

AATI



**AMERICAN ADVANCED
TECHNICIANS INSTITUTE, CORP.
EMPLOYEE HANDBOOK**

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WELCOME!

We would like to welcome you to the AATI team. We hope you agree that you have a great contribution to make to the automotive industry by way of AATI Corp., and that you will find your employment at our Company a rewarding experience. We look forward to the opportunity of working together to create a successful institution. We also want you to feel that your employment with AATI will be a mutually beneficial and gratifying one.

AATI, Corp. is a company that is evolving to meet the needs of its students and employees. You have joined an organization that has established an outstanding reputation for quality and AATI's ability to move and change quickly to meet its students need is critical to its ongoing success. Credit for this goes to everyone in the organization. We hope you will find satisfaction and take pride in your work. As a member of our AATI's team, you will be expected to contribute your talents and energies to further improve the environment and quality of the institution.

This Employee Handbook will provide answers to most of the questions you may have about the AATI's benefit programs, as well as company policies and procedures. You are responsible for reading and understanding this Employee Manual. In addition to the Employee Handbook, you will receive a Departmental Policy and Procedure Handbook. If anything is unclear, please discuss the matter with the Human Resource Officer.

We extend to you our personal best wishes for your success at AATI, Corp.

CONGRATULATIONS! You have joined a winning team.

Fanny & Hector Marino
Board of Directors

EMPLOYEE HANDBOOK
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SECTION 1 – ORGANIZATION & GENERAL PHILOSOPHY

1.1 Organization

American Advanced Technicians Institute, Corp. is a Vocational Training School providing practical training and technical education in the field of Automotive Technology.

1.2 Licensed by

The Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
Telephone (888) 224-6684
Facsimile (850) 245-3233
www.fldoe.org/cie

1.3 Accredited by

Accrediting Council for Continuing Education & Training
(ACCET) ID# 1081
1722 N. Street N.W., Washington, D.C. 20036
(202) 955-1113
(800) 515-6218
www.accet.org

1.4 History

American Advanced Technicians Institute, Corp. ('AATI') began in August of 1995 when its owners responded to a calling from the community of automobile mechanics. The need for the institute arose from new laws being implemented by Miami-Dade County, requiring all mechanics to be certified by passing the Automotive Service Excellence (ASE) certification exams.

AATI started as a private tutoring institution, and in September of 1995 was incorporated in the State of Florida as *American Advanced Technicians Institute, Corp.* Its original program was comprised of review courses for ASE examinations.

In 1997, AATI was granted a license by the State Board of Independent Post-secondary Vocational, Technical, Trade and Business Schools (now named The Commission for Independent Education), to offer the following program(s) of instruction: Automotive Technology Program, Automotive Certification Preparation Program and Advanced Automotive Technology Program. These programs are taught in the following languages: Bilingual (Spanish/English) and English.

In May of 1998, AATI was issued a new License Number due to a change of ownership, and the addition of a new program (Automotive Transmission Program). In July 1998, AATI was approved by Miami-Dade County to administer its own Mechanic/Technicians Certification Exams in Spanish, English and Creole. In December 2002, AATI became accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is a national accrediting agency approved by the U. S. Secretary of Education.

On July 11, 2003, AATI was approved to offer Title IV financial assistance by the U.S. Department of Education. Later in September, AATI was approved by Broward County to administer its own Mechanic/Technicians Certification Exams in Spanish, English and Creole. During the month of June 2009, AATI was designated by the Commonwealth of Puerto Rico to exclusively provide examinations for The Board of Examiners of Automotive Technicians and Mechanics.

1.5 Our Mission

The mission of American Advanced Technicians Institute, Corp. is centered on the education of the student. Our mission is to provide practical training and technical education in the field of Automotive Technology.

1.6 Philosophy & Objective

AATI is dedicated to the principle that vocational and technical education is directed to the needs of the individual, the community, and the nation's industry. AATI's educational aim is to train, guide, and help motivate the students to effectively make their way into a challenging and rewarding career. In addition to helping them acquire the necessary technical knowledge and skills, the institute also places great emphasis on the student's personal development.

1.7 Value and Expectations

Employees are expected to be responsive to the individual needs of our students, administrators, supervisors, faculty, and other staff members. Each employee is expected to perform at the highest levels of professionalism by respecting each person's right to quality of service, confidentiality, self-respect, and performing all duties in a courteous, prompt, and professional manner while displaying a business-like appearance.

1.8 Description of Handbook

Your Employee Handbook contains information about the employment policies and practices of American Advanced Technicians Institute, Corp. (hereinafter "AATI). Your Employee Handbook is designed to answer many of the questions you may have about your employment with AATI; although, this handbook does not include all guidelines, policies and procedures, as no handbook can anticipate every circumstance or question

about policy. Should you have any questions, please discuss them with the Human Resources Director.

The material contained in this document is intended for informational purposes only and does not constitute an express or implied employment contract. Your employment with the company is “at will”, which means that either you or AATI can terminate the employment relationship with or without cause or notice. No one other than the School Director may alter or modify any of the policies in this Employee Handbook. Any alteration or modification of the policies in this Employee Handbook must be in writing. No statement or promise by a supervisor or other member of the administration, past or present, may be interpreted as a change in policy, nor will it constitute an agreement with an employee.

AATI reserves the right to supplement, amend, or delete any policy contained in this Employee Handbook at any time and without prior notice. Employees will be notified of such changes as they occur. Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision. This Employee Handbook supersedes any previously issued verbal or written policies.

You may access a copy of this Employee Handbook through the employee portal at www.aati.edu.

1.9 Positive Employee Relations

AATI is committed to developing and maintaining a positive work environment where all communications between employees and the administration are direct. Our positive employee relations experience has shown that we can more effectively answer questions, resolve problems, and make needed policy changes by working directly with employees in an open communicative atmosphere.

1.10 What You Can Expect from AATI

We believe in an open door policy with direct access to the administration. We are dedicated to making this a company where you can approach your supervisor, or any member of the administration to discuss any problems or questions. We expect you to contribute your suggestions to improve the quality of AATI.

You help create the pleasant and safe working conditions that AATI intends for you. We believe in creating a harmonious work relationship between employees. In pursuit of this goal, AATI has created the following objectives:

- Provide a challenging and rewarding workplace and experience.
- Select employees based on skill, training, ability, attitude, and character without regard to age, sex, gender, color, race, ethnicity, national origin, religion, marital

status, sexual orientation, genetic makeup, a disability that does not prohibit performance of essential job functions, or any other personal characteristic protected by law.

- Review wages, employee benefits, working conditions, and business practices regularly and make changes where needed to remain competitive in these areas.
- Provide paid time off, including vacation, personal and federal holidays to eligible employees.
- Take prompt and fair action because of any valid complaint.
- Maintain mutual respect, respect individual rights, and treat all employees with courtesy and consideration.
- Maintain a drug free workplace.
- Provide a workplace that prohibits unlawful discrimination and harassment, or any type of violence.
- Provide a work environment that is comfortable, orderly and safe.
- Promote or fill vacancies from within AATI, whenever practical, based on their ability and merit.
- Promote an atmosphere in keeping with AATI's vision, mission, and goals.

1.11 Student Relations

AATI's success depends on satisfying and meeting the needs of our prospective and current students. Employees are expected to treat students courteously and with the utmost respect at all times. You must attend to our student's questions and demands promptly and professionally. If you need assistance, contact your supervisor or another knowledgeable employee.

1.12 Relationship with Lenders

Officers, employees and agents of AATI, in dealing with lenders providing financial aid to our students, must comply with the following Code of Conduct provisions:

- You must avoid creating any relationship with any lender that would constitute a conflict of interest, as defined in the Code;
- Neither you nor any member of your family can accept a "gift" from a lender, broadly defined to include any gratuity, favor, discount, entertainment, hospitality, loan or any other item worth more than *de minimus* amount;
- You may not accept any compensation from any lender or affiliate of any lender for any reason;
- You may not establish any revenue sharing arrangement with any lender;
- You must provide students with a choice of lenders, which includes lenders AATI may designate as "preferred," and you may not direct or assign students to a particular lender. You must also allow students to use the lender of their choice even if it is not on the choices you provide to the student;
- You may not request or accept any call center staffing or financial aid back office services from any lender;

- You may not request or accept private education loan funds in exchange for guaranteeing volume or number of loans or preferred lender arrangements to any lender; and,
- You may not accept anything of value, except for reasonable expense reimbursement, for service on an advisory board, commission, committee or group established by any lender or guarantor.

1.13 Equal Employment Opportunity Employer

AATI is an equal employment opportunity employer, and committed to equal employment opportunities in recruiting, hiring, promoting, training, compensating, and disciplinary action.

AATI strives to comply with all applicable laws prohibiting discrimination based on race, color, religion, creed, national origin, ancestry, citizenship, sex, marital status, military status, sexual orientation, gender expression or identity, genetic information, disability, or any other personal characteristic protected under any applicable federal, state or local law. All persons involved in the operations of AATI are prohibited from engaging in any conduct, which is discriminatory in nature and a violation of law.

If you have a question, concern or want to report a violation of this policy, please contact your supervisor, the Human Resources Director or the Chief Executive Officer.

1.14 Immigration Law Compliance

AATI is committed to employing individuals who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin.

SECTION 2 – GETTING STARTED

2.1 What AATI Expects From You

AATI needs your help to make each workday productive and rewarding. Your first responsibility is to know your own duties and how to perform them promptly, correctly and professionally. Second, you are expected to cooperate with the administration, supervisors and your fellow employees to maintain a good team attitude. Third, you are encouraged to take advantage opportunities for personal development that may be offered to you.

2.2 This Employee Handbook is not a Contract

Like most American companies, AATI, Corp. does not offer individual employees formal employment contract with AATI. This handbook does not create a contract, expressed or implied, guaranteeing you any specific term of the employment, nor does it obligate you to continue your employment for a specific period of time. The purpose of the handbook

is simply to provide you a convenient explanation of present policies and practices at AATI. This handbook is an overview or a guideline. It cannot cover every matter that might arise in the workplace.

2.3 Employment – At-Will

All employment at AATI is “at-will,” meaning that either you or AATI may terminate the employment relationship at any time with or without providing any reason and without warning. No employee or representative of AATI has the right to alter the employment-at-will relationship by entering into an employment contract for a specific length of time or make any agreements contrary to this policy without the written permission of the AATI’s President.

2.4 Employment of Relatives

AATI does not encourage hiring of relatives of current employees.

2.5 Outside Employment

Exercise discretion when considering outside employment. Employees may not accept outside employment that adversely affects his or her job with AATI, competes with the business objectives of AATI (working for a competitor is prohibited) or gives an appearance of being a conflict of interest. This is enforceable for a minimum of two years within the state of Florida. If you are considering or are engaged in outside employment, notify your supervisor in writing immediately to ensure that there are no potential conflicts of interest. AATI might request certain employees to sign a Non-Compete Agreement.

2.6 Employment References

In response to information requests from other outside parties, AATI will verify only the employment status, last position held, and dates of employment. AATI does not provide any other information unless, and until, it has received a written request from the employee to disclose or confirm additional information.

Refer any requests for employment references and other information requests of this type to the Human Resources Director only.

2.7 Background Checks

AATI recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable, and nonviolent. As part of the process of weighing applicant qualifications, and determining his or her suitability for open positions, AATI requires applicants to supply references from former employers.

Applicants may also be expected to provide educational information that can be used to verify academic accomplishments and records.

For purposes of furthering these concerns and interests, AATI reserves the right to investigate an individual's prior employment history, personal references, and educational background, as well as other relevant information. AATI reserves the right to obtain and review an applicant's or an employee's credit report and criminal background at any time. When a background check is conducted, AATI will comply with applicable Federal and State Law including the Fair Credit Reporting Act and provide the applicant or employee with any required notices and forms. Consistent with these practices, applicants or employees may be asked to sign certain authorization and release forms.

2.8 Personnel Records

AATI strives to maintain up-to-date personnel files on all employees. It is important to keep your records timely because this information is used for benefit and payroll administration, mailing of W-2's, and notification in case of emergency. Please contact your supervisor if there are any changes in any of the items listed below:

- Home Address
- Telephone Numbers
- Emergency Contact
- Marital Status
- Number of Dependents
- Military Status
- Name (the Social Security Administration requires that you file a name change with SSA. Once you have received your new Social Security Card, you may request a name change in AATI payroll records).

2.9 Access to Personnel Files

Any employee that desires to review his or her individual personnel file may make a request to the Chief Executive Officer. With consent from the Chief Executive Officer, employees may inspect their individual personnel file on a date, time and place determined by AATI. All inspections will occur in the presence of the Human Resources Director. Making copies or taking photographs of the contents of the personnel file is prohibited.

2.10 Performance Evaluations

Newly hired employees may receive an introductory performance evaluation after 90 days, and again a formal evaluation at the end of one year. Thereafter, all employees will receive a performance evaluation at least annually. Performance evaluations are conducted to provide both you and your supervisor with the opportunity to evaluate your

performance, define mutually agreed upon goals, commend your strengths, and point out areas for improvement and development.

A positive performance evaluation does not guarantee an increase in salary, a promotion, or even continuation of employment. Compensation increases and the terms and conditions of employment, including continuation of employment, job assignments, transfers, promotions, and demotions, are determined at the discretion of AATI. In addition to these more formal performance evaluations, AATI encourages you and your supervisor to discuss your job performance on an ongoing basis.

While we understand that you will be learning a lot about your new job, you are still expected to perform satisfactorily, and your performance will be monitored. Completion of the Introductory Period does not guarantee continued employment, a raise, and does not change the at-will nature of the employment relationship.

You may request a printed copy of your performance evaluation once this is completed period. No additional copies will be provided.

2.11 Orientation and Training

As part of your initial orientation, you will learn the various duties and responsibilities of your job. AATI maintains certain expectations and standards applicable to your job position that your supervisor will review with you.

All employees are expected to perform additional duties and assume additional responsibilities as directed by their supervisor.

To adjust to changes in our business, it may become necessary to modify your job description, add to, or remove certain duties and responsibilities, or reassign you to an alternate job position.

In addition, AATI may periodically offer additional training or educational programs. Some programs may be voluntary while others will be required.

2.12 Introductory Period

The first 90 days of employment are considered an Introductory Orientation Period. The period provides you with the opportunity to demonstrate your ability, dedication and skills to perform the job for which you were hired and for you and AATI to evaluate one another. After successful completion of this period you may be eligible for certain benefits and you will be considered a “regular” Full-Time or Part-Time Employee. During the Introductory Orientation Period your employment is at-will, meaning you or AATI may terminate the employment relationship at any time.

2.13 Employee Classification and Employment Status

The following terms will be used to describe employment classifications and status.

Exempt Employee

Generally, an exempt employee is a salaried employee earning at least \$684.00 per week who holds an administrative, professional, or management position. Exempt employees are not subject to the minimum wage and overtime pay provisions of the Fair Labor Standards Act (FLSA).

Non-Exempt Employee

Hourly employees are non-exempt employees. Salaried employees who are not administrative, professional, or managerial employees (as defined by law) are likewise not exempt.

You will be informed of your initial employment classification and of your status as an exempt or non-exempt employee when you begin work. If your position changes during your employment, you will be informed of any changes in your exemption status.

Introductory Employee

An introductory employee is an employee with who is in his or her 90 days or less introductory period.

Full-Time Employee

Full-time employees are those who have completed their introductory period and are regularly scheduled to work at least 36 hours per week.

Part-Time Employee

Part-time employees are regularly scheduled to work fewer than 36 hours per workweek. Employees classified as part-time are limited in their eligibility to participate in some employee benefits, except as required by applicable law (i.e. Unemployment Insurance & Workers' Compensation). For more information about benefits and benefits eligibility, see the Benefits Section of this handbook.

Temporary Employee

Temporary employees are hired to work part-time or full-time for the duration of specific projects or assignments. Temporary assignments generally are less than a period of one year. Temporary employees are not generally eligible for benefits, except as required by applicable law (i.e. Unemployment Insurance & Workers' Compensation) and may be classified as exempt or non-exempt as defined by the FLSA.

Independent Contractors

Independent contractors are persons hired by AATI to perform a particular job or project typically for a limited time period. Independent contractors are not eligible for company benefits and they are not considered employees of AATI.

Resignations

Voluntary resignation notice is not required since your employment is “at will” and you may resign whenever you wish. However, if you give a customary written two weeks’ notice, your supervisor reserves the right to waive your notice, and grant an immediate resignation. Vacation benefit time may not be used as part of the two-week notice.

AATI may rehire past employees based on previous performance and work history. Rehired employees will be considered new employees with respect to seniority and benefits eligibility.

SECTION 3 – WORK HOURS AND ENVIRONMENT

3.1 Work Hours & Schedule

AATI is open Monday through Friday.

There are days when the office is scheduled to be closed due to federal holidays or other events.

AATI is closed one to three weeks of the year during the end of the year holidays. During this period of time employees will not be paid. However, if desired, they can use their accrued benefit time (vacation first and then personal time) to cover for the closure period.

Your work schedule will be assigned by your supervisor. To accommodate the needs of our business, it may be necessary to change individual work schedules on either a short-term or a long-term basis.

At times, emergencies such as power failures, road closings, fires, severe weather, or pandemic may interfere with AATI’s operations. In such an event, AATI may order a temporary shutdown of part or all its operations. AATI determines at its sole discretion whether to pay its employees for the time off under these emergency circumstances.

3.2 Meal Period and Breaks

Full-time employees have an option of taking a half-hour or a one hour unpaid meal period, to be taken approximately in the middle of the workday as approved by your supervisor.

Part-time employees may be given an unpaid meal period depending upon the number of hours scheduled in a given day and/or the time of day, as designated by their Supervisor.

It is AATI's policy that employees take a meal break of 30 minutes in any given workday where they are scheduled to work at least 5.5 consecutive hours.

Split shifts are not given a meal period break.

All meal breaks are to be taken accordingly to the meal break schedule. See your supervisor for a copy of the schedule.

Employees must clock in/out and have their meal/snack breaks in any of the pre-assigned designated break areas, or off campus.

Under no circumstance are employees allowed to eat at their desk and/or office. If you are unable to comply with this policy because you have a special meal requirement, you must apprise the Human Resources Director of your need for a reasonable accommodation.

You are not permitted to work through your break to reduce time from your regular hours of work to leave work early, nor may breaks be skipped to make up for missed work time. Breaks may not be saved to take a longer rest period later, nor may break time be added to the lunch period.

On occasions, and only when needed, AATI may request the employee to work through their meal break. AATI will pay for the missed meal break unless the employee is able to take the break later that workday.

3.3 Overtime

When operating requirements or other needs cannot be met during regular work hours, it may be necessary for you to work overtime. An attempt will be made to schedule overtime in advance so that employees can plan accordingly.

Only non-exempt employees are eligible for overtime pay, and all overtime work must be authorized in advance by your supervisor. Working overtime without prior authorization may result in disciplinary action.

A non-exempt employee will be paid time and one-half of his or her regular rate for the time worked over 40 hours in a workweek.

Vacation time or personal days and any other time not actually worked will not count as time worked for purposes of calculating any overtime pay.

3.4 Timekeeping Procedures

It is imperative that all employees use the time clock to enter and record hours worked. An Employee ID will be assigned at the time of hire and the employee will use it along with a biometric system to clock in and out.

It is the employee's responsibility to record all worked hours and/or to report any missed time not recorded using the timeclock to the accounting department in writing prior to the closing of the current pay period. All employees are responsible and must approve their timecards on the payroll system in a weekly basis. Any discrepancies must be reported on the Tuesday prior to pay day.

Employees must record the actual time worked for payroll and benefit purposes. Enter the time you begin and end work, as well as, the beginning and ending time of each meal period or extended break using the time clock. Employees must also record any departure from work for any non-work-related reason.

All employees are required to report absence from work for reasons such as paid time off or leave of absence without pay. They must submit the form via Paychex. The request is provided by the Payroll Department to their direct supervisor for review and finally approved by the Administration. **All personal time benefit must be used prior to using a leave of absence without pay, this will be added prior to payroll submission if there is accrued time.**

If you are unable to report to work, please contact your supervisor immediately. Give him or her as much time as possible to arrange for someone else to cover your position for the day. In addition, you are to send a text message to the Finance & Operations Director.

Entering time or signing in for another employee is prohibited.

3.5 Punctuality & Attendance

Regular and punctual attendance is expected of every employee. This means you should be on the job each day, fully able and ready for work at your scheduled start time. You are not allowed to clock in prior your start time; unless previously authorized. Should you go beyond the scheduled hours per week; you will be required to take a longer meal time on Thursday, or your last worked day. AATI reserves the right to round the timecard punches in order to enforce the overtime rule.

Attendance is one of the factors that are considered when evaluating your performance, and when calculating merit increases. Absenteeism, early departures from work, and late arrivals burden your fellow employees and AATI. If you cannot avoid being late to work or are unable to work as scheduled, you must call your supervisor at least one hour before the start time of that day, or in extreme cases as soon as possible. In addition, you are to

send a text message to Microsoft Teams (designated group) or the Assistant School Director.

If you fail to report for work without any notification to your supervisor, you may be considered to have abandoned your employment.

3.6 Absence or Tardiness

From time to time, it may be necessary for you to be absent from work. AATI is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Personal days have been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your supervisor immediately. Give him or her as much time as possible to arrange for someone else to cover your position until you arrive or for the day. In addition, you are to send a text message to the Finance & Operations Director.

If you know in advance that you will need to be absent, you are required to request this time off directly from your supervisor through the payroll system.

When you call in to inform AATI of an unexpected absence or late arrival, ask for your supervisor or send him or her a text directly. For late arrivals, please indicate when you expect to arrive to work. Notifying a fellow-employee is not sufficient. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf. If your supervisor is not available when you call, you may leave the information with another supervisor or previously designated employee.

Absence from work for three (3) consecutive days without notifying your supervisor will be considered job abandonment and a voluntary resignation.

Excused Absence - Excused absence occurs when all of the following conditions are met:

- The employee provides sufficient written notice to his or her supervisor.
- The supervisor finds the reason for absence to be credible or acceptable.
- Such absence request is approved by the supervisor.
- The employee has sufficient accrued personal or vacation leave to cover such absence.

What is an Unexcused Absence - Unexcused absence occurs when any one of the four conditions above is not met.

Employees with 40 hours of unexcused absence are subject to termination without any further oral or written warnings.

3.7 Excessive Absenteeism

Excessive absenteeism is defined as three (3) or more spells of absenteeism in any ninety (90) day period. Excessive absences create a loss of productivity of the absent employee, overtime for other employees to fill in, and possible loss of business or dissatisfied to the customers. Excessive absenteeism may lead to disciplinary action, up to and including termination of employment.

3.8 Payment of Wages

Wages are paid bi-weekly on Fridays and one week in arrears. If a regularly scheduled payday falls on a non-scheduled workday, such as a federal holiday, employees will receive a paycheck on the last day of work before the regularly scheduled payday when possible. If a regular payday falls during an employee's personal or vacation time off, the employee's paycheck will be available upon his or her return as normally scheduled.

No one other than the employee to whom the paycheck is written to will be allowed to pick-up a paycheck unless written authorization has been given by the employee. If you participate in Direct Deposit, your pay will be deposited directly into the bank account(s) as designated by you on the direct deposit form. Please note that Direct Deposit may not be used for final paychecks. All of the required enrollment and consent forms are available in your employee portal.

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, you are required to tell your supervisor immediately. He or she will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly. AATI, nor its Payroll Officer are responsible for any mistakes or errors with your paycheck if this is not reported.

3.9 Payroll Deductions

AATI is required by law to make certain deductions from your paycheck. Among these are your Federal, State, and Local Income Taxes, and FICA Taxes. The deduction amounts depend on your earnings, and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. If you fail to submit a W-4 form, AATI will process your payroll taxes as single with zero exemption as required by the IRS.

3.10 Other Deductions

There may also be additional deductions from your paycheck for garnishments, child support, tools, equipment, or damages, or for other contributory benefit programs.

All payroll deductions are itemized on the pay stub that is included with your check or direct deposit voucher.

3.11 Employee Dress & Personal Appearance

What we wear to work reflects the pride we have in our work. Some job functions require a uniform to be worn. When a uniform is not required business attire is typically appropriate. To favorably impress our customers, members of the public, and industry representatives, it is important that all employees' attire present a businesslike appearance.

Business attire for men includes dress long sleeve shirts and dress pants are typical of business formal attire at work (business jacket and/or suits are required for special events). For women, business attire includes business jackets, dresses, blouses, dress slacks (that are not tight) or skirts which are appropriate to a formal business attire environment.

To favorably impress our customers, members of the public, and industry representatives, it is important that all employees' attire present a businesslike appearance. Unless otherwise advised, when participating in any business function on or off business premises, employees are to dress professionally, and business attire must be adhered to i.e. when receiving special visitors/guests at school, graduations, network or community events, etc.

From time to time there will be exceptions, i.e. exhibitions, fairs, rallies, and prior dress requirements and proper notice will be given e.g. Please attend the scheduled event in a company logo shirt and khaki color slacks.

Avoid extremes of any kind. Good judgment is the main guideline to follow. Further, AATI follows OSHA guidelines for safety, including clothing restrictions.

While we cannot provide a list of what is appropriate business attire, here are some standard guidelines:

- Business clothing must be appropriate for the office. Therefore, items that may be perfect for working in the yard, exercise sessions, picnicking, sports contest and/or casual weekend wear will not meet the requirements for business attire.
- Regardless of clothing item, clothing must be neat and clean. Avoid wearing anything to the office that is excessively worn, soiled, frayed, wrinkled, transparent, or revealing.
- When jeans are appropriate for the position such as instructors, the jeans must be in good condition (not torn or worn out).
- Office staff: jeans of any color or any tailored style are **not** permitted during business hours or during business functions; unless, prior written authorization has been given by the administration.
- Clothing should not constitute a safety hazard.

- All employees should practice common sense rules of neatness, good taste and comfort.
- Unacceptable clothes, unauthorized shirts, tank tops, sleeveless shirts/blouses, spaghetti strap shirts/blouses/dresses, sundresses, tee-shirts, culottes or Capri pants of any type, cargo pants, shorts, skirts or pants that are too long (dragging or touching the floor) jogging suits, tennis shoes, flip flops, flat sandals, thongs, slippers, garments that are unnecessarily revealing such as skirts that are too short or low cut tops, sweat pants and other similar apparel are generally not permitted. Clothing that reveals too much cleavage, the back, chest, stomach, or one's underwear is not acceptable.
- Skirts should be no shorter than three inches above the knee.
- For safety reasons, instructors and students are required to wear appropriate footwear when working in the shop.
- Personal appearance should include good personal hygiene, and free from excess odors; clean-shaven or trimmed and well-groomed facial hair, and well-groomed neat hair.
- Jewelry may be restricted based on the position.
- Facial piercing is not permitted.
- Tattoos need to be covered at all times.
- On Fridays, employees may wear appropriate jeans and an AATI shirt.

Dress Code Enforcement

Department managers/supervisors are responsible for monitoring and enforcing this policy. In applying dress code guidelines, all supervisors will make reasonable accommodations for dress or grooming directly related to employee's religion, ethnicity, or disability. Employees should discuss any accommodation needs with their supervisor. The policy will be administered according to the following action steps:

1. If questionable attire is worn in the office, the respective department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If an obvious policy violation occurs, the department supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change his or her attire immediately without pay.
3. Repeated policy violations will result in disciplinary action, up to and including termination.

Enforcement of this guideline is the responsibility of AATI's management and supervisory personnel. Requests for advice and assistance in administering or interpreting these guidelines should be directed to the Human Resources Director.

3.12 Travel and Entertainment

It is the AATI's Policy to reimburse travelers for authorized, reasonable expenses incurred in carrying out the official business of AATI.

When an employee attends an event that is mandatory by the administration, the employee will be reimbursed 56 cents per mile driven or as stated by AATI using IRS guidelines. The rate will be multiplied by the total amount of miles going from and to AATI office from the location of the event. This will be reimbursed in the payroll period following the event. The hours of the event will be determined by the hours assigned to the event or the hours assigned by the assigned week schedule, whichever is higher.

An employee traveling on official company business is expected to exercise the same care and reasonableness in incurring expenses that a prudent person would exercise if traveling at personal expense.

The maximum allowance per day per employee for meals is \$75.00. If flights are involved, the standard class of service is economy/coach. All transport must be a compact car or mid-size, unless approved prior to the trip. If any other means of transport is deemed necessary, reasonable judgement must be exercised. Lodging must be kept at the lowest cost possible. All travel must be approved by AATI's Chief Executive Officer.

3.13 Participation in Voluntary Events

You may be asked or given an opportunity to participate in company/client related functions, i.e., picnics, softball league, job fairs, etc. As such, these activities are not within the scope of your employment, and will not be covered under AATI's Worker's Compensation plan. Such events will not be covered by a third party's plan either. Participation is purely voluntary; except for those positions that require the employee to participate, i.e. Admissions and Placement Departments.

All administrative and faculty employees are required to attend graduation events, which will be covered by the AATI's Worker's Compensation plan.

SECTION 4 – EMPLOYEE BENEFITS

This section describes the fringe benefits provided by AATI.

4.1 AFLAC Supplemental Insurance Programs

AATI will cover for Dental & Vision supplemental insurance to qualifying Employees; however, all employees are able to obtain AFLAC supplemental insurance programs. These are available on the first day of the month after the 90 day introductory period. If

you are interested in these programs, request information from the Human Resources Director.

4.2 Workers' Compensation

If you are injured while in the course and scope of employment, disability in accordance with the state law, AATI, at its sole discretion, may offer you modified duty work in compliance with restrictions set by the treating physician. Human Resources Director will coordinate the appropriate modified duty with local management. Should your absence extend beyond six months, your employment with AATI may be terminated.

To receive Workers' Compensation benefits, you must do both of the following:

- Report any work-related injury, illness, or occupational disease exposure to your supervisor immediately. Under the Workers' Compensation Act, employees must notify an employer of injuries or illnesses. Immediate reporting of injuries and illnesses can be important in establishing that injuries are covered by Workers' Compensation.
- The supervisor must prepare a First Report of Injury and Illness Report. The First Report of Injury must be filed with the Human Resources Director if possible, but in any case, no later than 24 hours after an injury occurs.
- Seek medical treatment and follow-up care if required. Immediate treatment should be sought from AATI's nearest emergency room, depending on severity of the injury. Supervisors are responsible for ensuring that injured employees receive necessary medical attention immediately.

The Human Resources Director is responsible for coordinating claims with the AATI's Workers' Compensation insurance carrier. The law requires that AATI notify the Workers' Compensation insurance company of any concerns of false or fraudulent claims. AATI's insurer regularly reviews and audits medical claims for indications of fraud. Suspected fraudulent claims are reported to the Workers' Compensation Commission. In addition, AATI orders investigations or surveillance of employees where evidence of fraud is discovered.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying Workers' Compensation benefits or payments is guilty of a crime. Employees found to have engaged in fraudulent activities are subject to disciplinary action, up to and including termination of employment. Employees that file fraudulent claims also can be criminally prosecuted and subject to imprisonment and/or fines.

When an employee is injured, he or she becomes eligible to receive weekly Workers' Compensation wage-replacement benefits, after a waiting period mandated by the Workers' Compensation Act of each state. During the waiting period, an employee can elect to cover his or her absence by using earned benefit time, when applicable. Once the employee is receiving Workers' Compensation benefits, the employee cannot supplement his or her Workers' Compensation benefits with benefit time.

Return to Modified Work

AATI will use its best efforts to provide modified work for injured employees. An employee who returns to a modified-duty position while receiving Workers' Compensation wage-replacement benefits is not permitted to supplement those benefits with benefit time.

Return to Work

Upon the submission of a medical certification that you are able to return to work, you will be reinstated in accordance with applicable law. If you are disabled due to an industrial injury, AATI will attempt to accommodate you. If you are unable to return to work for a period of six (6) months, your employment with AATI may be terminated.

AATI does not discriminate or retaliate against employees who have filed legitimate Workers' Compensation claims. Supervisors do not take, or threaten any action to compel or persuade employees not to file a Workers' Compensation claim.

4.3 Vacation

Full-time employees are entitled to paid vacation annually. The vacation year is a calendar year (January 1 to December 31).

The amount of paid vacation you are eligible for is based on your length of employment and anniversary date, as shown below.

Earning Schedule

During the first calendar year if you are hired between the first business day in January and May 31st of a particular year, you are entitled to 24 hours vacation during the current calendar year, which may be taken after six months of eligible employment.

If you are hired after May 31, you are not entitled to vacation until your one-year anniversary with AATI. However, you may be entitled to personal hours, and other leaves as described herein.

- One year of employment you are entitled to one week (40 hours).
- Two to Four years of employment you are entitled to two weeks (80 hours).

- Five to nine years of employment you are entitled to 3 weeks (120 hours).
- Ten years or more of employment you are entitled to 4 weeks (160 hours).

All employees are required to give at least one month notice to their supervisor of their vacation or personal plans. You are required to take your vacation within one calendar year after you earn it. You will not be eligible to receive pay instead of vacation time except upon termination. Vacation and personal time, which is taken prior to being earned, is considered advancement of wages, and upon termination, will be deducted from your paycheck. You will not be entitled to accrue vacation during periods when you are on personal leave of absence or if you are suspended from the company.

Vacation Schedules

Vacation booking will be available to Employees and you may present your vacation request between the dates of December 1st thru December 15th for the following calendar year. This means that your request will not be accepted prior to December 1st. Any conflict in vacation requests will be decided based on Employee seniority and company needs.

The following are blackout dates for vacation time:

- During any audit or announced visits from any government entities, accrediting bodies, etc.

The company reserves the right to block additional days as needed. Vacation may also be requested after the aforementioned dates and will be granted based on availability. Vacations requests must be submitted through the Paychex Employee Portal and may take a minimum of two weeks for approval.

If a holiday occurs during your vacation period, you will be granted one additional day of vacation. You must take vacation in a maximum of one-week allotments unless otherwise approved by your supervisor.

After one year of employment, two weeks of vacation will accrue. Starting the second year of employment and onward, you will begin accruing vacation at subsequent anniversary dates.

Employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. Unused vacation time must be used before the employee's next anniversary date.

Employees will not be paid for unused vacation time that has been accrued through the last day of work upon termination of employment.

Pay for vacation time will be at the employee's regular rate of pay. Paid vacation time will not be considered as time worked for the purpose of computing over time for hourly employees.

Due to AATI's closure during the end of the year holiday, all exempt employees must take their vacation time prior to the last working day in December.

Should you have any questions, please contact the Human Resources Director.

4.4 Federal Holidays

Full-time non-exempt employees are eligible for paid holidays after 90 days of the orientation period. In the event that a recognized holiday falls within 90 days orientation period, full-time exempt employees will be paid. Part-time employees will not be for paid holidays.

When a paid federal holiday occurs on a Saturday, and AATI is normally closed on that day, eligible employee(s) will receive Friday off with pay. The same occurs when a paid holiday occurs on Sunday, and AATI is normally closed on that day, the eligible employee(s) will receive Monday off with pay.

Exception:

The exception is if the holiday falls on a block off day, then the eligible employee shall receive an extra floating holiday to be used within the calendar year, providing proper notice and authorization is given.

The following federal holidays are recognized by AATI as paid holidays:

New Year's Day (8 hours)
Martin Luther King Jr. Day (as scheduled)
President's Day (as scheduled)
Good Friday (as scheduled)
Memorial Day (as scheduled)
Juneteenth (as scheduled)
Fourth of July (as scheduled)
Labor Day (as scheduled)
Thanksgiving Day (as scheduled)
Friday after Thanksgiving (as scheduled)
Christmas Day (8 hours)

4.5 Personal Days

To qualify for personal days you must be a full-time employee, and have completed your introductory period. Time taken off before this will be without pay. If you must be absent from work because of a personal situation, you will be eligible to receive your regular pay for scheduled hours. Please advise your supervisor as soon as possible that you will be absent from work. **All personal time benefit must be used prior to using a leave of absence without pay, this will be added prior to payroll submission if there is accrued time.**

Employees can accrue ½ personal days per month of service and up to six personal days per calendar year. Personal days not used during the calendar year will be carried over from calendar year to calendar year. The maximum personal day entitlements you may have are 240 hours (30 work days). Personal days not used will not be paid upon leaving the company. If you use allotted personal hours and leave AATI before earning those hours, they will be deducted from your final pay. All personal time off requests must be submitted through the Paychex Employee Portal and may take a minimum of two weeks for approval.

For employees who are unable to work due to a medical condition and have no personal time available, vacation benefit time must be used. All personal and vacation time accruals must be used before time is taken without pay. In no case may the employee's personal benefit time reflect a negative balance.

4.6 Bereavement Leave

Full-time employees who have completed 180 days of employment will be granted up to three (3) days of paid time off for the bereavement of the death of an immediate family member. The employee should contact his or her supervisor immediately. An immediate family member includes:

- Father, mother, stepfather, stepmother, or foster parent;
- Child, stepchild or foster child;
- Spouse;
- Brother, sister, stepbrother, stepsister, foster brother or foster sister;
- Father-in-law, mother-in-law, brother-in-law or sister-in-law; and/or
- Grandparent.

Pay during bereavement leave is based upon the base pay rate at the time of absence and will not include any special forms of compensation such as incentives, overtime, commissions, bonuses, or shift differentials. Employee must provide a copy of the death certificate.

4.7 Jury Duty - Leave of Absence

AATI encourages employees to respond to his or her civic responsibilities and obligations. Full-time employees who are called for jury duty during his or her regularly scheduled work hours will be given up to three (3) days Jury Duty pay. The employee may then use accrued leave before being placed on Leave without Pay status. Some jurisdictions have additional specific requirements, which will be honored by AATI.

Any employee called to serve the court must provide his or her supervisor with a copy of the court's notification at least one week before the date he or she is to report to duty. Employees on leave for jury duty are expected to report for work whenever his or her presence is not required by the court during normal business hours.

4.8 Witness Duty – Leave of Absence

AATI is aware that employees may be subpoenaed to appear as witnesses in trials before the court. In cases in which AATI is not involved, AATI will grant time off without pay not to exceed two days. An employee called to serve the court must provide his or her supervisor with a copy of the court's notification at least one week before the date he or she is to report to duty. When an employee is subpoenaed to testify because of his or her employment with AATI, such employee will be fully compensated, subject to the administration's approval.

4.9 Military Leave

AATI appreciates the sacrifices made by those individuals who serve in the United States Military. AATI will provide employees who are called to active military duty all the benefits and protections required under law. All employees who are called for active military duty will be granted leave without pay for the term of duty. If an employee is called to active duty, he or she may use all accrued leave before being placed on unpaid leave. The employee is required to give as much notice to his or her supervisor as possible before the start of duty. The employee must provide a copy of the orders to his or her supervisor. All eligible employees on military leave have the right to be fully reinstated to their jobs under the provisions of the Uniformed Services Employment and Reemployment Rights Act.

A full-time or part-time employee who is a member of a Reserve or National Guard unit may be granted leave without pay to attend training programs (up to two weeks per year). Accrued leave, if available, may be used in order to reimburse what the government does not compensate the employee. The employee should provide a copy of his or her military orders to the supervisor as soon as they are notified. A copy of the military orders will be sent to the Human Resources Director for processing.

4.10 Voting Leave

AATI encourages employees to participate in the election of government leaders. Generally, employees should find time to vote either before or after their regular work schedule. If the employee is unable to vote in an election during nonworking hours, AATI will grant an employee up to 2 hours of time off to vote. The time taken to vote will be unpaid time off for non-exempt employees.

4.11 Leave Requests Submission

You must submit leave requests through the payroll system to your supervisor for acknowledgement. Thereafter, the supervisor will submit to the Payroll Department for final approval. Please note that you will receive a notification in your employee portal of your approved or denied requests.

4.12 Weather-Related Absences/Emergency Closings

In case of emergencies, please refer to our Emergency Procedures Handbook. A liberal leave policy is in effect on days when severe weather or other conditions makes it difficult or impossible for the employee to report to work. Liberal leave means that leave may be taken without prior authorization from his or her supervisor. However, it is the responsibility of the employee to contact his or her supervisor as soon as reasonably possible when a weather-related emergency will cause the employee to miss work time or to be delayed. The employee is accountable for all time missed while on liberal leave, and the employee may make up these hours if approved by the employee's supervisor, in the following manner:

- Work extra hours within the current pay period;
- Use accrued leave;
- Take leave without pay (for salaried employees, leave without pay may only be taken in entire day increments);
- Other options may be available contingent upon specific provisions or circumstances. All of the above-mentioned options are subject to approval by the employee's supervisor.

In case of any other emergency, as dictated by any County, State or Federal government agency, further instructions will be provided in accordance to the nature of the emergency. Please refer to the Emergency Procedures Handbook for more details.

SECTION 5 – PROPERTY, FACILITIES AND EQUIPMENT

5.1 Use of Equipment

All equipment owned by AATI or its clients is furnished to conduct company business and is not to be used for other purposes without written permission from the supervisor.

Employees who lose, steal, or misuse AATI's property may be personally liable for replacing or fixing the item, and may be subject to discipline, including discharge.

AATI reserves the right to inspect and search any and all its property for the purpose of determining whether this policy or any other policy of AATI has been violated, or when an inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with State and Federal laws. These inspections may be conducted during or after business hours and in the presence or absence of the employee.

AATI recognizes that there are occasions from time to time, when the employee may have to attend to personal affairs during work hours, such as receiving or making personal telephone calls, electronic email, or other communications.

In addition, AATI recognizes that the employee may adorn his or her workspace with personal items and/or keep personal items in his or her desk, locker, vehicle and workspace.

All of the aforementioned are privileges extended by AATI to its employees, provided they are not abused. AATI reserves the right to revoke these privileges with respect to any one or more employees at any time as determined.

5.2 Damage/Loss Policy

As an automotive training provider, instructors may be required to conduct a class in the shop/lab area with his or her class. Therefore, any tools or equipment, used during the supervision of the instructor, is solely his or her responsibility to place back under lock.

5.3 Return of Equipment

Employees are responsible for returning all AATI equipment (i.e. tools, computers, documents, uniforms, keys, credit cards, equipment, books, passwords and materials) upon termination. Employees are also expected to settle all outstanding financial matters before the issuance of final paycheck. Deductions from your final pay may be made for equipment or property not returned as allowed by applicable law. AATI will take all lawful and appropriate action to recover or protect its property, including payroll deduction, where deemed appropriate by AATI.

5.4 Photo/Media Release

As a form of promotion, AATI publishes brochures and other forms of publication, to include the web, internet, radio and television without limitation to any other form of publicity. At the time of hire and/or at any time during orientation, the employee is provided a Photo Release Form which must be agreed upon and signed by the employee. Whereby the employee allows and authorizes AATI to publish photographs, videos,

motion picture, recordings of his or her voice taken of him/her, and the use of his or her name, for use in AATI's printed publications, website or any other form of publicity without further permission or compensation. He or she further agrees to release AATI, its contractors, licensees, agents, successors and/or assigns, and its employees from liability for damages, losses, or expense of any sort arising from the making of such recordings and their use, including without limitation, claims with respect to his or her rights to privacy or publicity made by him or her or any third party in connection with his or her participation. Said release is kept in the employee's file for record keeping purposes.

5.5 Use of Technology and the Internet

AATI's technical resources, including desktop and portable computer systems, fax machines, Internet access, voicemail, electronic mail (email), and customer equipment enable employees to quickly and efficiently access and exchange information throughout AATI and around the world. When used properly, we believe these resources greatly enhance employee productivity and knowledge. The use of AATI's computers, technologies, and the internet is to be used solely for AATI's business and not for the employee's personal use without prior authorization from the administration.

This policy applies to all technical resources that are owned or leased by AATI. Moreover, to the technical resources that are used on or accessed from the AATI's premises and technical resources that are used on or in conjunction with AATI's business. This policy also applies to all activities using any AATI-paid accounts, subscriptions, or other technical services, whether the activities are conducted from AATI's premises or at the employee's home.

As you use AATI's technical resources, it is important to remember the nature of the information created and stored. All email correspondence should be as carefully thought out as any letter or memorandum. Written communications can become permanent documentation. Keep this in mind when creating email messages and other written communications. Accordingly, all messages are to be courteous, professional, and businesslike.

5.6 Social Networking Policy

AATI recognizes that many employees may use social media for social and professional networking purposes i.e. Facebook, Twitter, LinkedIn, YouTube, Instagram, and LinkedIn, just to name a few. However, employees' use of social media could become a problem if it:

- Interferes with the employee's work;
- Is used to harass or discriminate against co-workers;
- Creates a hostile work environment; or
- Divulges proprietary information about the institution or confidential information about its students;

5.7 Privacy

While AATI respects the privacy and dignity of all individuals, you should have no expectation of privacy in information that you send, receive, access, or store on any AATI computer systems, telephone systems, or networks. AATI reserves the right, at any time, to access and view workplace communications (such as Internet activity, electronic mail, instant messaging or other messages, materials stored on computers, and voicemail), as well as, to access and view your AATI provided workspace.

AATI collects and maintains personal information that relates to your employment, including medical and benefit information. Special care is taken to limit access to personal information to personnel with a need to know such information for a legitimate purpose. Employees who are responsible for maintaining personal information, and those who are provided access to such information, must not disclose private information in violation of applicable law or in violation of AATI's policies.

You should not search for or retrieve items from another employee's workspace without prior approval of that employee or the administration. Similarly, you should not use communication or information systems to obtain access to information directed to or created by others without the prior approval of the administration, unless such access is part of your job function and responsibilities at AATI.

Personal items, messages, or information that you consider to be private should not be placed or kept in telephone systems, computer or electronic mail systems, office systems, offices, work spaces, desks, credenzas, or file cabinets. AATI reserves all rights, to the fullest extent permitted by law, to inspect such systems and areas, and to retrieve information or property from them when deemed appropriate in the judgment of the administration.

AATI reserves the right to monitor, including record its employees on telephone conversations, instant messaging, emails and/or other forms of communication for quality control purposes. These communications may be recorded and/or written for future use including but not limited to using the information obtained for employee performance evaluations.

5.9 Unacceptable Use of Company Resources

AATI's resources should not be used for personal gain or the advancement of individual views. Solicitation for any non-AATI business or activities using AATI resources or while on AATI business is strictly prohibited. Use of AATI's resources must not interfere with your productivity, the productivity of any other employee, or the operation of AATI's technical resources.

Do not send email, chat or other communications that either mask your identity or indicate that someone else sent them. Never access any technical resources using another employee's password. Similarly, only access the libraries, files, data, programs, and directories that are related to your work duties. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of AATI, and improper use of information obtained by unauthorized means are prohibited.

Sending, saving, or viewing offensive material is prohibited. Messages stored and/or transmitted by computer, voicemail, email, or telephone systems must not contain content that may reasonably be considered offensive to any employee. Any use of email or the Internet to harass or discriminate is unlawful and strictly prohibited by AATI. Violators will be subject to discipline, including termination of employment.

AATI does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, AATI reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

5.8 Proprietary Information and Confidentiality

All records and files maintained by AATI are confidential and remain the property of AATI. Records and files are not to be disclosed to any outside party without the express permission of the Chief Executive Officer. Such information may not be used for personal gain or profit. Confidential information includes but is in no way limited to: financial records; business, marketing, and strategic plans; personnel and payroll records; the identity of, contact information for, and any other account information for customers, vendors, and suppliers; and programs, trade secrets, techniques, and processes. Confidential information may not be removed from the AATI's premises without express written authorization from your supervisor.

5.9 Confidential Information

Email and Internet access are not entirely secure. Others outside the AATI may also be able to monitor your email and Internet access. For example, Internet sites maintain logs of visits from users. These logs identify which company, and even which particular person, accessed the service. If your work using these resources requires a higher level of security, ask your supervisor for guidance on securely exchanging email or gathering information from sources such as the Internet.

5.10 Security of Information

Although you may have passwords to access computer, voicemail, and email systems, these technical resources belong to AATI, they must be accessible at all times by AATI and are subject to inspections by AATI with or without notice. AATI may override any applicable passwords or codes to inspect, investigate, or search an employee's files and messages.

All passwords must be made available to the administration. You should not provide a password to other employees or to anyone outside AATI and should never access any technical resources using another employee's password. If you disclose your password to others, you may be subject to disciplinary actions, up to and including termination of employment.

5.11 The Company's Software Policy

If you want to install software on company computers, you must contact the Chief Executive Officer by emailing nfondeur@aati.edu and request to have the software installed. Employees are prohibited from installing any software on any AATI technical resource without the express prior permission from the Chief Executive Officer.

5.12 Your Responsibilities

Each employee is responsible for the content of all text, audio, or images that they place or send over AATI's technical resources. Employees may access only files or programs, whether computerized or not, that they have permission to enter.

Violations of any guidelines in this policy may result in disciplinary action including discharge.

5.13 Use of Stationary & Mail Services

AATI's mail services and all engraved or printed AATI stationery such as envelopes, and other work materials are for AATI's business use only.

5.14 Employee's Property

All valuables should be kept in a secure location. AATI assumes no responsibility for the loss, theft, or damage of an employee's personal property. In addition, AATI cannot be responsible for any damages to or contents of your vehicle while parked on or off AATI property.

5.15 Visitors

Employees may have an occasional visit from a friend or relative provided approval is obtained from their supervisor. Any visit must be arranged to minimize disruption of work. Generally, friends and relatives should be asked not to visit employees during working hours. Unattended children are not allowed in the facility or on the premises at any time.

Be alert at all times and report the presence of any suspicious persons to your supervisor. Do not lend items to anyone who is not authorized to possess them. Similarly, computer passwords and any other security access information should not be disclosed to anyone who is not authorized to have that information.

5.16 Bulletin Boards

Bulletin boards are reserved for the exclusive use of AATI for posting work-related notices or notice that must be posted pursuant to Local, State, and Federal Laws. From time to time, special notices and information for employees will be posted by AATI on the bulletin boards. Check the boards regularly for these notices. Without the advanced approval of your supervisor, employee postings are only permitted if authorized by the Chief Executive Officer.

5.17 Telephones

While you are at work, you are expected to perform your job duties and responsibilities. Personal calls, both incoming and outgoing, must be kept to a minimum and must not interfere with your duties and responsibilities or AATI's policies. Employees may not make personal long distance calls on company phone lines or receive personal incoming calls on AATI toll free numbers.

5.18 Parking and Traffic Violations

Employees receiving tickets for parking or other traffic violations are responsible for the costs of all fines, court costs, and defense. If AATI is billed for such charges, AATI reserves the right to deduct these charges from the employee's pay, as allowed by applicable law. AATI will take all lawful and appropriate action to recover these expenses, including payroll deduction, where deemed appropriate by AATI.

5.19 Housekeeping

All employees are expected to maintain their desks and/or work areas in an orderly fashion.

- **Break Room**

- Please make sure you clean up after yourself and keep the break room clean for your fellow co-workers.
 - Further, do not leave food in the refrigerator for days on end. There is a limited space available in the refrigerator for the use of the employees; therefore, please bring in the food/snacks that you intend to eat on that given day and take home your empty containers on a daily basis.
 - The refrigerator will be cleaned every Friday night and any food or containers left will be thrown away and disposed of accordingly. Deadline to remove any food or containers from the refrigerator is Friday at 6:30 p.m.
- **Drinking & Eating at your Desk**
 - If you would like to have a beverage at your desk i.e. coffee, tea, soda, water, please bring in a company approved spill proof coffee/travel cup.
 - Plastic or foams cups kept in the coffee room are reserved for guests and for break-time use only. Foam cups can be easily knocked over, spill over your desk and as consequence ruin very important documentation and/or expensive equipment. Employees are free to use the foam cups during their breaks, but these cups are only allowed in the break room.
 - Under no circumstance is eating at your desk permitted. Please use the break room for all snack and meal breaks.

SECTION 6 – CELLULAR TELEPHONES

6.1 Company Provided Cellular Phones and Radios

Where job or business needs demand immediate access to an employee, AATI may issue a business cellular telephone or a 2-way radio for work-related communications.

AATI-provided cellular telephone or radio should be used for work-related communications only.

In general, AATI expects employees to use common sense and sound judgment when utilizing an AATI-provided cellular telephone. Because cellular telephone transmissions may be accessible by individuals outside of AATI, employees should not transmit sensitive or confidential information via cellular telephone.

Employees in possession of AATI equipment such as cellular phones and radios are expected to protect the equipment from loss, damage or theft.

Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the cellular telephone or radio for return, replacement, or inspection. Employees unable to present the telephone in good working

condition within the time period requested may be required to bear the cost of a replacement.

Employees who separate from AATI with outstanding debts for equipment loss or unauthorized charges and who do not provide repayment or replacement will be considered to have left employment on unsatisfactory terms. Monies owed to AATI may be deducted from the final paycheck.

6.2 Non-AATI Provided Cellular Phones and Radios

Personal cellular phones must be placed on mute or vibrate during scheduled work hours. Please use good judgment when utilizing your cellular phone such as during break time or lunch breaks. In the event you are unsure as to when to use your cellular phone, please ask your supervisor.

- At no time is texting or answering your cell phone allowed during working hours or at company events.
- Except for the Chief Executive Officer, the Human Resources Director, and the Academic Coordinator all cell phones are to be kept in silent and out of sight.
- ***Do not step away to answer to your cell phone or have your cell phones out on your desks for any reasons during working hours.*** Keep your cell phone in your pockets, in a drawer, or in your purses.
- You are free to use your cell phones during your break time. Use your break time to listen to your voicemail, view your text messages and/or return messages.
- If someone needs to briefly contact you during working hours for emergencies and/or personal reasons i.e. confirming a doctor's appointment, etc., they can contact you by calling the office number. All personal calls are to be kept at a minimum.
- Instructors are not allowed to wear a cell phone ear piece during working hours (i.e. classroom/lab or company events).

6.3 Safety Issues for Cellular Phone Telephone Users

Employees whose job responsibilities include regular or occasional driving, and who are issued an AATI cellular telephone or 2-way radio for business-related work use, are expected to put safety first before all other concerns. Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued an AATI-provided cellular telephone for business use, are also expected to abide by the provisions herein.

While use of headsets and other hands-free devices improves safety, it does not always provide sufficient safety. Therefore, refrain from using the phone while driving. Pull off the road and stop the car in a safe location to use your cellular phone or 2-way radio.

6.4 Special Responsibilities of Administrative Staff

As with any policy, the administrative staff is expected to serve as role models and to adhere to proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with these policies.

SECTION 7 – CONTINUING/ADDITIONAL EDUCATION

7.1 Continuing Education

Courses are available for faculty and staff for continuing education at no cost to the administration, key positions and faculty. This is a state requirement of 8 hours of continuing education for every school year (July-June).

7.2 Additional Education

Courses and programs are available at no cost to the employee, employee' spouse, employee's children/step children/or legally adopted children. The institution will grant participants a tuition waiver upon Pell Status notification and/or any other grants available to the participant should there be a balance in the ledger. If the participant does not qualify for Pell Status notification and/or any other grants, he or she must cover all the expenses of the program except for tuition.

The registration fee for written certifications will be waived, and a 50% discount will be applied to all electronic exams.

The employee may elect to pay the above referenced fees in full or have the amount deducted from his or her paycheck. A minimum of \$30.00 per pay period will be deducted from the employee's paycheck.

In the event the employee wants the fees deducted from his or her paycheck, the employee must submit an Employee Deduction Form together with their Registration Form. The deduction form must be submitted to the Payroll Department together with a copy of their Registration Form prior to the examination date. Employee Deduction Forms may be obtained from the Payroll Department.

SECTION 8 – EMPLOYMENT POLICIES AND PRACTICES

8.1 Prohibited Conduct

To assure orderly operations and provide a suitable work environment, AATI expects employees to follow rules of conduct that will protect the interests and safety of all employees. It is not possible to list all the forms of behavior that are considered

unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Falsifying personnel or other AATI records;
- Assault;
- Threatening, intimidating, or coercing;
- Any discourteous or insulting actions or words to customers, supervisors, fellow workers, clients, or members of the general public;
- The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, AATI or its products and/or services;
- Interfering or refusing to cooperate with authorized supervisors in the performance of their duties;
- Insubordination;
- Possession, use, or being under the influence of illegal drugs or alcohol on AATI premises, job sites, or during working hours;
- Selling or distributing drugs, and/or illegal substances or contraband, on AATI premises, including AATI job sites or during working hours;
- Neglect of assigned duties;
- Illegal, immoral or indecent conduct;
- Leaving job during working hours without permission except in cases of immediate personal or family emergencies;
- Being excessively absent, habitually late, or failure to comply with attendance notification requirements;
- Soliciting or accepting work outside of the confines of the contract with the client;
- Leaving early and/or failure to be at assigned work area;
- Loitering;
- Unsatisfactory performance;
- Carelessness, horseplay, or other irresponsible conduct;
- Destroying or damaging any of AATI's property intentionally or because of gross negligence;
- Possession or use of firearms;
- Conducting personal business for monetary gain while working;
- Unauthorized use of AATI equipment and vehicles including that entrusted to AATI by others;
- Inappropriate use of company services;
- Failure to maintain proper dress and personal appearance as established by AATI;
- Unreasonable delay in returning/reimbursing AATI for monies due; or
- Smoking i.e. tobacco, regular cigarettes or electronic cigarettes, etc. are strictly prohibited at all times inside any AATI premises.

Although employment may be terminated at will by either the employee or AATI at any time, without following any formal system of discipline or warning, AATI may exercise its discretion to utilize forms of discipline that are less severe than termination. Examples of less severe forms of discipline include verbal warnings, written warnings, demotions

and suspensions. While one or more of these forms of discipline may be taken in connection with a particular employee, no formal order or procedure is necessary.

8.2 Dating Policy

AATI's employees must maintain high standards of professionalism and ethics in their personal relationship with other AATI employees and/or supervisors in the workplace.

AATI forbids employees to date each other, since it often results in unrest and turmoil in the workplace, which can lead to reduction in employee productivity.

In keeping with our commitment to operate our workplace with high employee morale, the administration reserves the right to take necessary measures when personal relationships negatively impact AATI operations or individual performance.

8.3 Employee/Student Interaction

You should not enter a personal, social, or romantic relationship with a student or prospective student. Such conduct is inconsistent with the obligations you have, as an AATI employee, to maintain a professional demeanor toward and relationship with student or prospective students. Thus, you are prohibited from pursuing a relationship with any student or prospective student that involves any interaction beyond the normal scope of the educational services that AATI provides to the students.

8.4 Copyrighted Materials

No employee should copy and distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the email system or by any other means unless he or she has confirmed in advance from appropriate sources that AATI has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action, as well as, legal action by the copyright owner. Any questions concerning these rights should be directed to your supervisor.

8.5 Solicitation and Distribution

Employees should not solicit other employees or customers for non-business-related purposes during work time. Our employees are not permitted to distribute non-business-related literature at any time at work. People who do not work for AATI or are not approved vendors are prohibited from distributing literature of any kind or soliciting employees for any purpose at any time on company property.

Please do not except any solicitations during your regularly scheduled shift.

8.6 New Policies and Procedures

Any and all new forms, and/or new Policies and Procedures **MUST** be submitted for approved by the Chief Executive Officer. They must be submitted in writing prior to effective and/or distribution date.

8.7 Dispute Resolution

It is the sincere intent of AATI to be fair and reasonable with employees at all times. Therefore, any employee who believes that he or she has been treated improperly or unfairly has recourse for resolution of such a complaint. All complaints should initially be reported in writing within five (5) business days of the questionable action to the employee's supervisor. (If the questionable act relates to harassment or discrimination, refer to that complaint procedure). The supervisor's response to the complaint should be presented to the employee in a prompt fashion. Copies of the resolution will also be provided to the Chief Executive Officer.

If the employee and supervisor cannot resolve the issue, the employee may raise his or her concerns in writing to the next line of administration within three (3) business days of receiving his or her supervisor's response.

All employees and members of the administration shall approach the facts and issues surrounding these matters in a discreet manner.

In the event you have a question or concern please email at administration@aati.edu

SECTION 9 – DISCRIMINATION, HARASSMENT & SEXUAL HARASSMENT

AATI is an equal opportunity employer that is committed to providing a work environment that is free of discrimination and harassment. This means that AATI will not tolerate employment discrimination or harassment of any employee or student by any officer, manager, supervisor, employee, client, third-party contractor, visitor or vendor based on race, color, religion, creed, national origin, ancestry, citizenship, sex, marital status, military status, sexual orientation, gender expression or identity, genetic information, disability, or any other personal characteristic protected under any applicable federal, state or local law. All of AATI's employment decisions are made without regard to any personal characteristic protected by applicable law.

While it is not easy to define what harassment is, examples include verbal (including improper joking or teasing) or physical conduct that demeans or shows hostility or aversion towards an individual because of these protected attributes, and that (1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; (3) Otherwise adversely affects an individual's employment opportunities; and (4) denigrates or shows hostility or aversion toward an individual because of a personal characteristic protected by Federal, State or Local Law.

AATI prohibits any form of discrimination or harassment in the workplace, including sexual harassment. If you feel you are being subjected to or you witness discrimination or harassment, speak to your supervisor, the Human Resource Officer or the Chief Executive Officer. The Company will take prompt action to investigate the perceived discrimination or harassment and take corrective action where appropriate. Any employee who violates this policy will be subject to disciplinary action, up to and including termination. AATI will not allow retaliation against individuals who report discrimination or harassment to AATI or who participate in the investigation of any such report. AATI expects employees to interact with each other in a professional and respectful manner.

9.1 Pregnancy Discrimination

The Pregnancy Discrimination Act prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions.

9.2 Reporting Unlawful Discrimination or Harassment

If you experience any unlawful discrimination or harassment by any employee, student, vendor or contractor based on race, color, religion, creed, national origin, ancestry, citizenship, sex, marital status, military status, sexual orientation, gender expression or identity, genetic information, disability, or any other personal characteristic protected under any applicable federal, state or local law, you must promptly report the incident to your supervisor, the Human Resources Director or the Chief Executive Officer.

If you become aware of an incident of unlawful harassment or discrimination by any employee, client, student or vendor, whether by witnessing the incident or being told of it, you must promptly report the incident to your supervisor, the Human Resources Director or the Chief Executive Officer.

Any claim of perceived harassment or discrimination will be promptly and thoroughly investigated, and anyone who AATI determines engaged in harassment or discrimination will be subject to discipline up to and including termination.

AATI prohibits any form of retaliation against any employee for filing claim or report under this policy, or for assisting in a complaint investigation under this policy.

9.3 Workplace Violence

AATI recognizes that violence in the workplace is a growing nationwide problem necessitating a firm, considered response by employers. We believe that safety is paramount, so we have adopted this policy regarding workplace violence.

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect AATI or that occur on the company's property or in the conduct of the company's business will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in the company operations, including, but not limited to, employees, contractors, and anyone else on the company's property or conducting company's business off company property. Violations of this policy by any individual will lead to disciplinary and/or legal action.

Email administration@aati.edu for questions, concerns or want to report a situation.

9.4 Enforcement

Any person who engages in a threat or violent action on AATI's property may be removed from the premises as quickly as safety permits and may be required at AATI's discretion to remain off AATI's premises, pending the outcome of an investigation of the incident.

AATI may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that a threat or violent action has occurred. Once this has been substantiated, it is AATI's policy to implement a decisive and appropriate response holding the responsible individual accountable.

Under this policy, AATI may undertake whatever course of action it deems necessary to attempt to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. No existing company policy or procedure should be interpreted in a manner that prevents taking these necessary actions. No provision of this policy shall alter the at-will nature of employment with AATI.

9.5 Drug Free Workplace

AATI believes that the use of unlawful or unauthorized drugs and alcohol abuse affects the commitment to provide quality instruction to our students. The unauthorized presence or uses of any illegal drug in the workplace is a violation of company policy and subject to discipline, up to and including termination of employment. In keeping with our efforts to promote health and safety, and protect the interests of our employees, students, and AATI; the use, possession, sale, manufacture and purchase of intoxicants or controlled substances, or being under the influence of alcohol, illegal drugs, intoxicants, or

controlled substances at any time on AATI's premises, or anywhere AATI work is conducted, in AATI vehicles, or while on AATI business is prohibited.

Employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, being under the influence of, possessing, using controlled substances, consuming alcohol and/or abusing other legal substances in the workplace.

Any employee violating the above policy is subject to discipline up to and including termination of employment for the first or any subsequent offenses.

All applicants who have received a conditional offer of employment are required to submit to a pre-employment drug test and must receive a negative result as a condition of employment.

9.6 Consequences

Employees who violate AATI's drug and alcohol abuse policy will be removed from the workplace promptly.

AATI, at its sole discretion, shall determine acceptable disciplinary action, as it deems appropriate for a violation of its Substance Abuse Policy. Penalties may include termination for a first-time substance abuse violation without further consideration.

9.7 Investigation of Current Employees

AATI may occasionally find it necessary to investigate current employees, where behavior or other relevant circumstances raise questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of coworkers or others. Where appropriate, employee investigations may include credit reports, vehicle insurance verification, motor vehicle reports, and investigations of criminal records. If a background check is conducted, AATI will comply with the Federal Fair Credit Reporting Act and applicable state laws, including providing the employee with any required notices and forms.

9.8 Criminal Convictions

AATI reserves the right not to employ or retain in employment anyone convicted of a criminal offense involving dishonesty or breach of trust.

Conviction of a crime will not automatically result in rejection of employment. All relevant circumstances, such as but not limited to the length of time that has passed since the conviction and the crime involved will be considered in relation to specific job requirements.

SECTION 10 – DISCIPLINE/TERMINATION

AATI in its sole business judgment may decide to warn, discipline, suspend, or discharge an employee with or without progressive disciplinary actions. The appropriate action depends on the severity of the problem, the employee's past performance, and the needs of the business. Employment may be terminated at will, at any time, for any reason not prohibited by law. Supervisors must notify and obtain authorization from the School Director before a disciplinary action is taken.

10.1 Reasons for Disciplinary Action

Below are guidelines that protect the rights of all employees and ensure maximum understanding and cooperation. While it is not possible to enumerate every reason for disciplinary action and/or termination, the following are some more common reasons:

- Failure to comply with AATI's procedures, policies or practices;
- Failure to meet performance standards;
- Insubordination, including refusal to perform assigned tasks or the performance of assigned tasks in an inappropriate manner;
- Submission of false, misleading, or incomplete information to obtain employment;
- Conduct that brings AATI into disrepute;
- Dishonest or illegal conduct;
- Falsification of information provided on the employment application;
- Excessive absenteeism or tardiness;
- Failure to communicate and work well with others;
- The abuse, purchase or sale of alcohol, illegal drugs or any controlled substances on AATI's property, student automotive shops or place of employment, at a client site, or customer location;
- Misuse, unauthorized possession or deliberate destruction of AATI property;
- Possession of explosives or firearms on AATI property other than as allowed by law, student automotive shops or place of employment, at a client site, or customer or client location;
- Violence or the threat of violence in the workplace; and
- Sexual or other unlawful or unwelcome harassment toward customers, suppliers or co-workers.

Disciplinary action is based on the specific offense. AATI has a right to impose discipline for actions not specifically included in this handbook and the right to impose more or less severe discipline than specified.

10.2 Voluntary Terminations

Employees resigning from AATI are encouraged to give notice in writing before terminating employment. Notice allows AATI sufficient time to determine all monies to which you may be entitled for your final paycheck, and it allows AATI the opportunity to

make the necessary adjustments in operations. Failure to provide notice may result in the loss of some benefits, such as pay out of unused vacation. Notice is generally two (2) weeks' notice for most employees. Notice for senior administrators (Director or above) is generally at least three (3) weeks' notice. AATI retains the right to accept your resignation effective immediately.

10.3 Involuntary Terminations

AATI is an at-will employer and reserves the right to end the employment relationship with any employee at any time, with or without cause or notice. If you are terminated without cause, your unused accrued vacation from the current calendar year will be paid to you through payroll.

10.4 Reduction in Force

While AATI plans to continue growing and providing employment opportunities, business conditions, student demand and other factors are unpredictable. Changes or downturns in any of these or other areas could create a need to restructure or reduce the number of people employed. In the event that the Company finds that it needs to conduct a reduction in force for any reason, AATI retains full discretion to select the employee(s) that will be affected. While AATI retains full discretion, some of the relevant factors might include AATI's operational requirements and the skill, productivity, ability, and past performance of those involved.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT & AGREEMENT

Please read the following statement, sign below and return to your supervisor.

Understanding and Acknowledging Receipt of the AATI Employee Handbook

I have received and read a copy of AATI's Employee Handbook and understand the policies and procedures contained in it. I understand that the policies, procedures and benefits described in it are subject to change at any time at the sole discretion of AATI. I further understand that this Handbook may be changed or modified at the sole discretion of AATI.

At-Will Employment

I understand that my employment is employment-at-will, and neither AATI nor I have entered into a contract regarding the duration of my employment. I am free to terminate my employment with AATI at any time, with or without reason. Likewise, AATI has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of AATI. No employee of AATI can enter into an employment contract for a specified period or make any agreement contrary to this policy without the written approval from the Chief Executive Officer.

Confidential Information

I am aware that during my employment confidential information will be made available to me. Confidential information includes, but is not limited to, marketing strategies, customer lists, and pricing policies. I understand that this information is proprietary and critical to the success of AATI and must not be shared or used outside of AATI or with non-AATI employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company.

I acknowledge that I am required to carry out my duties faithfully, honestly, diligently, and to the best of my abilities. While working, I am required to devote my full time and efforts to AATI.

Employee's Printed Name

Job Title

Employee's Signature

Date