



Contingent Worker Trainee Handbook

Oracles of Truth
Contingent Worker Trainee Handbook

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Section 1 Introduction

1.1 Welcome to Oracles of Truth Academy

Welcome

1.2 Contingent Worker Trainee Handbook

This Contingent Worker Trainee (CWT) Handbook ("Handbook") is designed to summarize certain policies and benefits of Oracles of Truth dba Oracles of Truth Academy (the "Company"), with mailing address at P.O. Box 292721, Sacramento, California 95829, and to acquaint CWTs with many of the rules concerning their Work-study relationship with the Company.

This Handbook applies to all CWTs, and compliance with the Company's policies is a condition of enrollment and participation in the WPC Work-study Program. This Handbook compliments all Company policies, written and oral, expressed, and implied. The Company reserves the right to modify, rescind, delete, or add to the provisions of this Handbook from time to time in its sole and absolute discretion.

This Contingent Worker Trainee Handbook is not a binding contract between the Company and its CWTs, nor is it intended to alter the at-will work-study relationship between the Company and its CWTs. The Company reserves the right to interpret the policies in this Handbook and to deviate from them when, in its discretion, it determines it is appropriate.

1.3 Changes in Policy

Since our business is constantly changing, the Company expressly reserves the right to revise, modify, delete, or add to all policies, procedures, work-study rules, or benefits stated in this Handbook or in any other document, except for the policy of at-will work-study as described below. No oral statements or representations can in any way alter the provisions of this Handbook. Nothing in this Handbook or in any other document, including benefit plan descriptions, creates or is intended to create a promise or representation of employment for any CWT. Any changes to your at-will CWT status, described below, must be in writing and must be signed by the Company.

If you are uncertain about any policy or procedure, please check with your supervisor, manager, location executive, or Human Resources.

1.4 Work-study-At-Will

Work-study with the Company is on an at-will basis, unless otherwise specified in written CWT agreements. You are free to resign, drop, quit, or withdraw at any time, for any reason, with or

without notice. Similarly, the Company is free to terminate, dismiss, or discharge the work-study relationship at any time for any lawful reason, with or without cause, and with or without notice.

Nothing in this Handbook will limit the right of either party to terminate this at-will work-study relationship. No section of this Handbook is meant to be construed, nor should be construed, as establishing anything other than a work-study at-will relationship. This Handbook does not limit management's discretion to make personnel decisions such as reassignment, change of Stipend Rate, program benefits, program promotions and program demotions based the CWT's performance, etc.

No person other than the CEO, President, Executive Director, or CFO has the authority to enter into CWT agreements for any specified period or to make an agreement for work-study other than at-will terms. Only the CEO, President, Executive Director, or CFO of the Company has the authority to make any such agreement, which is only binding if it is in writing and signed by the CEO, President, Executive, or CFO of the Company.

Section 2 Company Policies

2.1 Staffing Classifications

The following terms are used to describe how a Contingent Worker Trainee is classified:

Contingent Worker Trainee – A Contingent Worker Trainee to the Company is a Whole Person Care Work-study Program participant. He or she is not an employee of the Company rather he or she is self-employed. This status is like an independent contractor or consultant role and the person shall receive a 1099 MISC or 1099 NEC.

CWTs have one status. The CWT is enrolled in the WPC Work-study Program at-will and the relationship can be terminated, dismissed, or discharged by the Company or the CWT may resign, drop, withdraw, or quit at any time, with or without cause and with or without notice. Leaving the program for any of the previous reasons stated in this subsection, shall have a direct impact on whether the CWT shall receive a Stipend.

2.2 Equal Work-study Opportunity & Americans with Disabilities Act

It is the policy of the Company to provide equal work-study opportunities to all CWTs and without regard to unlawful considerations of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status, or any other classification protected by applicable local, state, or federal laws.

This policy prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. This policy applies to all aspects of employment, including, but not limited to,

hiring, job assignment, working conditions, compensation, promotion, benefits, scheduling, training, discipline, and termination.

The Company expects all CWTs to support our equal work-study opportunity policy, and to take all steps necessary to maintain a work-study place free from unlawful discrimination and harassment and to accommodate others in line with this policy to the fullest extent required by law. For example, the Company will make reasonable accommodations for CWTs' observance of religious holidays and practices unless the accommodation would cause an undue hardship on the Company's operations. If you desire a religious accommodation, you are required to make the request in writing to your manager as far in advance as possible. You are expected to cooperate with the Company in seeking and evaluating alternatives.

Moreover, in compliance with the Americans with Disabilities Act (ADA), the Company provides reasonable accommodations to qualified individuals with disabilities to the fullest extent required by law. The Company may require medical certification of both the disability and the need for accommodation. Keep in mind that the Company can only seek to accommodate the known physical or mental limitations of an otherwise qualified individual. Therefore, it is your responsibility to come forward if you require or need any accommodation. The Company will engage in an interactive process with the CWT to identify possible accommodations, if any, will help the CWT perform the duties of his or her work-study experiences.

2.3 Confidentiality

While completing work-study experiences with the Company, CWTs may have access to "Confidential Information" regarding the Company, which may include its business strategy, future plans, financial information, contracts, suppliers, customers, personnel information or other information that the Company considers proprietary and confidential. Maintaining the confidentiality of this information is vital to the Company's competitive position in the industry and, ultimately, to its ability to achieve financial success and stability.

CWTs must protect this information by safeguarding it when in use, using it only for the business of the Company and disclosing it only when authorized to do so and to those who have a legitimate business need to know about it.

This duty of confidentiality applies whether the CWT is on or off the Company's premises, and during and even after the end of the CWT's work-study relationship with the Company. This duty of confidentiality also applies to communications transmitted by the Company's electronic communications. See also Internet, Email and Computer Use policy, herein.

As a condition of the work-study relationship with the Company, all CWTs must sign a Non-Disclosure and Confidentiality Agreement.

2.4 Working with Minors

The FLSA's child labor provisions, which the Company strictly adheres to, are designed to protect the educational opportunities of youth, and prohibit their employment in jobs that are

detrimental to their health and safety. Generally, the FLSA sets the minimum age for employment (14 years for non-agricultural jobs), restricts the hours youth under the age of 16 may work, and prohibits youth under the age of 18 from being employed in hazardous occupations.

Additionally, the FLSA establishes subminimum wage standards for certain employees who are less than 20 years of age, full-time students, student learners, apprentices, and workers with disabilities. Employers generally must have authorization from the U.S. Department of Labor's Wage and Hour Division (WHD) to pay sub-minimum wage rates. *Note: Any youth under the age of 16 that enrolls and participates in the WPC Work-study Program shall not be allowed to exceed the number of work-study hours provided under the law.*

2.5 Staffing and Engaging with Relatives

The Company recognizes that relationships may be established with relatives in certain circumstances, such as when they will enroll to participate in the program together or at separate times, is supervised, or managed by the other, or have access to confidential or sensitive information regarding the other, can cause problems related to supervision, safety, security, or morale, or create conflicts of interest that materially and substantially disrupt the Company's operations. All CWTs are expected to read and comply with the Company's Nepotism Policy.

When the Company determines any of these problems will be present, it may decline to enroll an individual to complete work-study experiences and receive services in the same department or location as a relative. Relatives subject to this policy include father, mother, sister, brother, current spouse or domestic partner, child (natural, foster, or adopted), cousin, current mother-in-law, current father-in-law, grandparent, or grandchild.

If present CWTs become relatives during the time that they are completing the WPC Work-study Program, the Company should be notified so that we may determine whether a problem involving supervision, safety, security or morale, or a conflict of interest that would materially and substantially disrupt the Company's operations exists. If the Company determines that such a problem exists, the Company will take appropriate steps to resolve the problem, which may include reassignment of one relative (if feasible) or asking for the resignation of one of the relatives.

2.6 Introductory and Probationary Period

The first 180-days of the WPC Work-study Program are considered an introductory period for all newly enrolled CWTs. During this time, you will learn your new responsibilities, get acquainted with fellow CWTs, and determine whether you are happy with the current position. Also, during this time, your manager will monitor your performance. Upon completion of the introductory period, your manager will review your performance. If the Company finds your performance satisfactory and decides to continue your employment, you will be advised of any improvements expected.

This is also an opportunity for you to make suggestions to improve the Company's efficiency and operations. Completion of the introductory and probationary period does not entitle you to be offered a job by the Company, but instead allows both you and the Company to evaluate whether you are right for the position or not. Your status as an at-will CWT does not change the non-employment relationship, and you may be terminated with or without cause and with or without advance notice, at any time by you or the Company.

2.7 Work-study Records and References

The Company maintains a personnel file and Stipend records for each CWT as required by law. Work-study files and stipend records are the property of the Company and may not be removed from Company premises without written authorization. Because CWT work-study files and stipend records are confidential, access to the records is restricted. Generally, only those who have a legitimate reason to review information in an employee's file can do so. Disclosure of personnel information to outside sources will be limited. However, the Company will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

CWTs may contact a Human Resources representative or his or her direct manager to request a time to review their Stipend records and/or personnel file. With reasonable advance notice, a CWT may review his or her own records in the Company's offices during regular business hours and in the presence of an individual appointed by the Company to maintain the records. You also have the right to obtain a copy of your CWT work-study files, but you may be required to pay for any such copies. You may add your comments to any disputed item in the file.

By policy, the Company will provide only the former or present CWT's dates of work-study experiences and position(s) held with the Company. Stipend information may also be verified if written authorization is provided by the CWT.

2.8 Privacy

The Company is respectful of employee privacy. All employee demographic and personal information will be shared only as required in the normal course of business. Healthcare enrollment information is kept in a separate folder from other human resources forms. Workers' Compensation information is not considered private healthcare information; however, this information will be released only on a need-to-know basis.

The Company does not make or receive any private healthcare information through the course of normal work. If any employee voluntarily shares private healthcare information with a member of management, this information will be kept confidential. When applicable, the Company will set up guidelines for employees and management to follow to ensure that company employees conform to the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) to ensure compliance while conducting business or providing services.

2.9 Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, each new CWT, as a condition of work-study, must complete the Employment Eligibility Verification Form I-9 on the date of enrollment and present documentation establishing identity and eligibility within three business days of program enrollment. Former CWTs who are re-enrolled must also complete an I-9 form if they have not completed an I-9 form with the Company within the past three years, or if their previous I-9 form is no longer retained or valid. You may raise questions or complaints about immigration law compliance without fear of reprisal.

2.10 Political Neutrality

Maintenance of individual freedom and our political institutions necessitates broad scale participation by citizens concerning the selection, nomination, and election of our public office holders. The Company will not discriminate against any employee because of identification with and support of any lawful political activity. Company employees are entitled to their own personal political position. The Company will not discriminate against employees based on their lawful political activity engaged in outside of work. If you are engaging in political activity, however, you should always make it clear that your actions and opinions are your own and not necessarily those of the Company, and that you are not representing the Company.

Section 3

Hours of Work-study and Stipend Practices

3.1 Stipend Periods and Issuance of Checks

CWTs are issued a stipend check monthly. Stipend checks are issued once per month in the rear on the first day of the month and by check only. If the first falls on a weekend or Company holiday, CWTs shall be issued a check on the last business day before the holiday and/or weekend. This general rule shall apply after CWTs have submitted all Daily Work Activity Logs, Timesheets, Invoices and Expense Reports timely according to the Company's Billing Policy.

3.2 Base Hours versus Extra Hours

Base Hours are a set number of hours a CWT may work per month. A CWT may work a maximum of 20 Base Hours per week and no more than 80 Base Hours per month. **Extra Hours** are the number of hours a CWT may work over his or her Base Hours. A CWT may not work Extra Hours unless approved by a Manager or Director. CWT must adhere to the Company's Billing Policy as it relates to recording and documenting work-study hours. Hours claimed for work-study activities must always follow the Company's Billing Policy.

3.3 Rest and Meal Periods

All rest and meal periods will be in accordance with California state law. CWTs will be provided a 15-minute rest break for every four-hour work-study period and is unpaid. CWTs scheduled for

more than 5-hours but less than 8-hours will be provided a 30-minute unpaid meal period. CWTs scheduled for 8-hours will be provided a 1-hour meal period.

3.4 Timesheets

CWTs are required to keep an accurate and complete record of their attendance and work-study hours. Timecards are official business records and may not be altered without the CWT's supervisor's approval and may not be falsified in any way. Timesheets submitted for work-study activities must always follow the Company's Billing Policy.

3.5 Stipend Deductions

Deductions from a CWT Stipend check are made for security deposits on Company owned equipment or damages to equipment. All CWTs must sign an Asset Liability and Use Agreement with the Company. CWTs must also sign a Contingent Worker Trainee Attestation Agreement as well.

3.6 Billing Policy

The Company's Billing Policy is a legal document that governs how CWT Stipends shall be processed and issued. It also describes the process and procedural steps required of each CWT to properly request a Stipend to be issued. Stipends are not distributed automatically. The CWT must request his or her Stipend at the beginning of each month after completion of work-study activities in the prior month. All Stipends are issued in the rears.

Section 4 Standards of Conduct and CWT Performance

4.1 Anti- Harassment and Discrimination

The Company is committed to providing a work environment free of sexual or any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals based on race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status, or any other classification protected by local, state, or federal laws is illegal and prohibited by Company policy.

Such conduct by or towards any employee, contract worker, customer, vendor, or anyone else who does business with the Company will not be tolerated. Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of his or her employment or engagement. To the extent a customer, vendor, or other person with whom the Company does business engages in unlawful harassment or discrimination, the Company will take appropriate corrective action.

4.2 Prohibited Conduct:

Prohibited harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, gender, age, national origin, disability, or any other legally protected basis. This includes:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement.
- b. Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement.
- c. Creation of a hostile or offensive work environment.

Prohibited harassment includes (but is not limited to) unwelcome sexual advances, requests for sexual favors and lewd, vulgar, or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact. Other forms of unlawful harassment or discrimination may include racial epithets, slurs, and derogatory remarks, stereotypes, jokes, posters, or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories. Prohibited harassment might also be transmitted using the Company's electronic communications system, or through other on-line conduct.

4.3 Complaint Procedure:

CWTs who feel that they have been harassed or discriminated against, or who witness any harassment or discrimination by another CWT, staff member, employee, customer, vendor, or anyone else who does business with the Company, should immediately report such conduct to their supervisor or any other member of management.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No CWT, employee, contract worker, customer, vendor, or other person who does business with this organization is exempt from the prohibitions in this policy. In response to every complaint, the Company shall investigate, which may involve interviewing witnesses if warranted and, if improper conduct is found, take appropriate corrective action.

To the extent that an CWT is not satisfied with the Company's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

4.4 Attendance and Punctuality

Punctuality and regular attendance are essential to the successful operation of the Company's business. If an employee is unable to report to work (or to report to work on time) for any reason, the employee must notify his or her Manager before his or her starting time. If an employee desires to leave work for any reason during the workday, the employee must obtain the approval of his or her Manager prior to leaving. If a CWT fails to call his or her supervisor or report for

work for three (3) consecutive workdays, the CWT will be deemed to have voluntarily resigned from the WPC Work-study Program and will be removed from the Stipend payroll. Excessive absenteeism or tardiness may subject the CWT to disciplinary action, up to and including termination, dismissal, or discharge from the work-study program.

4.5 Discipline and Standards of Conduct

As an at-will employer, the Company may impose discipline whenever it determines it is necessary or appropriate. Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, transfer, reassignment, or termination. The discipline imposed will depend on the circumstances of each case; therefore, discipline will not necessarily be imposed in any sequence. Moreover, at any time the Company determines it is appropriate, an employee may be terminated immediately.

Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct, the following is an illustrative list (not intended to be comprehensive or to limit the Company's right to impose discipline for any other conduct it deems inappropriate). Keep in mind that these standards of conduct apply to all employees whenever they are on Company property and/or conducting Company business (on or off Company property). Engaging in any conduct the Company deems inappropriate may result in disciplinary action, up to and including termination.

- a. Dishonesty.
- b. Falsification of Company records.
- c. Unauthorized use or possession of property that belongs to the Company, a coworker, or of the public.
- d. Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials.
- e. Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, horseplay, practical jokes, or other disorderly conduct that may endanger others or damage property.
- f. Insubordination, failure to perform assigned duties or failure to comply with the Company's health, safety, or other rules.
- g. Unauthorized or careless use of the Company's materials, equipment, or property,
- h. Unauthorized and/or excessive absenteeism or tardiness.
- i. Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for the workplace.

- j. Sexual or other illegal harassment or discrimination.
- k. Unauthorized use or disclosure of the Company's confidential information.
- l. Violation of any Company policy.

4.6 Dress Code

What we wear to work reflects the pride we have in our Company, in what we do, and in ourselves. Although dress code requirements will vary according to job responsibilities, we ask that your appearance always show discretion, good taste, and appropriateness for the safe performance of your job. It is expected that each CWT shall arrive to work wearing casual business attire. This includes slacks, skirts, blouses, khakis, polo shirts, long and short sleeve collared shirts, dresses, or casual shoes. CWT may not wear shorts, tank tops, baseball caps, beanies, flip flops, beach shoes, or t-shirts. CWTs may wear jeans.

4.7 Safety

The Company is committed to providing a safe workplace. Accordingly, the Company emphasizes "safety first." It is the employee's responsibility to take steps to promote safety in the workplace and work in a safe manner. By remaining safety conscious, employees can protect themselves and their coworkers. Employees are expected to promptly report all unsafe working conditions, accidents, and injuries, regardless of how minor so that any potential hazards can be corrected.

4.8 Substance and Abuse

The Company is committed to providing its CWTs with a safe and productive work-study environment. In keeping with this commitment, it maintains a strict policy against the use of alcohol and the unlawful use of drugs in the workplace. Consequently, no employee may consume or possess alcohol, or use, possess, sell, purchase, or transfer illegal drugs at any time while on the Company's premises or while using the Company vehicles or equipment, or at any location during work time.

No CWT may report to work with illegal drugs (or their metabolites) or alcohol in his or her bodily system. The only exception to this rule is that CWT may engage in moderate consumption of alcohol that may be served and/or consumed as part of an authorized Company social or business event. "Illegal drug" means any drug that is not legally obtainable or that is legally obtainable but has not been legally obtained. It includes prescription drugs not being used for prescribed purposes or by the person to whom it is prescribed or in prescribed amounts. It also includes any substance a person holds out to another as an illegal drug.

Any violation of this policy will result in disciplinary action, up to and including termination, dismissal, or discharge.

Any CWT who feels he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is strongly encouraged to seek assistance before a violation of this policy occurs. Any CWT who requests Temporary Leave from the Program to participate in a rehabilitation program will be reasonably accommodated. However, CWT may not avoid disciplinary action, up to and including termination, dismissal, or discharge by entering a rehabilitation program after a violation of this policy is suspected or discovered.

4.9 Workplace Searches

All offices, desks, file drawers, cabinets, lockers, Company vehicles, and other Company equipment (including but not limited to computers, e-mail, and voice mail) and facilities or any area on Company premises are the property of the Company ("Company Property") and are intended for business use. CWTs should have no expectation of privacy with respect to Company property and/or items stored within Company Property or on Company premises. Inspection may be conducted at any time, without notice, at the discretion of the Company.

In addition, when the Company deems appropriate, CWTs may be required to submit to searches of their personal vehicles, parcels, purses, handbags, backpacks, briefcases, lunch boxes or any other possessions or articles brought on to the Company's premises.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. All CWTs must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action, up to and including termination, dismissal, or discharge.

4.10 Internet, Email and Computer Use Policy

The Company uses various forms of electronic communication including, but not limited to computers, email, telephones, voicemail, instant message, text message, Internet, cell phones and smart phones (hereafter referred to as "electronic communications"). The electronic communications, including all software, databases, hardware, and digital files, remain the sole property of the Company and are to be used only for Company business and not for personal use.

The following rules apply to all forms of electronic communications and media that are: (1) accessed on or from Company premises; (2) accessed using the Company computer or telecommunications equipment, or via Company-paid access methods; and/or (3) used in a manner which identifies the Company. The following list is not exhaustive, and the Company may implement additional rules from time to time.

- a. Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Company policy, or not in the best interest of the Company. CWTs who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline, up to and including termination, dismissal, and discharge. CWTs may not install personal software on Company computer systems.

- b. CWT's own electronic media may only be used during breaks. All other Company policies, including the Company's no tolerance for discrimination, harassment, or retaliation in the workplace apply.
- c. All electronic information created by any CWT on Company premises or transmitted to Company property using any means of electronic communication is the property of the Company and remains the property of the Company. You should not assume that any electronic communications are private or confidential and should transmit personal sensitive information in other ways. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the Company's ownership of the electronic information. The Company will override all personal passwords if necessary, for any reason.
- d. The Company reserves the right to access and review electronic files, messages, internet use, blogs, "tweets", instant messages, text messages, email, voice mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of Company policy or any law occurs. All such information may be used and/or disclosed to others, in accordance with business needs and the law. The Company reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.
- e. CWTs are not permitted to access the electronic communications of other CWTs, employees, or third parties unless directed to do so by Company management. No CWT may install or use anonymous e-mail transmission programs or encryption of e-mail communications.
- f. CWTs who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voice mail communications are required to use these methods in strict compliance with the Confidentiality section of this Handbook. These communications tools should not be used for communicating confidential or sensitive information or any trade secrets.
- g. Access to the Internet, websites, and other types of Company-paid computer access are to be used for Company-related business only. Any information about OT Academy, its products or services, or other types of information that will appear in the electronic media about the Company must be approved before the information is placed on any electronic information resource that is accessible to others.

4.11 Social Media Policy

OT Academy is committed to utilizing social media to enhance its profile and reputation, to listen and respond to customer opinions and feedback, and to drive revenue, loyalty, and advocacy. We encourage employees to support our activities through their personal social networking channels while adhering to the guidelines outlined in this section.

For this section, social media and networking refers to the use of web-based and mobile applications for social interaction and the exchange of user-generated content. Social media channels can include, but are not limited to Facebook, Twitter, LinkedIn, YouTube, blogs, review sites, forums, online communities, and any similar online platforms.

CWTs are expected to conduct themselves in a professional manner and to respect the views and opinions of others. The Company and its CWTs are committed to conducting ourselves in accordance with best industry practices in social networking, to being responsible citizens and community members, to listening and responding to feedback, and to communicating in a courteous and professional manner. Behavior and content that may be deemed disrespectful, dishonest, offensive, harassing, or damaging to the company's interests or reputation are not permitted. The use of social media channels on company time for personal purposes is not allowed.

Any social media contacts, including "followers" or "friends," that are acquired through accounts (including but not limited to email addresses, blogs, Twitter, Facebook, YouTube, LinkedIn, or other social media networks) created on behalf of the Company will be the property of the Company.

CWTs must not disclose private or confidential information about the Company, its employees, clients, suppliers, customers, or other CWTs on social networks. CWTs must respect trademarks, copyrights, intellectual property, and proprietary information. No third-party content should be published without prior permission from the owner.

The Company maintains the right to monitor company-related CWT activity in social networks. Violation of policy guidelines is grounds for discipline, up to and including termination, dismissal, and discharge.

4.12 Cell Phone Policy

The use of personal cell phones at work is discouraged because it can interfere with work and can be disruptive to others. Therefore, CWTs who bring personal cell phones to work are required to keep the ringer shut off or placed on vibrate mode when they are in the office, and to keep cell phone use confined to breaks and meal periods. Conversations should be had away from areas where other CWTs or employees are performing work-study activities or job duties. When cell phone use interferes with the satisfactory performance of an CWT's duties or disturbs others, the privilege of using a personal cell phone at work may be taken away and other disciplinary action, up to and including termination, dismissal, or discharge may be imposed.

The Company may provide work-study cell phones in certain positions to improve efficiency and effectiveness. When cell phones are used for Company business, CWTs must comply with all Company policies governing conduct, including our policies prohibiting discrimination, harassment, and violence in the workplace. When using the cell phone in a public place, please remember to maintain the confidentiality of any private or confidential business information. As a courtesy to others, please shut cell phones off or place on vibrate mode during meetings.

Section 5

CWT Benefits and Services

5.1 General

Aside from those benefits required by state and federal regulations, OT Academy offers work-study benefits for its CWT staff. From time to time, benefits may be added or deleted from the program services offered. The Company reserves the right to make such changes.

This Handbook does not contain the complete terms and/or conditions of any of the Company's current WPC Work-study Program benefit services. It is intended only to provide general explanations. For information regarding CWT benefits under the program services, CWTs should contact the WPC Administration Team or Executive Director.

5.2 Supportive Services

Support services (**Support Formulary**) consists of ensuring a person has food, housing, medical, legal, abuse, transportation, mental health, and other supportive services that are necessary for his or her health, well-being, and survival. This formulary is vital and required before individuals are open and ready to address their essential need, which is education.

5.3 Education Services

Education services (**Education Formulary**) consists of ensuring people have proper training and certification to help them develop knowledge, skills, and abilities through avocation and vocation preparation. This formulary is essential and required before individuals are ready and able to sustain themselves and be self-actualized, which is achieved through employment.

5.4 Employment Services

Employment services (**Employment Formulary**) consists of ensuring individuals have ample time to apply what they have learned, acquired, and now know in a real-world context both inside and outside the classroom. We focus on providing internships, externships, and job placement activities to help them prepare for and retain employment. This formulary focuses on helping a person to become self-actualized and improve his or her ability to live a healthy, financially balanced, and exemplary lifestyle.

5.5 Workers' Compensation

All states have Workers' Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death suffered in the course of employment. These laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of, and in the course of employment. OT Academy carries Workers' Compensation Insurance for all CWTs, employees, and pays the entire cost of the insurance program. A CWT who suffers an injury in connection with the job is usually

eligible to receive payment through the insurance company for lost stipend. In addition to disability payments, necessary hospital, medical and surgical expenses are covered under Workers' Compensation, with payments being made directly to the hospital or physician. Workers' Compensation benefits to injured CWTs also include assistance to help qualified injured CWTs return to suitable employment.

CWTs that are assigned to work with an external Employer Partner shall seek coverage for any workplace injuries through the external Employer Partner's insurance plan.

5.6 Unemployment Insurance

The Company does not pay state and federal tax to provide CWTs with unemployment insurance coverage in the event they terminate, withdraw, drop, resign, quit, is dismissed, or discharged from the program.

Section 6 Temporary Leaves of Absence and Time Off

6.1 General

While regular attendance is crucial to maintain business operations, the Company recognizes that, for a variety of reasons, CWTs may need time off from the work-study program. The Company has a temporary leave of absence option for CWTs. CWTs must submit a request at least 14 days in advance; in case of emergencies, CWTs should submit the request as soon as they become aware of the need for a leave.

All leaves must have the approval of Company management. If, during a leave, a CWT accepts a job, engages in other employment or consulting outside of the Company, or applies for unemployment insurance benefits, the CWT may be considered to have voluntarily resigned from the WPC Work-study program.

All requests for a leave of absence will be considered based on the effect it will have on the Company and the work-study requirements of the program, as determined by Company management, which reserves the right to approve or deny such requests in its sole discretion.

For disability-related leave requests, the Company will engage in an interactive process with the CWT to determine if a leave is the most appropriate accommodation. The CWT must provide a certification from his or her health care provider to the Company to support a leave for medical reasons. Failure to provide the required certification to the Company in a timely manner will result in delay or denial of leave. If an CWT requires an extension of leave, the CWT must request such extension, and have it approved before the expiration of the currently approved leave.

While the Company will make a reasonable effort to return the CWT to his or her former position or a comparable position following an approved leave of absence, there is no guarantee that the CWT will be reinstated to his or her position, or any position.

6.2 Time off

There is no Paid Time off, Holiday Pay, Sick Pay, or any other perquisite offered to employees. CWTs are not employees and Stipend Pay is not a right. It is a privilege if you remain active, current on all required training, and maintain satisfactory behavior and performance during the probationary period.

At-Will Work-study Agreement and Acknowledgement of Receipt of Contingent Worker Trainee Handbook

Contingent Worker Trainee: Enter Full Name Here

I acknowledge that I have been provided with a copy of the Oracles of Truth (OT) dba OT Academy (the "Company") Contingent Worker Trainee Handbook, which contains important information on the Company's policies, procedures, and benefits, including the policies on Anti-Harassment/Discrimination, Substance Use and Abuse and Confidentiality. I understand that I am responsible for familiarizing myself with the policies in this handbook and agree to comply with all rules applicable to me.

I understand and agree that the policies described in the handbook are intended as a guide only and do not constitute a contract of employment. I specifically understand and agree that the work-study relationship between the Company and me is at-will and can be terminated by the Company or me at any time, with or without cause or notice.

Furthermore, the Company has the right to modify or alter my position or impose any form of discipline it deems appropriate at any time. Nothing in this handbook is intended to modify the Company's policy of at-will work-study relationship. The at-will work-study relationship may not be modified except by a specific written agreement signed by me and an authorized representative of the Company. This is the entire agreement between the Company and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded.

I understand that the Company reserves the right to make changes to its policies, procedures, or benefits at any time at its discretion. However, the at-will work-study agreement can be modified only in the manner specified above. I further understand that the Company reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate.

I have received the Company Contingent Worker Trainee Handbook. I have read and agree to abide by the policies and procedures contained in the Handbook and any policy of procedure issued and published by the Company.

By: _____ Date: _____
Enter Executive Full Name, Enter Title

By: _____ Date: _____
Enter CWT Full Name