

Builders License Class, LLC

Employee Handbook

DBA: Certified Training Institute

Builders License Class, LLC, also known as Certified Training Institute (DBA of Builders License Class, LLC) will be known as "CTI" from here forward.

CTI is a Proprietary school that provides assistance for contractors to qualify for initial licensure along with continued educational requirements for contractors to renew their license. Our company places value in each employee. We seek to provide a solid and constructive work environment where employees have ample freedom to develop skills needed to support the educational needs of the building trade industry. The work experience in our administrative office should be challenging, creative, fun, constructive, supportive and rewarding for all employees. Our training school strives to provide a quality environment to enhance professional growth and excellent service to the states, cities and communities we serve. Our company values teamwork and accountability in every job that we do. The success of our school can be defined by walking in integrity through helping others to accomplish their educational needs.

Purpose of Employee Benefits Guide

This resource is a guide to employment policies the owners and management of CTI believes to be important in today's business world. It also includes information about the benefits CTI offers its employees. This guide may not apply or cover every circumstance that may occur, but seeks to advance the goals and expectations of the company, along with setting forth some responsibilities of employees. This guide is not a contract of employment and should not be regarded as such. This guide is intended to be a measure in part, for each employee to gauge individual performance as well as a platform to determine what we may reasonably expect from each other.

After reviewing this guide, please sign the Acknowledgement inserted at the back of this guide, indicating you have read the entire content, and return it to Jody within 7 days of receipt.

Certified Training Institute reserves the right to change any of the benefits or information in this guide without prior notice. It is your responsibility to keep your personal copy of the handbook up-to-date by immediately inserting revisions when they are issued.

**Thank you for choosing Certified Training Institute
As your place of employment!**

This handbook is not intended as an employment contract (expressed or implied) and accordingly should not be considered as such. Certified Training Institute may terminate this relationship at any time, for any reason, with or without cause or notice. This mutual employment relationship is call "employment at-will". In acceptance or continuing your employment with us, you agree that our relationship is, and always has been, strictly voluntary and at-will on both sides. Nothing in this handbook or in any other document issued by the company or its representatives will alter this at-will relationship or otherwise create an agreement regarding wages, hours, benefits, working conditions or other benefits of employment, except a written contract for that express purpose, which is signed by both you and the company's owner.

Work Schedules

The school administrative office hours are from 8 a.m. to 5 p.m. Work schedules and status will be determined at the time of hire however, schedules may change to provide adequate phone coverage.

Employment Categories

Employment categories are as follows:

- *Permanent Full-time is an employee who has no termination date and who is regularly scheduled to work 37.5 to 40 hours per week.
- *Permanent Part-time is an employee whose position has no termination date and who is scheduled to work 20 or more hours, but less than 37.5 hours per week.
- *Temporary Part-time is an employee who is hired or promoted for a certain length of time and who is scheduled to work 20 hours, but less than 37.5 hours per week.

The normal workday is eight (8) hours for non-exempt, with 40 hours being a normal work week. Exempt employees generally work the same hours, but may be required to work more hours as the work dictates. While you are generally expected to work the number of hours stated above, CTI does not guarantee that you will actually work that many hours in any given day or week (or to be paid for such hours if you do not work that many hours).

90 Day Evaluation

An evaluation period of 90 days applies to all newly-hired employees. The evaluation period allows employees and management time to determine if the employee is satisfactorily performing the duties of the position. Full-time employees will receive five (5) vacation days beginning the next working day after their one year anniversary date.

Overtime

Overtime work is only performed when necessary and must be approved in advance by management. If asked or approved to work overtime, non-exempt employees will receive time and one-half pay for time worked exceeding 40 hours in any given work week. Exempt employees are not entitled to overtime pay. All overtime payments will be made in the pay period the overtime was worked. Banking hours is not permitted, however prior approval may be requested on occasion to switch days to fulfill personal appointments. Non-exempt employees may make special arrangements with the owner to bank hours.

“Non-Exempt” and “Exempt” Employees

At the time you are hired, all employees are classified as either “exempt” or “non-exempt”. This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty hours (40+) per work week. These employees are referred to as “non-exempt” in this guide. This means that they are not exempt from (and therefore should receive) overtime pay. Exempt employees are owners, managers and others whose duties and responsibilities allow them to be “exempt” from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

Absence or Lateness

From time to time, it may be necessary for you to be absent from work. CTI is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Contact the office when you realize you are unable to report to work or if you will be arriving late.

Absence from work for three (3) consecutive days without notifying the office manager will be considered a voluntary resignation.

Payroll

CTI staff is paid every two weeks on Friday into your account via automatic deposit. Each pay period begins on Monday and ends on Friday.

As required by law, CTI will deduct Federal Social Security and Income Tax from your payroll check each period.

Time Off/Holidays

CTI recognizes the following Holidays:

New Years Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

Permanent full-time employees are paid eight (8) hours for each holiday that falls within the workweek; permanent part-time and temporary employees do not qualify for paid holidays. Holidays that fall on the weekend are not considered paid holidays.

Vacation Time:

Vacation time is allotted as a benefit for CTI Permanent, Full-time employees. All full-time employees are given 5 days of paid vacation time per calendar year that goes into effect after the one year anniversary and two weeks after 5 years. CTI encourages full-time employees to use vacation time as any unused time will not be carried over to the next year.

Planned vacation time should be turned in at least two weeks in advance. However it is up to management discretion to make exceptions if needed. vacation time should be discussed with management to coordinate workflow. Vacation sheets are available to fill out and turn into the HR Coordinator in order to place the requested time off on the vacation calendar. Management encourages everyone to use this benefit and every effort will be made to accommodate vacation requests, business permitting.

If employment is terminated for any purpose, unused vacation time is forfeited. If a company-appointed holiday falls within an employee's vacation, the holiday will be regarded as a holiday opposed to vacation time.

An employee will not accumulate vacation time on any type of extended leave of absence.

Sick / Personal leave

CTI values the honor system and because of the integrity, respect and loyalty employees have portrayed, management desires to continue to value the honor system for sick/personal leave. The focus is on accomplishing the work that needs to get done. We ask that each employee be responsible for their work that should be completed within the 8 hour work day. If lateness becomes a pattern, then that behavior will be addressed as needed by Management. There may be expectations for employees depending on the requirements of each position.

When you realize you will have an unscheduled absence, please communicate with management and the office. It is your responsibility to let management know if you will be taking a vacation day, or will be out of the office. If you are switching a day, it is important to switch a day within the current pay week and to let Management know.

Excused Time Away From Work

Types of excused time away from work for hourly employees:

- Jury Duty
- Funeral Leave for immediate family
- Family emergency

Jury Duty

Employees who receive a summons for jury duty must notify Management as soon as possible. The employee needs to present satisfactory evidence of the amount of time served on jury duty.

Employees must submit a copy of the check and/or any other court related documents to Management for submission to payroll.

CTI will pay the difference between regular wages and the amount received for election and/or jury duty.

Funeral Leave

Necessary time off up to three working days may be allowed without loss of pay for attending the funeral of an immediate family member. Members of the immediate family are defined as father, mother, spouse, son, daughter, brother, sister, grandparents, grandchildren, or in-laws of the same degree. Employees should indicate the relationship to the deceased family member to Management.

Proof of U.S. Citizenship and/or Right to Work

Federal regulations require that 1) before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and 2) all applicants who are hired need to present documents of identity and eligibility to work in the U.S.

Conditions of Employment

CTI is an "at will" employer, which means that your employment is for no specific duration. You or CTI can end the relationship at any time, with or without cause, and with or without notice. You should not consider this guide to be any type of employment agreement, contract or guarantee.

Resignation

It is requested that any employee resigning from CTI to submit a written resignation to management stating the effective date and the reason for leaving, at least two weeks prior to the effective date. A final paycheck will be issued no later than the next payday as required by the Michigan Compensation Laws.

Workers' Compensation

If you are unable to work because of an occupational injury or illness, you will be paid according to the requirements of the Worker's Compensation Act.

Family and Medical Leave Act (FLMA)

The FLMA act does not apply to CTI until a minimum of 50 people are employed.

Personnel Files

A personnel file is kept in the office for each employee. Employees are required to notify the Human Resource coordinator of any change in tax status, address, number of dependents, name, telephone number, or any other pertinent information to insure that employee data is complete and accurate at all times.

Dress Code

Employees are expected to maintain a neat, clean, appearance as we consider our policy to be business casual. Jeans are acceptable. An employee should either:

- *exercise appropriate judgement in selecting workplace attire; or
- *consult with management regarding appropriate attire based on position duties and responsibilities.

Housekeeping

It is important to keep the floor and walkway areas as clear as possible. Every employee is responsible for his or her work area. Trash is removed as needed and all paper trash from desk areas are to be recycled. Place trash in the designated area and liners for work area trashcans are provided under the kitchen sink. The office kitchen is self maintained and employees are encouraged to sanitize dishes as needed. Please keep track of expiration dates on your personal perishable food items left in the refrigerator.

Safety and Accident Policy

Safety is very important at CTI. In accordance with all regulations, CTI provides a clean, hazard free, healthy and safe environment to work in. Each employee is expected to take a part in maintaining a safe environment. It is the employee's responsibility to be familiarized with each of the exits and to understand all or be familiar with safety instructions given by CTI. Employees are responsible to have all suitable emergency phone numbers at hand that are available to them. When leaving for the evening, we expect employees to turn off any space heaters, fans, printers, lights or any other electrical item that may be hazardous to the office building.

Tobacco Use Policy

No use of tobacco products will be allowed within the facilities of CTI at any time. In order to maintain a safe and comfortable working environment, smoking in CTI offices, buildings, Company owned vehicles/equipment, and car rentals is prohibited.

Alcohol and Drug Use Policy

Certified Training institute is an alcohol and drug free employer. The use of alcohol and other drugs during work hours will not be tolerated. Any employee found to be under the influence of alcohol or other illegal substances while on the job will be reprimanded which may include termination of employment.

Discriminatory Harassment Guide

It is of utmost importance to CTI to provide and maintain a work environment that prohibits discrimination or harassment of any individual on the basis of race, color, ethnicity, gender, national origin, religion, age, marital status, disability, pregnancy, childbirth or any other category specifically protected by state or federal law.

Harassment is considered as any unwelcomed or unsolicited verbal, physical, or sexual conduct that unreasonably interferes with an employee's job performance or creates a hostile, offensive, or abusive working environment. Harassment may take on many forms including:

Verbal conduct such as derogatory comments, jokes, slurs, invitations or comments; Visual or physical conducts are prohibited as well. Any such incident, without regard to its type of nature, of work related discrimination should be promptly reported within 5 days of the occurrence, to management, or to a representative having a duty to report the complaint. A thorough, objective and discreet investigation will be coordinated and undertaken, and will be confidential.

If the investigation determines that discrimination has occurred, prompt and appropriate remedial action will be taken. If an employee is found to have engaged in discriminatory or otherwise inappropriate conduct, disciplinary action up to and including termination will be taken. Retaliation in any form against an employee reporting harassment or participating in an investigation shall not be allowed or tolerated and will, upon verification, likewise result in severe disciplinary action up to and including termination.

CTI will review, revise, update and provide adequate education on the discrimination and harassment guidelines.

Equal Opportunity Employment

CTI is an Equal Opportunity Employer that is compliant to all personnel actions pertaining to wages, benefits, promotions, layoffs, training & termination.

Any employee who believes he or she has been the subject of sexual or other unlawful harassment or discrimination must immediately report the alleged act to their supervisor, manager, and/or the division manager.

CTI recognizes that a full, fair examination and investigation of all the facts is necessary in determining whether a particular action or incident is a personal, social interaction or whether it produces a discriminatory, offensive employee effect. CTI also recognizes that false accusations of harassment or discrimination can have serious effects on innocent women and men. CTI expects that all employees will act responsibly to establish a positive, healthy working environment free from perceived discriminatory interaction. All complaints will be thoroughly investigated. The identity of the complaining person and the nature of the allegations will be kept confidential to the extent possible and disclosed only on a need-to-know basis.

Employment Offer Subject to Background Check

All employees and staff that may come in contact with sensitive information are subject to a background check screening process.

Confidentiality/Proprietary Policy

As a team member, during the course of employment, you will have access to and may become familiar with various trade secrets, technology and confidential/proprietary

information of CTI and customers. All CTI records, equipment and information relating to CTI or its customers are confidential and employees must, therefore, treat all matters accordingly. No CTI related information including without limitation, documents, notes, files, books, file specifications, designs, drawings, process methods, formulae, prints, blueprints, technology, records, oral information, computer files, or similar materials (except in the ordinary course of performing duties on behalf of CTI) may be removed (copied, scanned, emailed) from CTI premises without permission from CTI. Additionally, the contents of CTI records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a CTI business purpose. Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the company. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be required to sign a confidentiality agreement as a condition of employment. Employees will be subject to appropriate disciplinary action, up to and including termination of employment, for knowingly or unknowingly revealing information of a confidential nature.

Information Technology Standards

These standards are established to ensure that CTI information and communications technology assets are procured, deployed, and used in a manner that provides optimum return on investment and value to the enterprise.

These standards apply to all CTI team members at all locations, for CTI owned computer equipment used directly by the colleagues such as desktop, PCs, laptop PCs, and handheld devices. It also includes all software installed on this equipment. Anyone desiring to deviate from this standard must obtain approval from the company owner directly.

Information Security Policy (ISP)

Certified Training Institute has enacted the following information security policy to establish general guidelines for information security. This policy is in place to:

- Establish a general approach to information security
- To detect and forestall the compromise of information security such as misuse of data, networks, computer systems and applications.
- To protect the reputation of CTI with respect to its ethical and legal responsibilities
- To observe the rights of customers: providing effective mechanisms for responding to complaints and queries concerning real or perceived non-compliance with the policy.

Scope of ISP: This policy applies to all information systems, networks, applications, locations and users of Certified Training Institute or supplied under contract to it.

User Access Controls and Authorization

- Access to information shall be restricted to authorized users who have a specific operational need to access the information.
- The software development and database services team shall maintain a list of the restricted applications and databases and their corresponding operational managers.
- Authorization for access to restricted business applications, databases, or client information must be granted by the designated operational manager.
- An electronic mail message from the operational manager's mail account granting authorization for appropriate access shall constitute such authorization.

User Access:

- Staff must use their assigned user accounts and passwords to access all data, applications, or other information. Sharing of personal usernames and passwords is not permitted. If a staff member has a need and is authorized to access information, they should be provided with personal system access limiting their access to the specific information needed.
- Change logs: Certified Training Institute Systems include log attempt and change history records that track all log attempts and changes that are made and assigns the user accounts to those changes.

Reporting Access Violations

- IT operations shall maintain a process of providing reports of invalid log attempts upon request.
- IT operations shall maintain a process of detecting, reacting to, and reporting systemic attacks on any application or the server system supporting it.

Data Protection Requirements

- Systems hosting personal or sensitive information must be protected in alignment with Certified Training Institute's company standards and industry best practices. The system must operate:
 - o Up to date anti-malware protection.
 - o A firewall.
 - o Proper user identification and login features.

Storage of Media

- Backups of all media productions, software systems, and other data will be stored with industry best practices and hosted in an area of physical security to protect against breaches. This includes storage in a locked facility with access granted only to authorized staff for a specific operational purpose.

Information Security Awareness Training and Ongoing Training

- All staff must attend an Information Security Awareness Training, as well as ongoing discussions and training modules on a yearly basis.
- All staff must comply with information security procedures including the maintenance of data confidentiality and data integrity. Failure to do so may result in disciplinary action.
- Each member of staff shall be responsible for the operational security of the information systems they use.
- Each system user shall comply with the security requirements that are currently in force, and shall also ensure that the confidentiality, integrity, and availability of the information they use is maintained to the highest standards.

Password Policy

The following parameters indicate the minimum requirements for passwords for all individual staff and administrator accounts where passwords are required:

- At least eight (8) characters;
- Not based on anything somebody else could easily guess or obtain using person related information (e.g., names, CWID, telephone numbers, dates of birth, etc.);
- Not vulnerable to a dictionary attack
- Must include a combination of at least one character from each of the following four listed character types (older passwords require at least one character from three of the following four types):
 - English uppercase letters (A-Z),
 - English lowercase letters (a-z)
 - Non-alphanumeric (such as ` ~ ! @ # \$ % ^ & * () _ + - = { } | \ : " ; ' < > ? , . / and space)

Change Control Process

In the event of termination, the staff member of Certified Training Institute who is dedicated to information security duties will be made aware immediately of the changes taking place and will limit / discontinue access to all applicable systems, data, and application immediately upon termination.

Secure Disposal of IT Equipment

In the event of IT equipment or media needing to be disposed of, hard drives, servers, computers and all other such physical hardware shall be stored in a locked cabinet until such time as it can be mechanically destroyed using industry standard methods.

Certified Training Institute

Acknowledgement

I _____, have received and read a copy of the Certified Training Institute Employee Handbook. I have familiarized myself with the contents of this guide and understand that this guide outlines the goals, policies, benefits and expectations of CTI.

I understand that as our team grows, our business will grow and change. Therefore Management at Certified Training Institute will continue to reassess and define the benefit plans, policies and procedures. We will keep you informed of any changes.

In signing this acknowledgement, I understand and agree to comply with the content. I also understand that this guide is not intended to cover every situation that may occur during my employment, but is simply a written record of the goals, policies, practices, benefits and expectations of Certified Training Institute as well as my responsibilities as an employee.

An up to date version of the Employee Handbook is always available to all employees through the shared file library of CTI.

Employee Printed Name

Date

Employee Signature

Date

Employee Confidentiality and Information Ownership Agreement

This Agreement is made between _____ ("EMPLOYEE")
and Builders License Class LLC, on _____ 20____.

EMPLOYEE will perform services for BUILDERS LICENSE CLASS LLC which may require BUILDERS LICENSE CLASS LLC to disclose confidential and proprietary information ("Confidential Information") to EMPLOYEE. (Confidential Information is any information of any kind, nature, or description concerning any matters affecting or relating to Employee's services for BUILDERS LICENSE CLASS LLC, the business or operations of BUILDERS LICENSE CLASS LLC, and/or the products, drawings, plans, processes, or other data of BUILDERS LICENSE CLASS LLC). Accordingly, to protect the BUILDERS LICENSE CLASS LLC Confidential Information that will be disclosed to EMPLOYEE, the EMPLOYEE agrees as follows.

A. EMPLOYEE will hold the Confidential Information received from BUILDERS LICENSE CLASS LLC in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.

B. EMPLOYEE will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by BUILDERS LICENSE CLASS LLC.

C. EMPLOYEE will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for BUILDERS LICENSE CLASS LLC.

D. EMPLOYEE will, upon the request or upon termination of his/her relationship with BUILDERS LICENSE CLASS LLC, deliver to BUILDERS LICENSE CLASS LLC any drawings, notes, documents, equipment, data, code, and materials received from BUILDERS LICENSE CLASS LLC or originating from its activities for BUILDERS LICENSE CLASS LLC.

E. BUILDERS LICENSE CLASS LLC shall have the sole right to determine the treatment of any information that is part or project specific received from EMPLOYEE, including the right to keep the same as a trade secret, to use and disclose the same without prior patent applications, to file copyright registrations in its own name or to follow any other procedure as BUILDERS LICENSE CLASS LLC may deem appropriate.

F. BUILDERS LICENSE CLASS LLC reserves the right to take disciplinary action, up to and including termination for violations of this agreement.

EMPLOYEE represents and warrants that it is not under any preexisting obligations inconsistent with the provisions of this Agreement.

G. BUILDERS LICENSE CLASS LLC is the sole owner and rights holder of all works, systems, software, web development, and other information created by employees for the purpose of work during employment period.

Signing below signifies that the EMPLOYEE agrees to the terms and conditions of the agreement stated above.

BUILDERS LICENSE CLASS LLC

EMPLOYEE

Management Signature

Employee Signature

Date: _____

Date: _____

EMPLOYEE NON-COMPETE AGREEMENT

For good and valuable consideration the receipt of which is hereby acknowledged, _____ (Employee), the undersigned Employee hereby agrees not to directly compete with Builders License Class LLC (Company) and its successors.

The Employee acknowledges that the Company may, in reliance of this agreement,

provide the Employee access to trade secrets, customers and other confidential data and good will. The Employee agrees to retain said information as confidential and not to use said information on his or her own behalf or disclose same to any third party. The Employee also agrees to take reasonable security measures to prevent accidental disclosure.

The Employee shall not own, manage, operate, consult or be employed in a business substantially similar to, or competitive with, the present business of the Company or such other business activity in which the Company may substantially engage during the term of employment.

This non-compete agreement shall extend to the online education companies within industries that are in direct competition with Builders License Class LLC for the period of two years following employment termination, not withstanding the cause or reason for termination.

This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns, and personal representatives.

Signature of Company representative, *Date*

Printed Name of Employee, *Date*

Signature of Employee, *Date*