SAI Academy

Employee Handbook

2025 - 2026

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1	Introduction	
1.1	**Handbook Disclaimer**	**Effective Date: 8/1/2024**

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 SAI Academy. Employment with SAI Academy is "AT-WILL." This means employees or SAI Academy 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 SAI Academy 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 supersede the handbook. SAI Academy reserves the right to amend, interpret, modify, or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

SAI Academy 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 executive staff (consisting of any of the following: CEO, CPO, CCO) and the employee.

1.2	**Welcome Message**	**Effective Date: 8/1/2024**

Dear Valued Employee,

Welcome to SAI Academy! We are thrilled to have you join our team.

At SAI Academy, we are dedicated to delivering exceptional quality and unmatched customer service across all facets of our operations. We firmly believe that each member of our team plays a crucial role in our Company's success and continued growth.

This employee handbook provides comprehensive information about our policies, practices, and benefits. Please take the time to review it thoroughly. Should you have any questions or require clarification on any aspect of the handbook, please feel free to reach out to your supervisor or our Chief Operating Officer.

Once again, welcome aboard. We are eager to collaborate with you and look forward to achieving great things together!

Sincerely,

Milan Maini
Chief People Officer

1.3	**Changes in Policy**	**Effective Date: 8/1/2024**

Change is an inevitable part of our journey here at SAI Academy. Therefore, we explicitly 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. These changes will take effect on dates determined by SAI Academy, rendering all superseded policies null and void.

It is important to note that no individual supervisor or manager has the authority to alter the above policies unilaterally. If any employee has questions or requires clarification on any policy or procedure, please consult your supervisor or the Chief People Officer (CPO).

Thank you for your attention to this matter.

2	General Employment	
2.1	**At-Will Employment**	**Effective Date: 8/1/2024**

Employment with SAI Academy is "at-will." This means employees are free to resign at any time, with or without cause, and SAI Academy 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 SAI Academy 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 SAI Academy, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the executive staff (consisting of any of the following: CEO, CPO, CCO) and the employee at issue.

Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between SAI Academy and any of its employees.

2.2	Immigration Law Compliance	Effective Date: 8/1/2024

SAI Academy 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 SAI Academy within the past three years, or if their previous I-9 is no longer retained or valid.

SAI Academy may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, SAI Academy 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	Effective Date: 8/1/2024

SAI Academy is an Equal Opportunity Employer. Employment opportunities at SAI Academy 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.

SAI Academy 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. SAI Academy 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 CPO. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

SAI Academy 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 a report. SAI Academy will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.4	Equal Employment Opportunity (Florida Employees)	Effective Date: 8/1/2024

SAI Academy is an Equal Opportunity Employer. Employment opportunities at SAI Academy 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
- Pregnancy, childbirth or related medical condition
- National origin
- Age
- Veteran status
- Disability
- Genetic information
- Sickle cell trait
- Marital status
- 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.

SAI Academy 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 a report. SAI Academy will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.5	Employee Grievances	Effective Date: 8/1/2024

It is the policy of SAI Academy to maintain a harmonious workplace environment.

SAI Academy 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 CPO.

After receiving a written grievance, SAI Academy 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 SAI Academy's Sexual and other Unlawful Harassment Policy.

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

2.6	Internal Communication	Effective Date: 8/1/2024

Effective and ongoing communication within SAI Academy is essential. As such, SAI Academy 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, SAI Academy 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	Effective Date: 8/1/2024

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

Unless an alternative work schedule has been approved by SAI Academy, employees will be subject to SAI Academy's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.SAI Academy'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**	**Effective Date: 8/1/2024**

This policy is designed to protect employees and address SAI Academy's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, SAI Academy 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 Company 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 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, testifies, 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 Shamini Ghay directly. Employees should also review their state and local requirements for any additional reporting guidelines.

SAI Academy 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, the CPO or any state or local agency responsible for investigating alleged violations.

3	**Employment Status & Recordkeeping**	
3.1	**Employment Classifications**	**Effective Date: 8/1/2024**

For purposes of salary administration and eligibility for overtime payments and employee benefits, SAI Academy 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 SAI Academy or if your job responsibilities change, you will be informed by the CPO 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 40 hours per week. Generally, regular full-time employees are eligible for SAI Academy's benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time: Part-time employees are regularly scheduled to work less than 40 hours per week. Regular part-time employees may be eligible for some SAI Academy benefit programs, subject to the terms, conditions, and limitations of each benefit program.

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 generally are not entitled to SAI Academy benefits, but 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 SAI Academy Management, of a change.

3.2	**Personnel Data Changes**	**Effective Date: 8/1/2024**

It is the responsibility of each employee to promptly notify their supervisor or the CPO 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 have changed or will change in the coming future, contact your supervisor or the CPO 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	**Expense Reimbursement**	**Effective Date: 8/1/2024**

SAI Academy 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 CPO.

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 CPO 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.

3.4	**Employee Performance Reviews**	**Effective Date: 8/1/2024**

At SAI Academy, we value continuous improvement and strive for excellence in all aspects of our operations. To support this commitment, we conduct performance reviews at key intervals during the initial phase of employment. The following guidelines outline our performance review process:

Performance Review Schedule:

Within the first 30, 60, and 90 days of employment, each staff member will undergo a formal performance review.
These reviews are scheduled to assess your progress, provide feedback, and ensure alignment with our expectations and goals.

Review Metrics and Expectations:

During each performance review, specific metrics and performance expectations will be discussed.
These metrics may include but are not limited to:

- Quality of work
- Productivity and efficiency
- Adherence to company policies and procedures
- Collaboration and teamwork
- Professional conduct and behavior

Performance Improvement Plan:

If during any review period, performance metrics are not met as discussed:
The employee will be informed of areas requiring improvement.
A performance improvement plan (PIP) may be developed to outline specific goals, actions, and timelines for improvement.
Support and resources may be provided to help the employee succeed.

Dismissal Consideration:

Failure to meet performance expectations despite a performance improvement plan may result in dismissal from duties.
The decision to dismiss an employee will be made based on the severity of performance issues and their impact on the organization's goals and operations.

Feedback and Communication:

Throughout the performance review process, open communication and constructive feedback will be encouraged.
Employees are encouraged to seek clarification on expectations and performance criteria to facilitate their success.

Documentation and Record-Keeping:

Performance reviews and any related documentation will be maintained in the employee's personnel file.
This information will be used to track progress, make informed decisions, and support career development discussions.

Conclusion:

SAI Academy is committed to supporting employees in achieving their full potential and contributing to our collective success. Performance reviews serve as a tool to recognize accomplishments, address challenges, and ensure alignment with organizational objectives.

By understanding and adhering to these performance review guidelines, employees contribute to a positive and productive work environment at SAI Academy. For further information or clarification regarding our performance review process, please contact the HR department.

3.5	**Termination of Employment**	**Effective Date: 8/1/2024**

Termination of employment is an inevitable part of personnel activity within any organization.

Notice of Voluntary Separation

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

Return of Company Property

Any employee who terminates employment with SAI Academy shall return all files, records, keys, and any other materials that are the property of SAI Academy prior to their last date of employment.

Final Pay

SAI Academy will provide employees with their final pay in accordance with applicable federal, state and local laws.

Benefits Upon Termination
All accrued and/or vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.

Certain benefits, such as healthcare coverage, may continue at the employee's expense, if the employee elects to do so. SAI Academy will notify employees 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, contact SAI Academy's CPO.

4 Working Conditions and Hours

4.1	Company Hours	Effective Date: 8/1/2024

SAI Academy is open for business from 8:00AM - 5:00PM. This excludes holidays recognized by SAI Academy. 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	Effective Date: 8/1/2024

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 SAI Academy management.

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

4.3	Parking	Effective Date: 8/1/2024

SAI Academy 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 SAI Academy. Vehicles parked in spaces designated for private use will be towed at the owner's expense.

4.4	Workplace Safety	Effective Date: 8/1/2024

SAI Academy 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. SAI Academy 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:

Shamini Ghay
s.ghay@saiacademy.com
941-320-3767

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:

SAI Academy 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 CPO.

4.5	Meal & Break Periods	Effective Date: 8/1/2024

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.

SAI Academy will schedule meal and break periods in order to accommodate Company operating requirements.

5 Employee Benefits

5.1	Health Insurance	Effective Date: 8/1/2024

SAI Academy's health insurance benefits are intended to protect you and your family from financial loss resulting from hospital, surgical, or other health-related expenses. Eligible employees may elect to begin health insurance benefits After 2 years of full time employment.

This policy provides a summary of the benefits which may be provided at SAI Academy's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will be controlled. SAI Academy reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific health insurance plans offered through SAI Academy, as well as copies of the plan documents, contact the CPO.

5.2	Employee Referral Program	Effective Date: 8/1/2024

SAI Academy offers an employee referral program to encourage employees to recommend qualified candidates.

Our referral program provides employees with a referral bonus for successful hires made based upon an employee's recommendation. If a recommended candidate is hired and completes 365 days of service, the employee who provided the referral will be entitled to a bonus.

All referred candidates will be considered and evaluated based on experience and qualifications and will be subject to the same pre-employment standards as all other candidates.

Questions regarding this policy should be directed to the CPO.

5.3	Military Leave	Effective Date: 8/1/2024

SAI Academy 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 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 CPO.

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.

SAI Academy 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 CPO.

5.4	Jury Duty	Effective Date: 8/1/2024

SAI Academy 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 SAI Academy 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, SAI Academy may offset any jury-duty fees received by an exempt employee against the salary due for that workweek.

5.5	Workers Compensation	Effective Date: 8/1/2024

Employees who are injured on the job at SAI Academy 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 SAI Academy. No premium is charged for this coverage and no individual enrollment is required. SAI Academy 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 CPO to obtain the required claim forms and instructions.

6 Employee Conduct

6.1	Standards of Conduct	Effective Date: 8/1/2024

SAI Academy'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, SAI Academy'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 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 SAI Academy'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 SAI Academy's standards of conduct, please direct them to your supervisor or the CPO.

6.2	**Disciplinary Action**	**Effective Date: 8/1/2024**

Disciplinary action at SAI Academy 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. SAI Academy reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

SAI Academy 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 SAI Academy business practices or any other confidential information
- Any misrepresentation of SAI Academy to a customer, a prospective customer, the general public, or an employee

6.3	**Confidentiality**	**Effective Date: 8/1/2024**

SAI Academy 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 SAI Academy'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 SAI Academy and as a direct result of your job responsibilities with SAI Academy. 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 SAI Academy 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 SAI Academy, and not otherwise available to persons or companies outside of SAI Academy, may result in disciplinary action, up to and including termination of employment. If you leave SAI Academy, 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 CPO.

6.4	**Personal Appearance**	**Effective Date: 8/1/2024**

The purpose of SAI Academy's personal appearance policy is to ensure a safe and sanitary workplace for all employees. SAI Academy strives to maintain a professional working environment that promotes efficiency, positive employee morale and promotes a professional image. During business hours or when representing SAI Academy, 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:

- Slacks
- Blouses
- Button-down shirts
- Polo shirts

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.

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

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

6.5	**Workplace Violence**	**Effective Date: 8/1/2024**

SAI Academy 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. SAI Academy will not tolerate any form of retaliation against any employee for making a report under this policy.

SAI Academy 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**	**Effective Date: 8/1/2024**

SAI Academy is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for SAI Academy 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 SAI Academy, or in any vehicle owned or leased on behalf of SAI Academy or while on Company 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.

SAI Academy 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 CPO 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, SAI Academy 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, SAI Academy reserves the right to examine and test for drugs and alcohol at our discretion.As a condition of your employment with SAI Academy, 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 SAI Academy 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**	**Effective Date: 8/1/2024**

SAI Academy is committed to a work environment in which all individuals are treated with respect. SAI Academy 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
- Unwelcome 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 SAI Academy's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by SAI Academy

Harassment on the basis of any other protected characteristic is also strictly prohibited.Complaint Procedure:SAI Academy 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:

Shamini Ghay
s.ghay@saiacademy.com
941-320-3767

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

SAI Academy 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	**Communication & Social Media Policy**	**Effective Date: 8/1/2024**

At SAI Academy, we uphold standards of professional communication and social media usage to maintain a positive and respectful workplace environment. The following guidelines outline our expectations:

Communication During Work Hours:

Personal cell phones and SAI Academy telephones should not be used for personal calls or non-work-related purposes during business hours, except in emergencies.
Staff members are encouraged to limit personal calls to lunch or break times.

Social Media Usage:

Profiles and Privacy:

All staff members are required to make their social media profiles private.
Staff members must not allow students to follow their personal social media accounts nor should they follow any student social media accounts.

Interactions and Consequences:

Any social media interaction between staff members and students is strictly prohibited and will result in immediate termination.

Exceptions:

Exceptions to phone use during work hours include:

Communicating with parents or teachers related to student matters.
Taking photos for SAI Academy's official social media platforms with appropriate consent.

Consequences of Non-Compliance:

Any misuse of communication platforms or violation of privacy policies will be taken seriously and addressed promptly.
Additional Information:

It is the responsibility of each staff member to familiarize themselves with these guidelines and seek clarification from HR if needed.

By following these policies, we ensure a professional environment that respects privacy, maintains appropriate boundaries, and upholds the reputation of SAI Academy.
Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment. For further details or inquiries regarding these guidelines, please consult the HR department.

6.9	**Personal Property**	**Effective Date: 8/1/2024**

Employees should use their discretion when bringing personal property into the workplace. SAI Academy 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 SAI Academy premises.

6.10	**Use of Company Property**	**Effective Date: 8/1/2024**

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 SAI Academy, and is subject to reassignment and/or use by SAI Academy 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.

SAI Academy 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 & Vaping**	**Effective Date: 8/1/2024**

SAI Academy 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**	**Effective Date: 8/1/2024**

To ensure the safety and security of SAI Academy and its employees, only authorized visitors are permitted on Company premises and in Company 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 SAI Academy premises. Authorized visitors will be escorted to their destination and must be accompanied by a representative of SAI Academy at all times.

6.13	**Computer, Email, & Internet Usage**	**Effective Date: 8/1/2024**

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

Standards of Conduct and ECS

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

Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For SAI Academy'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 SAI Academy'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.

SAI Academy 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, SAI Academy does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. SAI Academy 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 SAI Academy that violate SAI Academy's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Company-owned software without permission.
- Sending or posting SAI Academy's confidential material, trade secrets, or non-public proprietary information outside of SAI Academy. 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 SAI Academy.

Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computers, data storage or ECS provided by SAI Academy are the property of SAI Academy. Employees have no right of personal privacy when using SAI Academy's ECS. To ensure 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 CPO.

6.14	Company Supplies	Effective Date: 8/1/2024

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

7 Timekeeping & Payroll

7.1	Attendance & Punctuality	Effective Date: 8/1/2024

Absenteeism and tardiness place an undue burden on other employees and on SAI Academy. SAI Academy 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 SAI Academy'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. SAI Academy 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, SAI Academy will presume that the employee has voluntarily resigned. SAI Academy 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	Effective Date: 8/1/2024

It is SAI Academy'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.

SAI Academy 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**	**Effective Date: 8/1/2024**

SAI Academy 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 SAI Academy 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**	**Effective Date: 8/1/2024**

SAI Academy 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 CPO immediately. SAI Academy will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

7.5	**Hourly Employees - Clock In / Clock Out Procedure**	**Effective Date: 8/1/2024**

Using the ADP App

Employees of SAI Academy are required to accurately record their work hours using the ADP mobile application. This app provides a convenient and efficient way to clock in and out, ensuring precise tracking of work hours and attendance.

Procedure for Clocking In – Out:

Accessing the ADP App:

Use the credentials provided by the HR department to log in to the ADP mobile application.
Ensure your login details are kept secure and confidential to maintain the integrity of your attendance records.
Clocking In:

When you arrive at work, open the ADP app on your mobile device.
Select the "Clock In" option within the app to record your start time accurately.
Verify that the time recorded matches your actual arrival time.
Clocking Out:

At the end of your work shift, access the ADP app again.
Select the "Clock Out" option to record your departure time.
Double-check the recorded time to ensure it reflects the actual end of your work period.

Missed Clocking In or Out:

In the event that you forget to clock in or out using the ADP app, it is your responsibility to promptly notify the HR department.
Send an email to hr@saiacademy.com immediately, indicating the missed clock-in or clock-out time.
Copy Milan Maini at m.maini@saiacademy.com and Lauren Richards at l.richards@saiacademy.com on the email for visibility and tracking purposes.

- Include the following details in your email:
- Your name
- Date of the missed clock-in or clock-out
- Time you arrived or departed
- Reason for the missed clock-in or clock-out

Important Notes:

Accuracy and Timeliness: It is crucial to ensure that all clock-in and clock-out times are recorded accurately and promptly. This helps maintain precise attendance records and ensures compliance with labor regulations.

Communication: Timely communication regarding any issues with clocking in or out helps HR manage attendance records effectively. Prompt reporting allows for adjustments to be made as necessary.

Responsibility: Each employee is responsible for adhering to these clock-in and clock-out procedures and promptly reporting any discrepancies or missed punches.

By following these guidelines, employees contribute to the smooth operation of our attendance tracking system and help ensure accurate payroll processing. Should you have any questions or require assistance with the ADP app, please contact the HR department for support.

7.6	**Paid Time Off**	**Effective Date: 8/1/2024**

Employees at SAI Academy are required to schedule their work shifts and time off in advance to facilitate effective planning and operational efficiency. As part of our commitment to ensuring smooth business operations, all scheduling must adhere to the following guidelines:

Minimum Scheduling Notice:

Employees must schedule their work shifts and any requested time off a minimum of two weeks in advance. This advance notice allows supervisors and managers adequate time to plan for adequate staffing and ensures that business needs are met without disruptions.

Paid Time Off (PTO):

Paid days off are considered a benefit of full-time employment contracts at SAI Academy. These days are intended to provide employees with opportunities for rest, relaxation, and personal activities.
Contractual Obligations and PTO:

It is important to note that any violation of the employment contract or early resignation before the contracted end time may result in consequences regarding accrued PTO.

Specifically, if an employee violates the terms of their contract or resigns before the agreed-upon contract end date, any accrued but unused PTO time may be deducted from the final paycheck.

Notification Process:

To request time off or notify of scheduling changes, employees must follow the proper protocol.
Submit all scheduling requests, including time-off requests, by emailing hr@saiacademy.com.
Additionally, ensure to cc your direct supervisor on all communications related to scheduling or PTO requests.

Additional Information:

Approval Process: All scheduling requests, including requests for paid time off, are subject to approval by your supervisor or manager. Approval is based on business needs, staffing requirements, and the operational demands of SAI Academy.

Accurate Record Keeping: It is the responsibility of each employee to keep accurate records of their scheduled work hours and any approved time off. This includes promptly notifying HR and their supervisor of any changes or adjustments to their scheduled shifts or PTO requests.

Compliance: Adherence to these scheduling and PTO policies ensures that SAI Academy can maintain productivity, meet customer demands, and provide a supportive work environment for all employees.

If you have any questions or require clarification regarding these policies, please contact the HR department. We are committed to supporting you in understanding and following these guidelines to foster a positive and productive work environment at SAI Academy.