnel-related information; and contracts. Confidential information excludes information that is a matter of public record, or information concerning the terms and conditions of your employment. Therefore, unless legally required to do so under applicable law, or compelled to do so by lawful subpoena or court order, you may not disclose such confidential information to anyone not employed by Innovation or to other persons employed by Innovation who do not need to know it to perform their job functions. Additionally, as an Innovation employee, you are bound by the federal Family Educational Rights and Privacy Act ("FERPA"), which relates to safeguarding student information and records.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. This generally excludes discussing confidential information off of school property. This also excludes public area on school premises, such as elevators, restrooms, cafeterias, hallways and other public places where conversations might be

overheard. Other practical guidelines for maintaining confidentiality and minimizing the risk of inadvertent disclosure include the following:

- Remove confidential documents from conference rooms and other areas accessible to others after every meeting.
- Store confidential documents in locked cabinets. Transmit documents in sealed envelopes marked “confidential,” use confidential cover sheets, and, when appropriate, conspicuously designate confidential documents as “confidential”.
- Do not disclose confidential matters to persons outside of Innovation, unless: (i) you have the consent of a member of the School Management Team; (ii) you are required to do so under applicable law; or (iii) you are required to do so in response to a lawful subpoena or court order.
- Limit copying of, and access to, confidential documents to those with a legitimate need to examine or revise these documents.
- Keep passwords protected and secure, including passwords to your computer, to Innovation email and documents, and to the Student Information System.
- Password-protect your computer, your tablet, your phone, or other electronic device to ensure that it locks automatically after it is idle for more than a few minutes.

Other Activities

During work hours, each Innovation employee agrees to devote his or her time, skills and attention to the performance of his or her duties and responsibilities, using best efforts in all such endeavors. Outside of work hours, Innovation employees may engage in other professional or business activities that do not, individually or in the aggregate, conflict with or interfere with the performance of their duties and responsibilities to Innovation.

Public Relations

No employee may represent Innovation as a spokesperson unless authorized to do so by Innovation’s Executive Director or Principal. Similarly, no employee may make a statement to the media, in which the employee might reasonably be construed to be speaking on behalf of Innovation, unless authorized to do so by the Executive Director or Principal.

Innovation employees are not permitted to engage in any partisan political activity during work hours and may not use Innovation’s name, facilities or equipment in connection with any political activity at any time.

Resignation

In most cases, an Innovation employee’s employment offer is for a one-year term, though, as an at-will employee, you may terminate your employment at any time.

Departures during the academic year (from September through June) may be disruptive to Innovation and to our students. We trust that you will take this into account before resigning

prior to the end of the academic year. If you must terminate your employment anytime between September and May, please endeavor to give at least 14 (fourteen) days' written of your planned departure to our Associate Director of HR and to your supervisor. In June, please endeavor to provide enough notice to see our students and staff through to the end of the academic year, which is at the end of June.

Exit Procedure

When your employment with Innovation ends, for any reason, including resignation or termination, you must surrender all Innovation-related property in your possession to our Associate Director of HR. Innovation-related property includes, but is not limited to, laptops, tablets, keys, and any equipment, books, educational records, papers, and other work-related documents, whether physical or stored in any type of digital device. Any work-related documents or records on your computer or other digital device must be preserved and returned to Innovation. Any Innovation-related passwords, or access to any Innovation digital materials including email records, SIS records, student information or other school-related materials are the property of Innovation and may not be used after your employment with Innovation ends.

At the end of your employment with Innovation, you will have an exit interview with our Associate Director of HR. You are encouraged to provide meaningful and candid feedback concerning your experience as an Innovation employee during your exit interview. Your input will help us to shape our policies and procedures and we will take your feedback into account as we strive to achieve our educational mission.

EQUAL EMPLOYMENT OPPORTUNITY

Innovation's policy and practice is to provide equal employment opportunity to all employees and potential employees without regard to race, age, sex, religion, color, national origin or ancestry, disability, marital status, sexual orientation, citizenship status, veteran status, or other protected status under federal, state or local law. Innovation makes employment decisions based on merit, personal qualifications and competence. This policy governs all areas of employment, including recruitment, selection, job assignment, training, compensation, benefits, separation from employment and all other employment-related transactions.

Innovation expects all employees to share in its commitment to equal employment opportunity, and acts of discrimination or harassment in the workplace will not be tolerated. Any such acts should be reported immediately to Innovation's Associate Director of HR or Executive Director.

Innovation will make reasonable accommodations for individuals with known disabilities, who are pregnant, who have pregnancy-related conditions, or who are otherwise qualified to perform the essential functions of their particular position unless the requested accommodation would result in an undue hardship. In addition, Innovation will provide a reasonable accommodation for an employee's sincerely held religious belief(s) that conflicts with the employee's work duties, unless such an accommodation would create an undue hardship.

Employees should discuss the need for a possible accommodation with Innovation's Associate Director of HR or Executive Director.

POLICY AGAINST DISCRIMINATION AND HARASSMENT

Introduction

Innovation promotes a workplace that is free of harassment and discrimination, including sex, race, color, ancestry, citizenship, sexual orientation, gender identification, age, religion, national origin, pregnancy, marital status, veteran status, disability or any other classification protected by federal, state or local law. Any type of discrimination or harassment of employees occurring in the workplace, in outside work assignments or at Innovation-sponsored social functions, events or programs, is strictly prohibited and will not be tolerated by Innovation. If acts of discrimination or harassment occur, Innovation will take corrective action to prevent their continuation or recurrence. In addition, Innovation will endeavor to prevent the harassment of its employees by persons who are not Innovation employees, but who are on Innovation's premises or who have a relationship with Innovation.

Because Innovation takes all allegations of discrimination and harassment seriously, we will respond promptly to complaints of such harassment and, where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and will impose corrective action, including disciplinary action, where appropriate.

What is Harassment?

"Harassment" is a form of misconduct that undermines the integrity of the employment relationship. It includes communicating, sharing or displaying written or visual material or making verbal comments that are demeaning or derogatory to a person because of race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, or any other classification protected by federal, state or local law, including material or comments intended as humor. The use of Innovation's facilities to disseminate, duplicate or display such materials is strictly prohibited.

"Sexual harassment" refers to unsolicited or unwelcome sexual conduct or innuendo, including verbal, physical or visual behavior of a sexual nature, which (1) explicitly or implicitly makes submission to unwelcome sexual advances, or to other verbal, physical or visual conduct of a sexual nature, a term or condition of employment or the basis of an employment decision; or (2) creates an intimidating, hostile or offensive work environment or interferes with work effectiveness. Such conduct, whether perpetrated by supervisors or non-supervisory personnel, is specifically prohibited, regardless of whether the employee's job, compensation or other benefits are affected. Some examples of prohibited conduct are:

- Unwelcome or offensive sexual flirtations, advances or propositions
- Requests or demands for sexual favors
- Sex-oriented "kidding", "teasing" or "joking"
- Verbal abuse of a sexual nature
- Graphic or degrading verbal comments about an individual or his/her appearance
- The display of sexually suggestive objects or pictures
- Any offensive or abusive physical contact
- Offensive email or voicemail messages

Sexual harassment can come from superiors, co-workers, or others who are on the premises.

Men as well as women can be the victims of sexual harassment. Innovation cannot stress enough that it will not tolerate any form of harassment, sexual or otherwise. Any employee who violates this policy will be subject to severe disciplinary action, up to and including termination of employment.

Please note that while this policy sets forth our goal of promoting a workplace that is free of harassment, whether sexual or otherwise, the policy is not designed or intended to limit Innovation's authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct is consistent with the definition of sexual or other types of harassment.

Discrimination and Harassment Complaint Procedure

It is Innovation's goal to provide a workplace free from discrimination and harassment. Accordingly, acts of discrimination and/or harassment will not be tolerated. If any employee believes that he or she has been subjected to any type of discrimination or harassment or has information regarding an incident of discrimination or harassment, the employee has the right to file a complaint with Innovation, either orally or in writing.

You may file a complaint by contacting Innovation's Associate Director of HR, the Executive Director, or your supervisor. If you do not feel comfortable reporting your complaint to any of the persons named above, you may also report your complaint directly to any member of the SMT. Employees are strongly encouraged to immediately report any information concerning discrimination or harassment to any of the persons named above. Innovation strives to handle all such complaints in a timely fashion with the intent to uphold confidentiality to the highest degree whenever possible. Complaints will be promptly and fairly investigated and, where appropriate, immediate corrective action will be taken. Delays in reporting the incident may impact the investigation results.

The persons named above, in general, and our Associate Director of HR and our Executive Director, in particular, are also available to discuss any concerns you may have and to provide information to you about our policy on discrimination and harassment, as well as Innovation's procedure for making and investigating complaints concerning discrimination and harassment.

Employees will not be penalized or retaliated against for utilizing or participating in this procedure in good faith. Innovation strictly prohibits any form of retaliation against individuals who report unwelcome conduct or who cooperate in the investigation of such reports. Accordingly, Innovation will take appropriate disciplinary action for any such retaliation, up to and including termination of employment.

Cooperation

An effective harassment policy requires the support of all personnel. As such, all employees are requested to act responsibly in helping Innovation maintain a workplace that is free of discrimination and harassment. All employees are responsible for their own conduct, as well as the conduct of personnel they supervise or manage. Employees may be held responsible for any type of discrimination or harassment in which they engage, or which they knew or should have known was occurring and failed to report to Innovation. Accordingly, employees who (i) engage in discrimination or harassment (whether sexual or otherwise); (ii) who know of and fail to

report incidents of discrimination or harassment (sexual or otherwise); or (iii) who fail to cooperate with Innovation-sponsored investigations concerning alleged incidents of discrimination or harassment (sexual or otherwise), may be subject to disciplinary action, up to and including termination of employment. Likewise, employees who refuse to implement remedial measures, or retaliate against persons who make complaints of discrimination or harassment, or against witnesses to alleged instances of discrimination or harassment, may be subject to disciplinary action, up to and including termination of employment. Similarly, reporting a false complaint of discrimination or harassment may lead to disciplinary action up to and including termination of employment.

Direct Supervision

Every Innovation employee has a direct supervisor on the SMT to whom they report, with the exception of the Executive Director, who reports directly to the Board of Trustees. This reporting obligation is spelled out in the Offer Letter. In addition, all personnel report to the Executive Director.

Open Door Policy

Innovation is committed to a workplace where all staff are treated with respect, and where open, honest and respectful communication occurs. When employees have questions and work-related concerns, including concerns that are not related to complaints of discrimination or harassment, they are encouraged to discuss these matters with their supervisor on the School Management Team. Experience shows that many potential misunderstandings can be resolved in this manner. If an employee wants further consideration and counsel, or if the issue is directly related to his or her immediate supervisor, the employee should feel free to consult with Innovation's Associate Director of HR, or Innovation's Executive Director. If the employee does not feel comfortable reporting such issues to any of the persons named above, he or she may also report such issues directly to Innovation's Principal.

Grievance Policy

Innovation employees who wish to contest any disciplinary action (up to and including the termination of employment) may submit a written grievance to Innovation's Associate Director of Finance and Human Resources. If an employee believes that the Associate Director of Finance and Human Resources has a conflict of interest related to the handling of his or her grievance, then such employee may file the grievance directly with Innovation's Executive Director or, in the alternative, with the Principal. All such grievances must be filed within ten (10) days of the disciplinary action giving rise to the grievance.

Please note that this Grievance Policy shall not be construed to create any new or additional rights beyond those granted by law, by this Handbook, Innovation policy or an employee's Offer Letter. Further, this Grievance Policy shall not require an evidentiary hearing at any level.

OUR WORK ENVIRONMENT

Office and Work Hours

Prompt and regular attendance is expected of all Innovation employees. The academic school day begins with the zero period morning session for staff members beginning at 8 am and for the rest of the academic school day schedule, which generally ends at 4:07 pm, as determined by the Executive Director in his or her sole discretion. Other activities that are a part of a staff member's responsibilities, such as after-school clubs, classes, programs, open school nights and parent teacher nights generally take place outside of these hours, and are also considered a part of the school day. Innovation employees are annualized employees, not hourly workers, and based on staff and student need, the workday may occasionally extend beyond the end of our final period at 4:07 pm.

Individual part-time and exception schedules are explained to new employees in their written job offer. Exception schedules are work hours that are outside the standard office hours.

Timeliness

Innovation places a high premium upon timeliness, and all Innovation employees are expected to arrive on time each day at 8am, according to their work schedules. Excessive unplanned absences or tardiness may result in disciplinary action up to and including termination of employment.

Use of Equipment and Facilities

Telephones and Voicemail

While we understand that employees may make and receive occasional personal calls while at work, we rely on all our employees to follow a rule of reasonableness and common sense. Innovation's telephone resources are reserved primarily for conducting school business and personal calls should therefore be kept to a minimum. Personal calls, whether on Innovation's telephones or on personal cellular phones, should not be used in the presence of students in classroom under any circumstances except in the case of an emergency. Both the telephone and voicemail facilities are the property of Innovation.

Facilities, other equipment and supplies are for business use only.

EMAIL, INTERNET AND DIGITAL DEVICES ACCEPTABLE USE POLICY

Innovation prides itself on having a culture of trust, communication, and openness. This acceptable use policy is designed to promote effective and robust use of digital resources, while also protecting the school, staff, students and the Innovation community from the adverse consequences of inappropriate use.

Innovation's computers, cell phones, tablets, and other digital devices, Internet connections and email systems (collectively referred to as "Computer Systems"), are provided in order to assist in Innovation's operations. For this reason, during working time, the use of the Computer Systems may not be used for personal use and should be used for business purposes of Innovation only. That being said, use of the Computer Systems for personal communications during non-working

time is permitted. Such communications will be treated the same as all other communications under this policy. Employees, however, are at all times strictly prohibited from downloading or opening attachments from unknown senders, or downloading files from the internet for personal use unrelated to Innovation, because downloading files or opening email attachments can result in serious damage to the Computer Systems.

All data in Innovation's Computer Systems (including documents, electronic files, email and recorded voicemail messages) is the property of Innovation and may be accessed by Innovation at any time. Employees are not to load unsupported software onto an Innovation computer. Violation of this policy may have disciplinary consequences up to and including termination of employment.

Employees may not delete any documents or electronic files from their computers or the Innovation Computer Systems that they are required to create and maintain according to any Innovation policy or protocol, or any requirement of law or regulation. This includes, but is not limited to, educational records, social work records and counseling reports.

The following rules apply to employees' use of the Innovation's Computer Systems:

1. Innovation's Computer Systems may not be used to access sites that contain objectionable or illegal language or material. Therefore, please note that employees may not access any web site:
 - That contains pornographic, obscene, sexually explicit, or sexually oriented language or materials.
 - Whose purpose is, or may be perceived to be, unethical, offensive, obscene, abusive, "hate speech", or may otherwise be construed as harassment or discrimination.

Similarly, Innovation's Computer Systems may not be used to create, transmit, print or download such materials.

2. Innovation's Computer Systems may not be used to transmit, release or post any information in violation of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law that protects the privacy of student education records. FERPA has a very broad scope and generally precludes releasing *any* information about our students to third parties.
3. Innovation's Computer Systems may not be used to transmit, release or post information or statements purporting to represent Innovation unless authorization to do so is granted in writing.
4. Innovation's Computer Systems may not be used to transmit, release or post information to any media outlet (i.e., newspapers, television or radio stations, etc.) unless employees are authorized to do so in writing.
5. While the Internet allows for downloading of information in the form of software, data and documents from many sites free of charge, certain precautions must be taken. Before downloading any files, either directly from the Internet or from an email transmission, they

must be scanned for virus infections. In addition, such transfers must comply with federal, state and international laws concerning copyright and intellectual property. In view of these concerns, software and other applications may be downloaded only after receiving the approval of a member of the School Management Team or Innovation's Information Technology and Social Media Manager. Even information and documents from trusted sources should be downloaded with care to avoid viruses and other forms of system-related contamination.

No Privacy

Innovation has the right to monitor all communications and downloads that pass through its Computer Systems, and to access, copy and disclose information relating to such use at its sole discretion. No right of privacy attaches to an employee's use of Innovation's Computer Systems, including email, Internet usage and/or voicemail messages. Innovation may access and review employee email, voicemail messages and Internet use, as well as any other computer input at any time. Any information retained on Innovation's facilities and/or Computer Systems may be accessed, disclosed to outside parties or to law enforcement authorities.

Use of Innovation's email, voicemail, fax machines, Internet connection or Computer Systems to send offensive or inappropriate messages, including obscene, discriminatory or suggestive messages such as racial or sexual slurs is strictly prohibited. Passwords and other forms of identification and authorization are not to be shared or otherwise disclosed.

SOCIAL MEDIA POLICY

Social media are internet-based applications that support and promote the exchange of user-developed content. This policy provides guidance for employee use of social media, including but not limited to blogs, wikis, micro-blogs, message boards, chat rooms, electronic newsletters, online forums, and social networking sites.

Procedures

Posting personal images, experiences and information on social media poses a set of unique challenges for all Innovation staff members. All Innovation employees have a responsibility to Innovation regardless of where or when they post something that may reflect poorly on Innovation. The following principles apply to professional use of social media on behalf of Innovation as well as personal use of social media when referencing Innovation, its staff, students, parents and partners.

- **Take Responsibility and Use Good Judgment** – Employees are responsible for the material they post on personal blogs or other forms of social media. Employees should be courteous, respectful and thoughtful about how others may perceive or be affected by such postings. Incomplete, inaccurate, inappropriate, threatening, harassing or poorly worded postings may be harmful to others. Such postings may damage relationships, undermine Innovation's brand and/or reputation, discourage teamwork, and negatively impact Innovation's commitment to its students and the community.
- **Think Before Posting** – Anything posted by an employee is likely to be permanently connected to such employee and his or her reputation through Internet and email archives. Future employers can often have access to this information and may use it to

evaluate candidates for employment. Take great care and be thoughtful before placing your identifiable comments in the public domain.

- **Protect Student Privacy** – The provisions of the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34CFR Part 99), a Federal law that protects the privacy of student education records, also apply to the use of social media. FERPA has a very broad scope and generally precludes releasing any information about our students to third parties (including their names, addresses and images) by any means, including the use of social media. All Innovation employees must zealously safeguard protected student information.
- **Protect Employee Privacy** – Employees should make sure they understand how the privacy policies and security features work on the sites and/or applications where they are posting material.
- **Respect Work Commitments** – Employees must ensure that their blogging, social networking and other external media activities do not interfere with their work commitments.
- **Use of Innovation Computers** – When using Innovation’s computer systems and other digital devices, the use of social media for business and pedagogical purposes is permitted and encouraged under appropriate circumstances. That being said, personal use of Innovation’s computers and other digital devices for social media networks or personal blogging of on-line content is prohibited.
- **Disclaimer** – When an employee’s relationship with Innovation is clear and such employee is utilizing social media in a manner unrelated to his or her employment with Innovation, employees should make it clear that they are speaking for themselves and not on behalf of Innovation. A disclaimer, such as “The views expressed on this [blog/website] are my own and do not reflect the views of my employer,” may be appropriate.
- **Respect Copyright and Fair Use Laws** – Any employee utilizing social media must show proper respect for the laws governing copyright and fair use of copyrighted material owned by others, including any and all Innovation copyrights and/or brands.
- **Protect Proprietary Information** – Do not share confidential or proprietary information that may compromise Innovation’s business practices or security. Similarly, do not share information in violation of any laws or regulations.
- **When In Doubt, Seek Guidance** – Consult with Innovation’s Associate Director of Finance and Human Resources if you have any questions related to the guidelines set forth in this policy.

Nothing in this Social Media Policy is intended to prohibit employees from complying with or exercising their rights under any applicable federal state, or local law, or from communicating about wages, hours, or other terms and conditions of their or their co-workers’ employment.

Failure to abide by Innovation’s Social Media Policy may lead to disciplinary action, up to and including the termination of employment.

Property of Others

Computer software may not be used, copied or adapted in any way for personal use or for any other purpose not directly related to work performed in the usual course of business for Innovation. The unauthorized addition, deletion, or change of computer-based information is prohibited.

Likewise, employees may not download or use material from the Internet or elsewhere in violation of software licenses, or the copyright trademark and patent laws. Employees may not install or use any software obtained over the Internet without written permission from Innovation's Director of Development and Communications, Innovation's Director of Operations or Innovation's Principal.

Report Violations

Any employee, who observes or learns about a violation of this policy, must report it immediately to their Supervisor, Innovation's Director of Development and Communication, Innovation's Director of Operations or Innovation's Principal.

PAYDAY

Innovation complies with all applicable federal, state and local regulations concerning the payment of wages. Innovation's pay cycle is bimonthly (24 pay periods per year), unless applicable state or local regulations dictate otherwise. Payday is normally on the 15th of the month and the 30th of the month for services performed for the period ending that same day.

Employees may be paid by check, or through direct deposit to a bank account in their name, or to a joint account, provided they are one of the individuals named on the account. Employees will receive a check or direct deposit statement accompanied by a Statement of Earnings and Deductions through the normal internal distribution channels on payday.

Payroll Deductions

All required deductions, such as garnishments and federal, state and local taxes, and all voluntary deductions, such as benefits or charitable contributions, will be withheld automatically from your wages at each pay period.

Your pre-tax benefits deductions will be taken before your income taxes are calculated or withheld. For example, if you purchase a monthly MetroCard, the cost of the MetroCard will be deducted from your gross pay before income taxes are calculated on the remainder of your wages.

Administrative Pay Corrections

Innovation takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck or direct deposit, and that employees are paid on the scheduled payday.

Employees, however, are responsible for reviewing their paychecks. In the event that there is an error in the amount of pay, the employee should promptly bring the matter to the attention of

the Associate Director of HR, or the Director of Operations, so that corrections can be made as soon as possible.

SAFETY AND SECURITY

Innovation complies with all applicable federal, state and local health and safety regulations and provides a work environment as free as possible from recognized hazards. Employees are expected to comply with all safety and health requirements, whether established by management or by federal, state or local laws and ordinances. Safety and security is the responsibility of all employees. As such, it is important to remain alert to any safety hazards, health violations or potentially unsafe conditions, and immediately report such hazards, violations or conditions to Innovation's Chief of Staff.

Personal Belongings

In a busy school such as ours, care must be taken with personal belongings. Handbags, wallets, mobile devices packages and other items should not be left unsecured or unattended at any time in the school, including classrooms. Please lock all valuables in a locked space such as a desk drawer, a file cabinet or a locker. If you require additional access to a locked space to secure your valuables, please contact the Associate Director of Operations or main office staff.

Visitors

The names of all visitors must be registered through the main office. Visitors will receive a temporary pass after presenting valid photo identification.

Employees should contact a member of the School Management Team if they notice someone who seems suspicious or who has not been presented as a visitor.

Fire, Safety and Emergency Drills

All employees should understand fire, safety and emergency procedures and be aware at all times of the location of the fire exit(s) nearest their own classroom or workstation. All employees will be briefed on fire, safety and emergency procedures, according to MO99's safety plan. Fire Marshals and Searchers are assigned to assist employees and students during any emergency.

Periodic fire, safety and emergency drills also serve as reminders of fire, safety and emergency procedures for all employees. Accordingly, all employees must participate in periodic fire, safety and emergency drills.

PROHIBITION AGAINST VIOLENCE IN THE WORKPLACE

Innovation is committed to promoting a safe work environment for its employees and students. Accordingly, **Innovation does not tolerate violence, or threats of violence, of any kind, in the workplace, committed by or against employees, directors, officers, volunteers or students.** To that end, the following list, while not exhaustive, provides examples of conduct and/or behavior that will not be tolerated:

- Making threatening remarks.
- Non-verbal threatening behavior.
- Causing physical injury to another person.
- Aggressive, intimidating or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging the property of Innovation, another employee, a volunteer, parent or a student.
- Possession of a weapon while on Innovation's premises or while engaged in Innovation business outside of the building.

Reporting Procedure

Any potentially dangerous situations must be reported immediately to Innovation's Executive Director, Principal, the Associate Director of Finance and HR, or your vertical director on the School Management Team. If you are a victim or a witness to verbal abuse, physical violence or any other type of conduct that may constitute workplace violence by another Innovation employee, director, officer, volunteer, visitor or student, you should report the incident immediately to any of the above-referenced individuals. No employee will be subject to retaliation, intimidation or disciplinary action as a result of a good faith report of actual or potential workplace violence.

To the highest degree possible, allowing for a fair investigation and any necessary corrective action, all such complaints will be kept confidential. All reports of actual or potential workplace violence will be investigated promptly. If any investigation confirms workplace violence, Innovation will take swift and appropriate corrective actions.

Enforcement

As stated above, Innovation has zero tolerance for violence of any kind in the workplace. Any employee determined to have engaged in workplace violence is subject to disciplinary action, up to, and including, termination of employment. Non-employees engaging in violent acts on Innovation's premises will be reported to the proper authorities and fully prosecuted, as the situation warrants.

EMPLOYEE BENEFITS

Innovation maintains a number of programs to help our Full-Time employees defray the costs of medical and dental care, to provide income in the event of accident or catastrophic illness, and to assist in meeting other family needs and emergencies.

Employees must promptly inform Innovation's Associate Director of HR and Finance of any changes in their employee profile information, including the employee's address and related contact information, to ensure that our personnel records are accurate and up-to-date.

Innovation's Associate Director of HR and Finance maintains booklets and plan descriptions for each individual program and can answer benefits inquiries at all times. Information concerning our medical and dental plans are available to employees via Associate Director of HR and Finance. As stated above, in the case of any conflict between this handbook and the content of any policy or plan document, the policy or plan document prevails over this handbook.

Finally, we note that nothing in this handbook should be deemed or construed to limit, in any way, Innovation's ability to modify, amend, add to or eliminate the benefits plans, policies and programs it offers consistent with applicable law.

Group Health, Dental, Vision, Life and Long-Term Disability Insurance

Innovation provides certain group health, dental, vision, life and long-term disability insurance programs for eligible employees and their eligible dependents. Any additional coverage is at the employee's cost.

Employees are eligible to participate in these benefits on the first day of the month following the month in which the employment commences. To be eligible for benefits, employees must sign all required forms and be approved by the respective insurance carrier or benefits provider.

Full details of benefits may be found in the benefits package that will be provided to you and in the summary plan description of the respective benefit program. These documents set forth more fully your rights and obligations under the respective benefits plan.

Contact Innovation's Associate Director of HR with any questions you may have concerning your eligibility for coverage under Innovation's group health care, dental, vision Life and/or Long-Term Disability Insurance plans.

COBRA

The Federal Consolidated Budget Reconciliation Act ("COBRA") gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage for a limited period of time under Innovation's group health care plans when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours; an employee's divorce or legal separation; and dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays 100% of the cost of coverage. Innovation

provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Innovation's health insurance plans. This notice contains important information about the employee's rights and obligations.

Short-Term Disability

Innovation provides short-term disability insurance for its employees. This short-term disability insurance provides certain benefits in the event that an employee is unable to work due to non-work-related injuries or illnesses. Short-term disability coverage becomes effective on the eighth day following the onset of injury or illness and may last for up to 26 weeks.

Workers' Compensation

New York State requires that you have Workers' Compensation Insurance for work-related injuries or illnesses. The cost of this insurance is paid by Innovation. If you are injured on the job, the Associate Director of HR must be notified immediately so that your injury can be treated and an accident report can be completed.

Retirement Savings Program

Innovation automatically enrolls all employees in its 401k retirement plan after the employee has completed three months of employment with Innovation. Innovation offers a matching contribution to the plan, up to 5% of the employee's salary. Details of the 401K plan are provided as part of each employee's 401k package and contained in the summary plan description.

PERSONAL DAYS AND SICK LEAVE

Each Full-Time employee who starts work on August 15th receives twelve (12) paid personal days for use during the academic year. Full-Time employees who start work on July 1st receive twenty-five (25) paid personal days. Innovation does not separate these into two separate pools of personal and sick days. A staff member, may for example, take 7 personal days for sickness and 3 personal days for other business, and be in compliance. However, at least forty-eight hours (48) advance notice, given in electronic form, is required for non-emergency personal days unrelated to NYC Earned Sick Time Act Leave benefits ("ESTA Leave"), and approval to take such a non-emergency personal day must be obtained in advance. Innovation understands that advance notice may not be immediately feasible in the case of emergencies; however, an employee should provide notice as soon as possible when an urgent or emergency need to take a day off arises and it is not possible to give 48 hours advance notice.

The prescribed electronic form for requesting a personal day is the Innovation Personal Day Request Form, a Google survey, which has been emailed to all staff. Employees who do not have the form may request the current link from the Associate Director of HR and Finance or the Associate Director of Operations.

Personal or sick leave days may be used as needed – for vacation, family or personal illness, to observe religious or other holidays, to handle parents' day at school, or other personal events or emergencies.

Personal/sick days are granted in full at the beginning of the school year. Personal or sick leave days unused during a given year may be carried over to subsequent years; provided, however, that at no time shall an employee have accrued more than 30 total personal/sick leave days for any school year. In the event that the grant of personal/sick days at the beginning of the year would cause the employee to exceed the 30 day cap, personal/sick leave days shall be granted only to the extent that such days would not cause the employee to exceed the cap.

Employees will **not** be paid for any unused personal/sick days at the separation of employment under any circumstances. Unused personal/sick days at the separation of employment shall be forfeited regardless of the reason for the separation and regardless of whether such separation was initiated by the employee or by Innovation.

Part-Time employees are not eligible for any paid-time off benefits, except as outlined below, in the section entitled “NYC Sick/Family Leave.”

Non-Emergency Personal Day Requests

Standard, non-emergency requests for personal or sick leave days must be made as far in advance as possible, but no later than 48 hours in advance, and will be subject to supervisory approval based on workload and other circumstances. Such requests should be made to the in the electronic format referenced above and approved or denied by the employee’s Direct Supervisor or School Principal.

Taking multiple personal days in a row when school is in session tends to interrupt student learning and, as such, is discouraged. While Innovation understands that an employee may have a need to make various types of personal day requests, a non-ESTA-related request may not always be approved based on a number of factors, including staffing or student needs.

Personal Days will not be granted on announced Black Out Days, including but not limited to days immediately before or immediately after a holiday, during any Professional Development period, or during certain important instructional and testing days, in the absence of good cause shown. Black Out Days are maintained and published in advance on the ‘Innovation Master Calendar’ document. If additional blackout days must be added mid-year, notice will be provided to staff and the ‘Innovation Master Calendar’ will be updated on its Google Doc.

Absence Without Notice

An employee who fails to report to work and does not notify Innovation of his or her pending absence, whether via the above-referenced electronic form or otherwise, for three consecutive scheduled workdays is considered to have abandoned his or her job and, therefore, will be deemed to have voluntarily resigned from his or her position.

Sick Leave

You may use your Personal Days to cover sick leave, which may be used for your own illness or injury or for family medical emergencies. Innovation reserves the right to require a physician’s statement regarding your illness or injury (or that of a family member, as applicable) if you are absent for more than three (3) consecutive work days, as a condition of paying you for Personal Days used to cover sick leave. Innovation may also require a physician’s signed statement approving your return to work from your own illness or injury.

If your illness or injury is expected to exceed your accrued Personal Days, please notify Innovation's Associate Director of Finance and Human Resources, or Director of Operations, prior to exceeding your accrued leave. Depending on the circumstances, you may be entitled to other types of leave (as described herein) for some or all of the period of your inability to return to work. You must request such supplemental leave in writing from Innovation's Associate Director of HR prior to the expiration of your sick leave. If you do not seek and obtain such pre-approved leave, your leave extending after you have used up your available Personal Days will be treated as unexcused leave. After three consecutive days of such unexcused absence, you will be deemed to have abandoned your job and thus voluntarily resigned from your position.

NYC SICK/FAMILY LEAVE

Innovation recognizes that employees may need days off from work from time to time to address their medical needs or the medical needs of a family member. For this purpose, Innovation offers a sick/family leave benefit program through which eligible employees receive at least a minimum level of paid time off benefits each year, referred to as ESTA Leave. Employees who are scheduled to work at least 80 hours per year within New York City are eligible for ESTA leave under this policy.

Application to Part-Time Employees:

As referenced above, Part-Time employees are not eligible for any other paid-time off benefits. Notwithstanding the foregoing, all part-time employees will be eligible for up to 40 hours of paid time off benefits under this Policy.

Application to Employees Eligible For Paid Time Off Benefits Under Other Innovation Policies:

Employees of Innovation who are eligible for other paid time off benefits – including but not limited to paid vacation time, sick time, personal time or similar paid leave benefits under other Innovation policies – will not receive a greater total amount of paid time off benefits as a result of any provisions of this policy. Rather, use of ESTA leave will run concurrently with the use of any other paid time off benefits until all ESTA leave benefits (whether accrued, or projected to be accrued, during the calendar year) are exhausted. Employees may use paid time off benefits under Innovation's paid time off policies for ESTA-qualifying reasons, if they so choose, but are not required to do so.

Once an employee uses the first 40 hours of paid time off benefits under any Innovation policy during the calendar year (or pro-rated amount for certain part-time employees who may accrue less than 40 hours of ESTA leave per year), for any reason, ESTA leave will be deemed exhausted for the calendar year.

When accrued ESTA leave is available under this policy, to the extent that the terms of any other Innovation policy relating to paid time off benefits or attendance are inconsistent with the terms of this policy, the terms of this policy will apply.

The provisions below relating to use of ESTA leave apply only when the first 40 hours of paid leave benefits (or pro-rated amount for part-time employees) are used for ESTA-qualifying purposes.

Permissible Purposes of ESTA Leave Usage:

Employees may use accrued ESTA leave for absences from work during mandatory hours the employee was scheduled to work within the City of New York, for the following reasons:

- (1) Personal Medical Care: The employee's mental or physical illness, injury or health condition; or need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or need for preventative medical care;
- (2) Family Medical Care: Care of a family member (employee's child, spouse, domestic partner, parent, sibling, grandchild or grandparent, or child or parent of employee's spouse or domestic partner) who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or who needs preventative medical care; or
- (3) Ordered Closure Due to Public Health Emergency: Employees may be eligible to use leave in certain circumstances in the event of an ordered closure due to an officially-declared "public health emergency" issued by the NYC Commissioner of Health or NYC Mayor.

ESTA Leave Accrual and Usage

Eligible employees accrue 40 hours of ESTA leave upon their date of hire, or the first day of the calendar year (as defined below) in which they were hired, whichever is later. Eligible employees may neither accrue nor use more than 40 hours of ESTA leave during any calendar year. The employee's regular rate of pay for the scheduled hours will apply.

Advance Notice of ESTA Leave Required

In order to use accrued ESTA leave, employees must provide reasonable notice of the need to use ESTA leave:

- (1) If the need for ESTA leave is foreseeable, the employee should provide notice as soon as possible in advance. Employees must give at least seven (7) days advance notice when the need for ESTA leave is foreseeable seven (7) days or more in advance.
- (2) If the need for ESTA leave is not foreseeable at least seven (7) days in advance, the employee must give notice as soon as feasible or practicable.

When the need for use of ESTA leave is foreseeable, the employee must submit notice of the request to use ESTA leave in writing to the employee's supervisor in advance.

Verification/Documentation

If an employee requests use of ESTA leave for absences of up to three (3) consecutive workdays, the employee must submit written confirmation of the purpose for which the ESTA leave was used. Medical documentation is not required, except as required by law. For absences of more than three (3) consecutive workdays, the employee must provide documentation signed by a licensed health care provider verifying that the ESTA leave was used for an authorized purpose and verifying the need for the amount of ESTA leave taken.

Year-End

The “calendar year” will run from July 1st through June 30th. If an employee has accrued ESTA leave remaining on June 30th, the unused ESTA leave will be carried over to the next year, up to a maximum of 40 hours. Upon separation from employment, for any reason, any accrued but unused ESTA leave will not be paid out.

OTHER TYPES OF LEAVE

Disability Leave

If your illness or injury exceeds eight (8) calendar days, or you are hospitalized, you may be eligible for short-term disability benefits, upon certification by a medical professional. During this period of time, you are eligible to receive disability leave payments up to a maximum of \$1,000.00 per week, depending on your current compensation. Short-term disability benefits will be harmonized with your available sick leave, if appropriate. Contact Innovation’s Associate Director of Finance and Human Resources for additional information and assistance.

Pregnancy-Related Disability Leave

As an Innovation employee who is pregnant, you are entitled to take a medical leave for any part of the pregnancy and postpartum period that your doctor certifies you are medically unable to work. During this period of time, you are eligible to receive short-term disability leave, and to receive disability leave payments up to a maximum of \$1,000.00 per week, depending on your current compensation.

Medical leave for pregnancy begins on the date your doctor certifies that you are unable to work for medical reasons and ends on the date your doctor certifies you are medically able to return to work. Typically physicians certify medical leave of six to eight weeks; however, in the event of complications a doctor may certify additional medical leave. You may also be entitled to additional leave under the provisions of the Family and Medical Leave Act of 1993 (the “FMLA”), which is explained elsewhere in this Handbook.

Child Care Leave

Innovation employees are also eligible to take a child care leave, under the FMLA, when:

- You have a baby
- Your spouse or same-sex domestic partner has a baby
- You adopt a child
- You become a foster parent to a child.

Any questions concerning the applications of these policies to your particular circumstances should be addressed to our Associate Director of HR.

Holidays

If a designated holiday falls on an employee’s personal or sick leave day, that day off will not be deducted from the accrued personal or sick leave days.

Bereavement Leave

Innovation provides regular, full-time employees, paid leave for time lost from their regular schedule in the event of a death of a member of the employee's immediate family, in accordance with the following guidelines.

Employees will be granted an authorized absence from work up to a maximum of three days without loss of pay. The three days are to be consecutive days, and they must include the day of the funeral.

Members of the immediate family are defined as follows: spouse/domestic partner, children, parents, grandparents, brothers or sisters.

When requesting time off for bereavement leave, the request should include the relationship of the deceased to the employee. Innovation may also require written confirmation from the funeral director, and/or an obituary notice establishing the employee's relationship to the deceased, and the dates of the funeral service, upon the employee's return from bereavement leave.

JURY DUTY

Employees are encouraged to fulfill their civic responsibility by accepting jury duty when they are called. Jury duty is defined as serving as a juror at the request of any legally constituted court or governmental unit, whether Municipal, County, District, State or Federal. It includes active participation as a juror or being summoned for examination as a juror.

When summoned to jury duty, all employees are granted time off for the length of service on jury duty. Employees summoned to jury duty must notify their supervisor immediately upon receiving a jury duty notice, so that appropriate arrangements may be made for their absence. Employees must also submit a copy of the notice to serve as soon as possible after receipt.

Either Innovation or the employee may request an excuse from jury duty if, in Innovation's judgment, the employee's absence would create serious operational difficulties.

Employee Responsibility

An employee who is summoned for jury duty must notify his or her supervisor and must promptly submit a copy of the summons to the Associate Director of HR. Employees must also inform their supervisor each day that jury duty continues while they serve. After jury duty service, employees are required to provide the *original* certificate of jury service to Innovation's Director of Operations and Finance, should retain a copy for themselves.

Wage/Salary Continuation

During service on jury duty, Innovation will compensate regular employees for the difference between jury duty pay and the employee's regular straight-time salary or wages for up to two (2) weeks.

All employee benefits remain in force during jury duty service.

Return to Work

Employees on jury duty are required to return to work after the jury duty has ended. Employees who are not required to go to court on a workday while serving on jury duty or who are dismissed early in the day are expected to come to work. Employees returning to work after jury duty are required to present proof of jury duty service to Innovation's Associate Director of HR.

VOTING LEAVE

Employees who are unable through reasonable diligence to reach their precinct to vote in a national or statewide election during non-working time will be allowed a reasonable amount of time, to vote but no more than two hours, at the beginning or end of their work day. You must request this time off at least two working days prior to Election Day.

MILITARY LEAVE

Employees may take an unpaid leave, in accordance with applicable law, if they are inducted into or enlist in the Armed Forces of the United States or are called to duty as a member of a reserve unit. Employees must provide advance notice of their need for a military leave and the Associate Director of Finance will request a copy of the employee's orders, which will be kept on record by Innovation. The time spent on military leave will be counted as continuous service for the purpose of determining your eligibility and accrual for various benefit plans and policies.

For military leaves extending 30 days or less, Innovation will continue to pay the portion of the premium on health insurance, if any, that it was paying before the leave began. If the employee contributes toward such benefits for himself/herself or covered dependents, the employee must continue to pay the employee's portion of the premiums during this period; otherwise, the employee may lose his or her coverage.

Upon return from military leave, employees will be reinstated as required by law. Upon an employee's return, benefits will be reinstated with no waiting periods.

All employees who are called up or volunteer for training, active military duty, full-time National Guard duty and absences for examinations to determine fitness for duty, as part of a Regular or Reserve Unit of any branch of the US Armed Forces (i.e. Army, Navy, Marines, Air Force or Coast Guard), Army National Guard, Air National Guard, or commissioned corps of the Public Health Service, will be granted an unpaid military leave of absence. The length of the leave is determined by the employee's military orders, but may not exceed the limits prescribed by applicable federal or state law.

If an employee meets leave requirements and satisfactorily completes active military duty, the employee will be returned to the same position or a comparable position unless Innovation's business circumstances have changed so as to make the re-employment impossible or unreasonable; retraining or accommodating a disabled individual would pose an undue hardship; or the employment prior to the military leave was for a brief, non-recurrent period and there is no reasonable expectation that such employment would continue indefinitely or for a significant period.

Periodic Contact While on Military Leave

To assist Innovation in determining staffing requirements while an employee is on military leave of absence, the employee is required to provide the Associate Director of Finance and Human Resources with address changes and updated military orders whenever those orders affect the length of time required for the military leave.

Benefits While on Leave

An employee on an approved military leave is eligible for subsidized health, dental and vision insurance benefits for up to 26 weeks.

The employee will be required to cover the usual employee share of the health, dental and vision premiums. Participants who remain on leave after exhausting such maximum period may elect COBRA continuation coverage or, in the case of Uniformed Services Employment and Reemployment Rights Act (“USERRA”) leave, continuation coverage for up to 24 months from the date the leave began in accordance with the regulations promulgated pursuant to USERRA, if those provisions are more favorable to the participant.

The availability of subsidized Life and/or Long Term Disability insurance benefits during military leave is dependent upon the terms outlined in the respective certificates of insurance or summary plan descriptions.

Termination While on Leave

Employees will be considered to have voluntarily terminated their employment if active military duty is concluded and any of the following occur:

- The employee does not apply for reinstatement within the time frame prescribed by law.
- If, upon the expiration of the leave or release to work, the employee can no longer perform the essential duties of their former position, or other available positions for which they are qualified, with or without a reasonable accommodation.
- The employees are offered the same position or one equivalent to their prior position and refuse the position.*

*Employees will continue to be eligible for the same position, or an equivalent position, and will not be considered to have voluntarily terminated their employment until the expiration of the time frames for application for reinstatement prescribed by law.

ACCOMMODATIONS FOR NURSING MOTHERS

Innovation will make reasonable accommodations, including breaks and privacy, for nursing mothers who wish to express breast milk while at work. Please see the Associate Director of Finance and HR, for more details.

BLOOD DONATION

Employees who work at least twenty hours per week are generally eligible to take one period of unpaid leave each calendar year, of up to three (3) hours, to donate blood at a location away from Innovation's premises. The Employee must notify his/her supervisor or the Associate Director of HR and Finance, in advance if the Employee wishes to donate blood during working hours. If the blood donation is off-premises, reasonable notice – generally three business days – may be required. Employees may be asked to show evidence of blood donation if done off-premises.

In any calendar year, Innovation may elect to coordinate blood drives at the Employee's worksite in lieu of or in addition to providing unpaid leave for off-site donation. Employees will be notified in advance if Innovation elects to offer blood drives in lieu of unpaid leave at the Employee's work location.

FAMILY AND MEDICAL LEAVE ACT

Innovation has a Family and Medical Leave Policy that is in compliance with The Family and Medical Leave Act of 1993 (FMLA). Innovation will grant a leave ("FML leave") of up to a total of 12 workweeks during any twelve (12) month period (as defined below) to an eligible employee for:

- The birth, adoption or foster care placement of a child and to care for such child.
- The care of the employee's spouse, child or parent who has a serious health condition.
- The employee's own serious health condition that makes the employee unable to perform the functions of his or her position.

FML leave may also be taken for two types of Military Family Leave:

Qualifying Exigency Leave

Eligible employees with a spouse, son, daughter, or parent on active duty, or call to active duty status, in the National Guard or Reserves, in support of certain contingency operations; or is a member of a regular component of the Armed Forces and is deployed to a foreign country, may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, attending post-deployment activities, and other activities that the employee and the employer agree upon.

Military Caregiver Leave (also known as Covered Servicemember Leave)

This is a special leave of up to 26 weeks during a "single 12-month period" for an eligible employee who is the spouse, child, parent, or next of kin of a Covered Servicemember to care for the Servicemember. "Covered Servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty on active duty. The "single 12-month period" for the purpose of this type of leave begins on the first

day the eligible employee takes FML leave to care for a Covered Servicemember and ends 12 months after that date.

The maximum amount of leave for any FMLA-qualifying reason that may be taken in any 12-month period is 26 weeks, provided that no more than 12 weeks of leave may be taken for any FMLA-qualifying reason other than Military Caregiver Leave.

Eligible Employee

To be eligible for FML leave, an employee must: (i) have been employed by Innovation for at least 12 months; (ii) have worked at least 1,250 hours during the 12 month period immediately preceding the first day of leave; and (iii) work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

If an employee does not satisfy these eligibility requirements, or if an employee has exhausted his or her FML leave allotment, the employee may be eligible instead for a non-FML leave. The granting of a non-FML leave is generally within the discretion of Innovation and will be based on a variety of factors, such as other legal obligations, the needs of Innovation, and any appropriate individual factors. Please contact Innovation's Associate Director of HR for additional information if necessary.

Twelve-Month Period

For all FML leave other than Military Caregiver Leave, an eligible employee may take up to 12 weeks of leave in any rolling 12 month period measured backward from the date an employee uses any such FML leave. This means that at any point in time, the amount of leave available for such FML leave is 12 weeks less the amount of leave used during the preceding 12 months. For the purpose of the Military Caregiver leave, a "single 12-month period" is used, which is measured differently; as noted above, the "single 12-month period" for the purpose of this type of leave begins on the first day the eligible employee takes FML leave to care for a Covered Servicemember and ends 12 months after that date.

Military Caregiver Leave Limits

This leave is to be applied on a per-covered-servicemember, per-injury basis such that an eligible employee may only take one 26 week period of leave for the same servicemember with the same injury; however, an eligible employee may be entitled to take more than one period of 26 weeks of leave if the leave is to care for different service members or to care for the same servicemember with a subsequent serious injury or illness, except that no more than 26 workweeks of leave may be taken within any single 12-month period.

Special Limitations on Leaves

If Innovation employs both spouses and both spouses request leaves for the birth, adoption or foster care placement of a child, for the care of that child, or to care for a parent with a serious health condition, then the aggregate, combined leave for both employees for that purpose shall be limited to 12 weeks during any rolling 12 month period. FML leave for the birth, adoption or foster care placement of a child or for the care of that child must be completed within 12 months of the child's birth, adoption or foster care placement. If Innovation employs both spouses and one or both spouses take Military Caregiver Leave, they are limited to a combined total of up to 26 weeks of leave during the single 12-month period depending upon the type and length of

leave taken.

Intermittent or Reduced Schedule Leaves

Upon receipt of medical certification of the medical need for leave on an intermittent or reduced schedule basis, Innovation will grant such leave for purposes of the employee's own serious health condition or to care for a parent, child or spouse with a serious health condition, or for Military Caregiver Leave. Leave may also be taken on an intermittent or reduced schedule basis when necessary for Qualified Exigency Leave. If intermittent or reduced schedule leave is needed for planned medical treatment for the employee, a family member, or a covered servicemember, including during a period of recovery from one's own serious health condition, a serious health condition of a spouse, parent, son or daughter, or a serious injury or illness of a covered servicemember, Innovation may require the employee to transfer temporarily, during the period that the intermittent or reduced leave schedule is required, to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. The employee will receive his or her same salary while working in the alternate position.

Notice and Scheduling of Leave

For all FML leaves other than Qualifying Exigency Leave, if the need for leave is foreseeable, the employee must provide notice and request the leave at least 30 days in advance of the date on which he or she intends to begin a leave of absence. When the need for Qualifying Exigency Leave is foreseeable, the employee shall provide such notice as soon as practicable. If the employee is unable to foresee the need for any FML leave 30 days in advance, then the employee must give Innovation notice as soon as practicable and must comply with Innovation's call-in procedures. In giving notice, the employee must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include, for example, that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military leave. Employees must also inform Innovation if the requested leave is for a reason for which FML leave was previously taken or certified.

Company Responsibilities

After an employee has requested FML leave, Innovation will inform the employee whether they are eligible under the FMLA, and if not, let the employee know the reason for ineligibility. This notice to the employee will specify additional information required from the employee as well as the employee's rights and responsibilities. Innovation will inform the employee if leave will be designated as FML leave and the amount of leave counted against the employee's leave entitlement (where the amount of leave to be taken is known). Innovation will notify the employee if the requested leave is not designated as FML leave.

Scheduling of Planned Medical Treatment

If the leave is requested for purposes of planned medical treatment for the employee or his or her spouse, parent or child, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly Innovation's operations. When planning medical treatment, the employee must consult with Innovation and make a reasonable effort to schedule the treatment so as not to disrupt unduly the employer's operations. Employees are expected to

consult with Innovation prior to the scheduling of treatment in order to work out a treatment schedule that best suits the needs of both the employer and the employee.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves (1) an overnight stay in a medical care facility; or (2) continuing treatment by a health care provider. A serious health condition that involves continuing treatment by a health care provider includes one or more of the following: (a) a period of incapacity of more than three full consecutive days, and any subsequent treatment or period of incapacity that also involves treatment two or more times by a healthcare provider or treatment by a healthcare provider on one occasion plus a regimen of continuing treatment; (b) pregnancy or prenatal care; (c) a period of incapacity or treatment for a chronic serious health condition; (d) a period of incapacity which is permanent or long-term such as for Alzheimer's or a severe stroke; (e) a period of absence to receive multiple treatments by a health care provider.

Certification of Serious Health Condition

Innovation may condition its approval of a leave for purposes of personal or family illness or to care for a Servicemember on the employee's submission of a satisfactory medical certification from the employee's, family member's, or Servicemember's health care provider. Innovation will provide the employee with the certification form for this purpose, and it is the employee's responsibility to ensure that the health care provider submits a fully completed form to Innovation within 15 days. Innovation may, in its discretion and at its expense, require the employee to obtain second or third medical opinions from independent health care providers. Innovation may also require certification for Qualifying Exigency Leave. The employee must provide a complete and sufficient certification to Innovation; if the employee does not, Innovation will give the employee seven calendar days to cure any such deficiency. Innovation may also require an employee on leave to submit periodic recertifications throughout the leave, but generally will not do so more often than every 30 days unless there is a change in circumstances or other circumstances warranting an earlier recertification. Failure to provide an appropriate certification or recertification, upon request, may result in the denial of leave.

Periodic Status Reports

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

Reinstatement from Leave and Fitness-for-Duty Certification

An employee who has complied with his or her obligations under this policy will be reinstated to the position he or she held prior to leave or to an equivalent position, unless business conditions resulted in the elimination of the employee's former position during the leave or the employee would not otherwise have continued to be employed had he or she continued in active employment. Innovation, however, may refuse to restore those employees considered to be "key," for purposes of the Family and Medical Leave Act, to their previous positions under certain circumstances. An employee who has taken a leave in excess of five days for his or her own serious health condition must submit a medical certification from his or her health care provider verifying that the employee is able to return to work and perform his or her regular job duties. Reinstatement may be delayed until a satisfactory medical certification has been provided. If the employee does not provide either a fitness-for-duty certification or a new

medical certification for a serious health condition at the time FML leave for the employee's own serious health condition is concluded, the employee's employment may be terminated.

Compensation During Leave

An employee who uses FML leave for any reason must use up his or her accrued, unused paid vacation days and any available paid sick/personal days at the beginning of the leave (during any time the employee is not receiving short-term disability insurance benefits, if applicable). The remaining portion of the FML leave will be unpaid. Employees must satisfy the procedural requirements of Innovation's sick and vacation policies in order to receive paid leave.

Benefits During Leave

During a leave, the employee will remain covered under Innovation's health insurance plan under the same conditions that coverage would have been provided had the employee not been on leave. While on leave, the employee will need to mail the insurance premiums (which are normally deducted through payroll) to Innovation's Associate Director of HR by the first of each month. If the employee fails to return to active employment for at least 30 calendar days after an unpaid FML leave, Innovation may exercise its right to recover its share of health insurance premiums from the employee, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control.

Benefits Upon Reinstatement From Leave

An employee who returns from leave will retain the same benefit status he or she held prior to going on leave. Use of FML will not result in the loss of any employment benefits that accrued prior to the start of an employee's FML leave (unless such accrued benefits, such as paid leave, were used during FML leave). The employee, however, will not accrue any additional benefits or seniority during any period of FML leave that is not paid through use of accrued leave benefits.

Other Terms and Conditions

The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA; or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to the FMLA. If you have any questions about your exercise of FMLA rights, please contact the Associate Director of HR.

The policies and guidelines stated in this Family and Medical Leave Policy shall be subject to such other terms and conditions as are provided in the Family and Medical Leave Act of 1993 and any applicable state leave laws.

THE DIGNITY FOR ALL STUDENTS ACT

Innovation complies with the Dignity for All Students Act ("the Dignity Act"), an act amending the New York State Education Law to provide that no student shall be subjected to harassment or bullying by employees or students on school property or at a school function.

Students have the right to feel safe and respected, and to work and learn in an environment that is free from harassment and bullying, including sexual and other types of harassment and

bullying. Innovation prohibits all forms of harassment and bullying as defined in this policy.

Definition of Harassment and Bullying

Harassment and/or bullying (“harassment”) is the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, gender identification, sex, or any category protected by law. Prohibited conduct includes, but is not limited to: epithets, slurs, quips or negative stereotyping that relate to any of the categories above. This list is not all-inclusive. Other unwelcome acts of an offensive nature may also constitute harassment.

Definition of Sexual Harassment

Sexual harassment is a type of harassment and bullying. It may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples of the type of behavior that may constitute sexual harassment include demands for sexual activity; sexual flirtations, advances or propositions; sexual innuendoes or suggestive jokes; comments of a sexual nature to describe an individual or an individual's body; unwelcome physical contact such as touching, pinching or brushing the body; any type of coerced sexual activity; displays of sexually suggestive objects or pictures; and obscene gestures or materials. This list is not all-inclusive. Other unwelcome acts of an offensive nature may also constitute sexual harassment.

Romantic or sexual relationships of any kind between employees (teacher, administrator or other staff member) and students are expressly prohibited.

General Procedures for Reporting Complaints

Innovation encourages all members of the School to report all incidents of harassment, regardless of who the offender may be. Innovation will take prompt, reasonable action to prevent, investigate and remedy the offensive conduct.

If a student feels comfortable speaking to the offender directly and requesting that the harassment stop, Innovation encourages the student to do so. If the student is not comfortable speaking directly to the offender, or if the harassment does not cease, the conduct should be reported to Deborah DaGiau, Innovation's Dignity Act Coordinator, or to the Director of Operations (the "Point Persons"). Any student or parent who believes that he or she (or his or her child) has been or is being harassed or bullied by a student or by an adult should report to one of the Point Persons.

Innovation recognizes that false accusations can cause serious harm to innocent persons. Although the School encourages complaints made in good faith, if an investigation reveals that a student knowingly or maliciously accused another person falsely of harassment, the School will take all appropriate action.

Investigations

Innovation will take prompt, reasonable action to prevent, investigate, and remedy instances of harassment. All allegations of harassment will be promptly investigated. The investigation may include interviews with the parties involved, and when necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge. The School will attempt to protect the privacy of the individuals involved in an investigation, but cannot guarantee confidentiality.

Discipline

If the School determines that *Innovation's* policy prohibiting harassment and/or bullying has been violated, Innovation will take disciplinary action against the offender. Discipline may include, but is not limited to, suspension or expulsion for students, and, for school staff, probation, suspension or termination of employment.

Retaliation

Innovation prohibits retaliation against anyone who reports harassment/bullying or participates in an inquiry of such report. Any person who retaliates against a student for reporting any perceived acts of harassment/bullying will be subject to disciplinary action. Any questions about this policy should be directed to our Dignity Act Coordinator, Deborah DaGiau.

STAFF & STUDENTS BOUNDARIES POLICY: MAINTAINING APPROPRIATE RELATIONSHIPS

A Safe Learning Environment

Maintaining a safe and stimulating learning environment is one of our highest priorities. Accordingly, Innovation staff members are expected to exemplify high standards of professional and ethical conduct, to maintain appropriate boundaries with students at all times, and to build relationships of trust with our students, their parents and guardians, as well as others who have an interest in Innovation and the operations of Innovation. To ensure that this trust is not violated, staff members must avoid inappropriate relationships with students, including relationships that create even the appearance of impropriety.

Appropriate interactions create a safe environment in which students may grow, learn, seek help in solving conflicts, and develop social skills.

Inappropriate interactions cross the boundaries separating student from adult needs and could create a relationship that becomes peer-to-peer rather than adult-to-child.

Mandated Reporting

Staff members are mandated to report any suspected abuse or neglect of students to the Administration for Children's Services and to a member of the School Management Team (SMT). Call 311 in NYC or the New York State Central Register (SCR) directly at 1(800) 342-

3720. If the child is in immediate danger, call 911.

Examples of appropriate staff interactions with students:

- Maintaining personal space between staff members and students
- Exercising discretion regarding physical contact with students and sensitivity to individual preferences and cultural norms regarding physical contact
- Exercising caution when discussing personal life and personal views about politics
- Avoiding unapproved off-campus encounters with students; when these encounters are unavoidable, communicating whereabouts – at a minimum – to co-workers and to SMT vertical directors
- Treating all students fairly and equally, with appropriate modifications for students with documented special needs
- Following school policies concerning student and staff conduct during extracurricular activities and during Enrichment Week and other out-of-school activities
- Addressing issues of harassment and bullying in accordance with the Dignity for All Students Act Policy
- Referring students with serious emotional or social problems to the counseling staff or to the SMT
- Notifying the SMT if there is reason to believe that a student has romantic feelings toward a staff member
- Using school-approved social media and email - not personal social media and email accounts - for communicating with students, and restricting the communication to school-related matters

Examples of inappropriate staff interactions with students:

- Making comments that are personal or physical in nature (e.g., “you have great legs,” “you should wear that sweater more often,” “what big muscles you have”) or may have sexual overtones; condoning inappropriate topics for discussion; condoning verbal comments with sexual overtones; flirting
- Disclosing personal and confidential information (as defined in the Innovation Employee Handbook) to the student so that the student becomes the confidant of the adult, whether disclosed in person or in any other manner, including text messaging, social media, email, etc.
- Maintaining relationships with students that are unrelated to school activities, without permission from the SMT, such as taking a student to lunch off site, gift giving, outside social activities, walking a student home or elsewhere, alone or in a private vehicle, or meeting with students off-campus
- Permitting or encouraging a culture of loose and inappropriate language and boundaries around gender, race, religion, sexual orientation, national origin, and harassment issues
- Engaging in personal physical contact, including massages, lingering touches, squeezes, kisses, caresses, or touching students who feel uncomfortable with being touched for personal or cultural reasons
- Assisting students with serious personal issues in circumstances where a referral to counseling or notice to the SMT is warranted

Err on the Side of Caution

If you have any doubt whatsoever regarding whether any conduct is appropriate or

inappropriate, please resolve the question by speaking to your vertical director, a member of the SMT, or a member of our counseling team.

Failure to abide by Innovation's Staff-Student Relationships Policy may lead to disciplinary action, up to and including the termination of employment.

DRUG-FREE WORKPLACE

Innovation is committed to maintaining a drug-free workplace that is safe for employees and students and conducive to good work performance. The sale, use, possession, purchase, manufacture, transfer or distribution of alcohol, illegal drugs or other controlled drugs or substances or drug-related equipment or paraphernalia on Innovation's premises is prohibited. Moreover, reporting to work under the influence of alcohol or controlled drugs or substances of any kind is prohibited.

The term "controlled drugs or substances" includes prescription drugs. Such drugs are used permissibly only when issued with a prescription, when a physician has granted permission to use or consume the drugs under working conditions, and when the physician has verified that an employee can work safely and without detriment to work productivity under the influence of such drugs.

If you violate this policy, you will be subject to appropriate disciplinary action up to and including termination of employment. Alternatively, at Innovation's discretion, you may be required to complete satisfactorily a drug or alcohol assistance or rehabilitation program as a condition of continued employment. Any questions regarding this policy should be directed to Innovation's Director of Operations.

PERSONAL CONDUCT

Occasionally, it is necessary to use disciplinary measures when an employee's personal conduct is contrary to Innovation's practices, policies and procedures. Disciplinary measures may take many forms including verbal and written warnings, suspension, demotion, and discharge. Discipline will not be administered progressively; instead, disciplinary matters will be handled on a case-by-case basis. Thus, for example, an employee may be discharged for his or her first violation of an Innovation practice, policy or procedure; alternatively, the employee may be given a verbal or written warning, depending on the facts and circumstances presented. In arriving at a decision as to appropriate discipline, Innovation's management will consider, among other things, the seriousness of the infraction, the employee's past performance record and all other relevant circumstances.

Innovation maintains the right to discipline its employees for any reason deemed appropriate by Innovation in its sole discretion, subject to all applicable federal, state and local laws.

POST-HIRE OBLIGATION TO REPORT ARRESTS AND CONVICTIONS

During employment, all employees have an affirmative obligation to inform Innovation of any arrests or convictions as they occur, and must do so by notifying Innovation's Associate Director of Finance and HR or Innovation's Executive Director immediately following an arrest or conviction, in a confidential manner. Innovation will review, on a case-by-case basis, the

employment status of any employee who is arrested or convicted of a crime. While an arrest or conviction will not necessarily lead to dismissal, the employee's failure to so report may lead to disciplinary action, up to and including termination. Similarly, any misrepresentation concerning the underlying facts and circumstances surrounding the arrest or conviction may lead to disciplinary action, up to and including termination.

NOTE: Regarding past arrests, employees should not report any arrest, detention, or disposition regarding any violation of law which is no longer pending prosecution and which did not result in conviction. With respect to past convictions, employees should not report a Youthful Offender Adjudication or a conviction for a violation that is sealed pursuant to the NY Criminal Procedure Law.

COMPLIANCE WITH IMMIGRATION LAWS

Innovation complies with the provisions of the Immigration Reform and Control Act, which requires that all persons employed after the date designated in the Act be United States citizens or non-citizens authorized to remain and work in the United States. Innovation's Associate Director of HR will provide you with the Form I-9, Employment Eligibility Verification, to verify your eligibility to work in the United States.

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EMPLOYEE ACKNOWLEDGMENT FORM

I hereby acknowledge receipt of the Innovation Employee Handbook as well as the attached Code of Conduct (collectively, the "Handbook"). I understand that it is my continuing responsibility to read and know the contents of the Handbook. I further agree that I will consult with my supervisor, the Director of Operations or the Associate Director of HR regarding any questions I have concerning the Handbook.

I also understand and agree that Innovation's Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge, understand and agree that unless I have a written agreement signed by Innovation's Executive Director providing otherwise, my employment with Innovation is at-will. Accordingly, the relationship may be terminated at any time, by Innovation or by me, with or without cause, and with or without notice.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook and Innovation's policies and benefits plans may occur. I understand that revised information will supersede existing information and may modify, or eliminate existing policies and benefits plans.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. No provision of this Handbook constitutes a legal or contractual obligation of Innovation and Innovation is free to change any provision at any time within its sole discretion. Changes in these policies, or new policies, shall be effective on the date they are issued by Innovation. I agree that I will update my handbook as changes are communicated to me and will return any old handbooks or policies when new ones are issued to me.

I have read, understand and agree to all of the above. I have also read and understand the Innovation Handbook. I agree to return the Handbook upon termination of my employment.

Please return this acknowledgment form to Innovation's Associate Director of Finance and HR.

EMPLOYEE'S NAME:

SIGNATURE:

DATE:

[FILE ORIGINAL IN PERSONNEL FILE]

**CODE OF CONDUCT OF
THE RENAISSANCE CHARTER HIGH SCHOOL FOR INNOVATION**

The highest standard of ethical conduct and fair dealing is expected of each employee, officer, director and volunteer (each, a “School member”) of The Renaissance Charter High School for Innovation (the “School”, “we”). The School’s reputation is a valuable asset, and the School must continually earn and embrace the public’s trust. The School members’ obligations as a group are both legal and ethical. Each School member promises to carry out his/her duties with the very highest ethical conduct and to carry out school requirements under the applicable New York State and City statutes, official charter, and federal laws that apply.

School members must assure that all actions and decisions are done to better serve students since this is the primary reason for the school’s existence. School members must maintain loyalty to the interests of the charter school’s purpose and mission. This accountability supersedes the personal interest of any member.

This policy provides general guidance on the ethical principles that must be followed by each employee, director and volunteer of the School (“you”). As no guideline can anticipate all situations, the School depends on your honesty and good judgment of every individual.

If you have any questions about this Policy, it is your responsibility to consult the Principal, the Associate Director of Finance and Human Resources, or any officer or trustee of the School that may be designated by the Executive Director as the contact person for this policy from time to time (the “Designated Person”). Only a Designated Person may make exceptions to the Policy.

You are expected to promptly disclose to the Designated Person or any member of the management of the School anything that may be in violation of this Policy. The School will not tolerate retaliation or retribution against anyone who brings violations to management’s attention.

**ARTICLE I
Compliance with Laws and Regulations**

The School’s activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers, and knowing when to seek legal advice.

**ARTICLE II
Conflicts of Interest**

A Conflict of Interest exists when an Innovation employee has an existing or potential interest, financial or otherwise, that might impair that person’s independent, unbiased judgment in the performance of his or her job. You must disclose the existence of any actual or possible conflict of interest, including disclosure of all relevant facts, to Innovation’s Director of Operations or to Innovation’s Principal.

The School has an existing Conflict of Interest Policy, which was adopted by the Board of Trustees of The Renaissance Charter High School for Innovation, and is incorporated by reference herein. A copy of the policy is maintained by the Secretary of the Board of Trustees

and is available upon request.

ARTICLE III Giving and Receiving Gifts

You may not give or receive money or any gift to or from a supplier, governmental official, or other organization. Exceptions may be made for gifts that are i) customary and lawful, and/or ii) of nominal value, and/or iii) are authorized by the Designated Person.

You may accept meals and refreshments if they are infrequent, are of nominal value, and are in connection with business discussions.

You should inform anyone doing or desiring to do business with the School that all gifts other than advertising novelties are discouraged. If you do receive something with greater than nominal value, you should report it promptly. It will be returned or donated to a suitable charity.

ARTICLE IV Political Activity

Innovation is a tax-exempt organization that is prohibited from directly or indirectly participating in any political campaign of or support or opposition to any candidate. The School may not contribute anything of value, including an employee's time, to political campaigns, publish or distribute materials on behalf of any candidate or party, or engage in any other activity which may be considered in support of or in opposition to any candidate.

The School recognizes that you may, in your individual capacity, participate in the political process by supporting political parties, candidates, or causes. However, you must participate in an individual capacity, and not as an employee of Innovation. You may not engage in political activities during work hours and you may not use any of Innovation's equipment or resources in connection with your political activity. You may personally contribute to a candidate or party of their choice. However, you may not be compensated or reimbursed by the School for your personal contribution. Any efforts devoted to political activity must be outside working hours. Unless authorized by the Designated Person, it must also be clear that any statements on public issues are not those of the School.

ARTICLE V Personal Conduct

We strive to provide you with a healthy, safe and positive environment. The climate at the School must be free from discrimination and harassment based on race, color, religion, sex, sexual orientation, age, national origin, disability, veteran status, alienage, citizenship or any other characteristics protected by federal, state or local law.

We will not tolerate sexual advances or comments or any other conduct that creates an intimidating or otherwise offensive environment. Similarly, the use of sexual, racial or religious slurs, or any other remarks, jokes or conduct that encourages or permits an offensive environment will not be tolerated.

If you believe you are subject to improper conduct, or become aware of the improper conduct of others, you should bring this to the attention of the Designated Person. All complaints will be investigated promptly.

Workplace violence is also strictly prohibited. This includes threatening, aggressive or violent behavior or possession of a weapon on the School's premises or while conducting School business. Also prohibited are the use, distribution, sale or possession of alcohol, drugs or any controlled substance on the School's premises or while conducting School business. You may not be on School premises or conducting School business if you are under the influence of controlled substances, illegal drugs, or alcohol.

ARTICLE VI

Employee Privacy and Other Confidential Information

The only personal information about employees that the School collects is that which relates to their employment. Access to this information is limited to people with a need to know and a Designated Person must authorize any release of the information to others in advance. Personal information is released outside the School only with employee approval, except to verify employment or to satisfy legitimate investigatory or legal requirements.

If you have access to any School confidential information, including private employee information, you are responsible for acting with integrity and in accordance with this policy. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

ARTICLE VII

Use and Protection of the School's Assets

You have a duty to preserve the School's assets. Because we are a charitable, non-profit organization, it is imperative that everyone demonstrates cost control and follows vigorous procurement standards. Acquisitions of goods and services must be at the best possible price and quality.

You may not use School employees, materials, equipment or other assets for any unauthorized purpose. Assets must be periodically tracked and inventoried, with appropriate action taken if there are any losses.

ARTICLE VIII

Accounting and Financial Reports

You must record and report financial information accurately and in accordance with applicable laws. Reimbursable business expenses must be reasonable, accurately reported, and supported by receipts.

The School's financial statements, and all books and records on which they are based, must accurately reflect all of the organization's transactions. All disbursements and receipts of funds must be properly authorized and recorded. No undisclosed or unreported fund may be established for any purpose.

Those responsible for the handling or disbursement of funds must assure that all transactions are

executed as authorized and recorded to permit financial statements in accordance with Generally Accepted Accounting Principles.

ARTICLE IX
Compliance

Failure to comply with this Policy will result in disciplinary action that may include reimbursement of the School for any losses or damages, termination of employment or office, and referral for criminal prosecution. Action may also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this Code of Conduct. You must sign the attached Certification.

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CODE OF CONDUCT ACKNOWLEDGEMENT

THE RENAISSANCE CHARTER HIGH SCHOOL FOR INNOVATION

I have read and understand the Code of Conduct of the School and I agree to abide by this Code in all dealings for and with the School. I state that I have no interests that conflict or may conflict with my service for the School except as set forth below.

Name:

Title:

Date:

If you wish this disclosure to be treated in confidence, please indicate here: _____

This certificate should be returned to:

Associate Director of Finance and Human Resources
The Renaissance Charter High School for Innovation