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DSDT

Employee Handbook

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# Table of Contents

<b>NO.</b>	<b>POLICY TITLE</b>	<b>EFFECTIVE DATE</b>
<b>1. INTRODUCTION</b>		
1.1	Handbook Disclaimer	03-31-2021
1.2	Welcome Message	03-31-2021
1.3	Changes in Policy	03-31-2021
<b>2. GENERAL EMPLOYMENT</b>		
2.1	At-Will Employment	03-31-2021
2.2	Immigration Law Compliance	07-31-2020
2.3	Equal Employment Opportunity	07-31-2020
2.4	Equal Employment Opportunity (Michigan Employees)	07-31-2020
2.5	Employee Grievances	07-31-2020
2.6	Internal Communication	07-31-2020
2.7	Outside Employment	07-31-2020
2.8	Anti-Retaliation and Whistleblower Policy	03-31-2021
<b>3. EMPLOYMENT STATUS &amp; RECORDKEEPING</b>		
3.1	Employment Classifications	03-31-2021
3.2	Personnel Data Changes	03-31-2021
3.3	Privacy Policy (Michigan Employees)	03-31-2021
3.4	Expense Reimbursement	03-31-2021
3.5	Termination of Employment	03-31-2021
<b>4. WORKING CONDITIONS &amp; HOURS</b>		
4.1	Company Hours	07-31-2020
4.2	Emergency Closing	07-31-2020
4.3	Parking	07-31-2020
4.4	Workplace Safety	03-31-2021
4.5	Security	03-31-2021
4.6	Meal & Break Periods	07-31-2020
4.7	Break Time for Nursing Mothers	03-31-2021
<b>5. EMPLOYEE BENEFITS</b>		
5.1	Military Leave	03-31-2021
5.2	Jury Duty	07-31-2020
5.3	Jury Duty Leave (Michigan Employees)	07-31-2020
5.4	Workers' Compensation	03-31-2021
5.5	Educational Assistance	07-31-2020
<b>6. EMPLOYEE CONDUCT</b>		
6.1	Standards of Conduct	03-31-2021
6.2	Disciplinary Action	07-31-2020
6.3	Confidentiality	03-31-2021
6.4	Personal Appearance	03-31-2021
6.5	Workplace Violence	07-31-2020
6.6	Drug & Alcohol Use	03-31-2021
6.7	Sexual & Other Unlawful Harassment	07-31-2020
6.8	Telephone Usage	07-31-2020
6.9	Personal Property	07-31-2020
6.10	Use of Company Property	07-31-2020
6.11	Smoking	07-31-2020
6.12	Visitors in the Workplace	07-31-2020
6.13	Computer, Email & Internet Usage	03-31-2021
6.14	Company Supplies	07-31-2020
<b>7. TIMEKEEPING &amp; PAYROLL</b>		
7.1	Attendance & Punctuality	07-31-2020
7.2	Timekeeping	07-31-2020
7.3	Paydays	07-31-2020
7.4	Payroll Deductions	03-31-2021
7.5	Direct Deposit	03-31-2021

# 1.Introduction

## 1.1 Handbook Disclaimer

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

***This handbook may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. DSDT reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.***

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

## 1.2 Welcome Message

Dear Valued Employee,

Welcome to DSDT We are pleased with your decision to join our team.

DSDT is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of DSDT working with you!

Sincerely,

Jamie Harris, School Director

## 1.3 Changes in Policy

Change at DSDT is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by DSDT, and after those dates, all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or, Jamie Harris, School Director.

## **2.General Employment**

### **2.1 At-Will Employment**

Employment with DSDT is "at-will." This means employees are free to resign at any time, with or without cause, and DSDT may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with DSDT for any set period of time.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by DSDT except for the policy on at-will employment, which may be modified only by a signed, written agreement between the School Director and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between DSDT and any of its employees.

### **2.2 Immigration Law Compliance**

DSDT is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with DSDT within the past three years, or if their previous I-9 is no longer retained or valid.

DSDT may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, DSDT provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

### **2.3 Equal Employment Opportunity**

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

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

The Organization will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. The Organization will also accommodate sincerely held religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation, or have any questions about your rights and

responsibilities, contact your Jamie Harris. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

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

## **2.4 Equal Employment Opportunity (Michigan Employees)**

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

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

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

## **2.5 Employee Grievances**

It is the policy of DSDT to maintain a harmonious workplace environment. DSDT encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the Jamie Harris.

After receiving a written grievance, DSDT may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with DSDT's Sexual and other Unlawful Harassment Policy.

DSDT assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

## **2.6 Internal Communication**

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

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, DSDT uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy. To avoid confusion, employees should not post or remove any material from the bulletin boards.

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

## **2.7 Outside Employment**

Employees may hold outside jobs as long as the employee meets the performance standards of their position with DSDT.

Unless an alternative work schedule has been approved by DSDT, employees will be subject to the Organization's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

DSDT's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

## **2.8 Anti-Retaliation and Whistleblower Policy**

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

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

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

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

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

DSDT will promptly and thoroughly investigate and, if necessary, address any reported violation.

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



## 3. Employment Status & Recordkeeping

### 3.1 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, DSDT classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with DSDT or if your job responsibilities change, you will be informed by the School Director of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

#### **Full-Time:**

Full-time employees are regularly scheduled to work greater or equal to 30 hours per week. Generally, regular full-time employees. DSDT does not offer benefits at this time.

#### **Part-Time:**

Part-time employees are regularly scheduled to work 20 hours or less than 20 hours per week.

#### **Temporary:**

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Temporary employees are eligible for statutory benefits to the extent required by law. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by DSDT Management, of a change.

### 3.2 Personnel Data Changes

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

If any of the following has changed or will change in the coming future, contact your supervisor or the School Director as soon as possible:

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

- Training certificates
- Professional licenses

### **3.3 Privacy Policy (Michigan Employees)**

DSDT is dedicated to protecting the personal security and privacy of all employees and customers. In the ordinary course of its business, and for legitimate business reasons, DSDT may collect and store personal information about its employees and customers, including all or any part of an employee's or customer's social security number ("SSN"), in hard copy or digital storage. For purposes of this policy, "SSN" means more than four sequential digits of an employee's or customer's social security number.

DSDT takes measures to prevent the unauthorized disclosure of an SSN, including without limitation:

- Ensuring the confidentiality of SSNs;
- Prohibiting unlawful or unauthorized disclosure of SSNs;
- Limiting the number of people with access to SSNs, and the circumstances under which SSNs may be accessed;
- Ensuring the proper disposal of documents (hard copy or digital) that contain SSNs; and
- Disciplining, up to and including termination, any employee who violates this policy.

DSDT, and all employees who may have access to SSNs, will maintain the security and confidentiality of every document containing the SSN. This means, at a minimum, DSDT will securely maintain documents containing SSNs and that any access to digital files containing all or any part of an SSN will be password protected.

Furthermore, no employee shall display or disclose an SSN without the express written consent of the individual to whom the SSN is assigned. DSDT will not mail any document containing an SSN that is visible on, or from, the outside of the mailed article. Nor will DSDT use the SSN as an identifying number for its employees, or visibly print it on identification tags, badges, passes, cards or licenses. DSDT will not require employees to use or transmit their SSN over the Internet, or any intranet, computer system, or network unless the connection is secure or the transmission is encrypted.

DSDT restricts access to any document displaying an SSN to those with a legitimate business need to access those documents. Access to these documents by anyone other than those individuals with a legitimate business need must be specifically authorized, in writing by the School Director or by the individual to whom the SSN is assigned. Documents containing an SSN will be disposed of in accordance with DSDT's document retention policy and procedures in such a manner so that they cannot be read or reconstructed in order to preserve the confidential nature of such documents.

Nothing in this policy is intended to modify an employee's right to access their own personnel file, as permitted by applicable law. Nor does this policy prohibit the use of an SSN where the use is authorized by state or federal statute, rule, regulation, court order, or pursuant to legal discovery or process.

Violations of this policy will result in disciplinary action up to and including termination of employment. Violators may also be subject to civil and criminal penalties authorized by applicable state or federal law.

### 3.4 Expense Reimbursement

DSDT reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the School Director or Chief Operating Officer.

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

To be reimbursed, employees must submit expense reports to the School Director for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

### 3.5 Termination of Employment

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

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

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

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

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

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

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

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

If you have any questions or concerns regarding this policy, direct them to the School Director.

## **4. Working Conditions & Hours**

### **4.1 Company Hours**

DSDT is open for business from Monday - Friday 8:30 AM to 9:30 PM. This excludes holidays recognized by DSDT. The standard workweek is 40 hours.

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

### **4.2 Emergency Closing**

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

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

### **4.3 Parking**

DSDT provides parking for employees in the building parking lot. There should be ample space for all employees. Employees may only park in open spaces or those designated for use by DSDT. Vehicles parked in spaces designated for private use will be towed at the owner's expense.

### **4.4 Workplace Safety**

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

#### **Complaint and Reporting Procedure:**

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

Jamie Harris

Jamie@dstd.tech

313-263-4200

Employees who violate safety standards, cause hazardous or dangerous situations or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

**Retaliation Prohibited:**

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

Questions or concerns regarding this policy should be directed to your supervisor or the School Director.

**4.5 Security**

The purpose of DSDT's security policy is to protect DSDT assets and to maintain a safe working environment for all employees.

**Facility Access:**

All regular DSDT employees will be issued a key to gain access to DSDT facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible.

Upon separation from DSDTI, and at any other time upon DSDT's request, all keys must be returned to your supervisor.

**Closing Procedures:**

The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with the exception of the lights normally left on for security purposes.

Employees are not permitted on company property after hours without prior written authorization from the School Director.

**4.6 Meal & Break Periods**

In accordance with state and local laws, non-exempt employees will be provided with meal and break periods. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will be unpaid.

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

DSDT will schedule meal and break periods in order to accommodate Organization operating requirements.

#### **4.7 Break Time for Nursing Mothers**

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

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

For questions related to this policy, please contact the School Director.

## **5.Employee Benefits**

### **5.1 Military Leave**

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

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

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

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

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

Questions regarding this policy should be directed to the School Director.

### **5.2 Jury Duty**

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

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

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. . If exempt employees miss work because of jury duty, they will receive their full salary, unless they miss the entire workweek. However, DSDT may offset any jury-duty fees received by an exempt employee against the salary due for that workweek.

### **5.3 Jury Duty Leave (Michigan Employees)**



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

Employees summoned for jury duty will not be required to work any number of hours that, when added to the number of hours served on that day, would exceed the number of hours the employee would have normally worked on that day.

Jury duty leave is unpaid; however employees may opt to use accrued paid time off for this purpose.

#### **5.4 Workers' Compensation**

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

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

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

#### **5.5 Educational Assistance**

DSDT recognizes that our employees' skills and knowledge are critical to the success of the Organization. DSDT offers educational assistance programs to encourage personal development, improve job-related skills and enhance an employee's ability to compete for reasonably attainable jobs within the Organization.

In order to be eligible for educational assistance all employees must adhere to the following guidelines:

1.
  1. **Prior approval from supervisor:** Written approval by the employee's supervisor and one additional member of management before a course has begun is required. The document must indicate how the program relates to the employee's future success within the Organization.
  2. **Time of payment:** DSDT will make certain tuition reimbursement payments according to a schedule provided by the Jamie Harris at the end of each term. Employees are responsible for initial payments of tuition and any additional fees. DSDT will directly reimburse the employee at the end of term.
  3. **Performance standards:** DSDT requires employees to obtain at least a C grade to be entitled to reimbursement for each course, except in instances of pass/fail courses; in which case DSDT requires a passing grade.

4. **Standing with the Organization:** Employees must be in good standing with the Organization at the time of a request for educational assistance. Your supervisor must confirm that your work performance and attendance meet Organization standards at the time of application.
5. **Tax implications:** Tuition reimbursement may be considered taxable income under IRS regulations. Please consult your tax accountant about the taxability of any educational assistance provided by the Organization.

## 6. Employee Conduct

### 6.1 Standards of Conduct

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

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

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

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

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

### 6.2 Disciplinary Action

Disciplinary action at DSDT is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

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

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

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging DSDT business practices or any other confidential information
- Any misrepresentation of DSDT to a customer, a prospective customer, the general public, or an employee

### **6.3 Confidentiality**

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

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

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

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

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

Questions regarding this policy should be directed to the School Director.

### **6.4 Personal Appearance**

The purpose of DSDT's personal appearance policy is to ensure a safe and sanitary workplace for all employees. DSDT strives to maintain a professional working environment that promotes efficiency, positive employee morale, and promotes a professional image. During business hours or when representing DSDT, employees are expected to use common sense and good judgment in order to meet the goals of this policy.

Generally, employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

#### Business Casual

If management designates "casual days," an employee's casual dress must still be clean, neat and project a professional image.

Generally, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to work may be sent home to change their clothing.

DSDT understands that in certain situations, DSDT may need to make exceptions to this policy based on an employee's religion, disability, or other characteristics protected under federal, state, or local law. In accordance with all applicable laws, DSDT will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on DSDT.

Questions regarding appropriate workplace attire should be directed to your supervisor or the School Director.

### **6.5 Workplace Violence**

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

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

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

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be investigated promptly and will be kept

confidential to the maximum extent possible. DSDT will not tolerate any form of retaliation against any employee for making a report under this policy.

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

## **6.6 Drug & Alcohol Use**

DSDT is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for DSDT is allowed to consume, possess, sell, purchase, or be impaired by alcohol or illegal drugs, as defined under federal and/or state law, on any property owned by or leased on behalf of DSDT, or in any vehicle owned or leased on behalf of DSDT or while on DSDT business.

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

DSDT will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the School Director immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, DSDT employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, DSDT reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with DSDT, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between DSDT and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

## **6.7 Sexual & Other Unlawful Harassment**

DSDT is committed to a work environment in which all individuals are treated with respect. DSDT expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes

with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

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

Harassment on the basis of any other protected characteristic is also strictly prohibited.

#### **Complaint Procedure:**

DSDT strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

Ismet Khan

ismet@dsdt.tech

313-263-4200

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

#### **Retaliation Prohibited:**

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

### **6.8 Telephone Usage**

DSDT telephones are intended for the sole use of conducting company business. Personal use of the Organization's telephones and individually owned cell phones during business hours should be kept to a minimum or for emergency purposes only. We ask that personal calls only be made or received outside of working hours, including during lunch or break time. Long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

### **6.9 Personal Property**

Employees should use their discretion when bringing personal property into the workplace. DSDT assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on DSDT premises.

### **6.10 Use of Company Property**

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Organization, and is subject to reassignment and/or use by the Organization without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files.

DSDT has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property.

#### **Personal use of company property:**

Company property is not permitted to be taken from the premises without proper written authority from company management.

#### **Company Tools:**



All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

#### **Care of Company Property:**

Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

#### **6.11 Smoking**

DSDT provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

#### **6.12 Visitors in the Workplace**

To ensure the safety and security of DSDT and its employees, only authorized visitors are permitted on Organization premises and in Organization facilities.

All visitors must enter through the main reception area and sign in and out at the front desk. All visitors are also required to wear a "visitor" badge while on DSDT premises. Authorized visitors will be escorted to their destination and must be accompanied by a representative of the Organization at all times.

#### **6.13 Computer, Email & Internet Usage**

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

#### **Standards of Conduct and ECS**

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

#### **Copyright and other Intellectual Property**

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

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

### **ECS Guidelines**

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

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors, or DSDT that violate the DSDT's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading DSDT-owned software without permission.
- Sending or posting DSDT's confidential material, trade secrets, or non-public proprietary information outside of DSDT. *Wages and other conditions of employment are not considered confidential material.*
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of DSDT.

### **Privacy and Monitoring**

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

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

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

#### **6.14 Company Supplies**

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

## **7. Timekeeping & Payroll**

### **7.1 Attendance & Punctuality**

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

All time off must be requested in writing, in advance, as outlined in the Organization's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

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

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

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

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

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

### **7.2 Timekeeping**

It is the Organization's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons. Any errors in time records, must be immediately reported to your supervisor.

Absent prior authorization, non-exempt employees are not permitted to start work until their scheduled starting time or work past their scheduled ending time.

DSDT strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees.

It is the responsibility of all employees to submit and approve their time records each week.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

### **7.3 Paydays**

DSDT employees are paid on a Bi-weekly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized statement of wages when the Organization makes direct deposits.

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

### **7.4 Payroll Deductions**

DSDT makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the School Director immediately. DSDT will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

### **7.5 Direct Deposit**

All employees of DSDT may elect to have their pay directly deposited into their bank accounts. Direct deposit saves employees the hassle of going to the bank on paydays in order to cash or deposit their paychecks.

Employees choosing this benefit must complete a Direct Deposit Authorization Form. To obtain this form, contact your supervisor or the School Director.

If you elect direct deposit, your paychecks will be directly deposited into your bank account and you will receive an itemized statement of wages.