

TEACHER SUCCESS *Kit*

2024-2025



educating the trades



www.gwgci.org





Education & Training Affiliate of ABC Massachusetts

Dear Gould Construction Institute Teachers,

Welcome back!

I hope this letter finds you well and rejuvenated after a well-deserved break. As we prepare to embark on a new academic year, I wanted to take a moment to express my sincere appreciation for the invaluable contributions you make to our school and our students.

Your expertise in the skilled trades is not only impressive but also essential in equipping our students with practical, hands-on knowledge that will serve them well in their future careers. The dedication and passion you bring to the classroom have a profound impact, inspiring students to pursue their interests and achieve their goals.

The work you do goes beyond teaching technical skills; you instill a sense of confidence and accomplishment in our students, showing them that they can build, create, and succeed through hard work and determination. Your patience, creativity, and commitment to excellence set a remarkable example for both students and colleagues.

We are incredibly fortunate to have you as part of our team, and I am excited about the opportunities and achievements that this new school year will bring. Your presence in the classroom makes a significant difference, and I am confident that together, we will continue to provide an enriching and supportive learning environment for all our students.

Thank you once again for your unwavering dedication and the positive impact you make every day. Welcome back, and here's to a fantastic year ahead!

Sincerely,

Michael Maloney

Instructor Liaison Director/Apprenticeship Director

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Checklist for Success



Received your Teacher Success Kit
.....



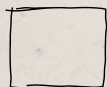
Attended the Teacher Summit
.....



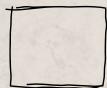
Scheduled a Teacher Orientation
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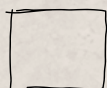
Received Offer Letter
.....



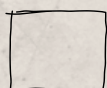
Returned Offer Letter
.....



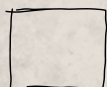
Received curriculum for class
.....



Received teacher job description
.....



Received login info for Sharefile
.....



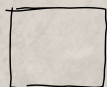
Practiced logging into Sharefile
.....



Read FAQ
.....



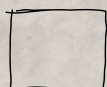
Reviewed Important Dates
.....



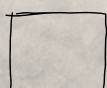
Received Teacher Employee Handbook
.....



Returned Handbook Acknowledgement
.....



Returned Signed Teacher Guidelines
.....



Received 2024-2025 School Calendar
.....

CONTACT US

Contact the Team:

Gould Construction Institute

Phone: 781-270-9990

Fax: 781-270-9906

Julie DeStefano | President

julie@gwgci.org Ext. 1106

Diane Craven | Director of Education

diane@gwgci.org Ext. 1121

Allison Jackson | Marketing & Content Manager

allison@gwgci.org Ext. 1112

Michael Maloney | Apprenticeship & Instructor

Liaison Director

mike@gwgci.org Ext. 1138

Keyla Rodriguez-Santiago | Student Affairs Advisor

keyla@gwgci.org Ext. 1111

Michelle Howe | Bookkeeper/ Office Manager

michelle@gwgci.org Ext. 1118

Steven Sullivan | Director of Workforce Development

Steve@abcma.org

781-273-0123 Ext. 1117

Who to Email What to:

Attendance/Makeup Classes:

Keyla Rodriguez -Santiago

Cc: Diane

To Cancel a Class

Mike Maloney

Cc: Keyla & Diane

Progress Reports:

Mike Maloney

Cc: Keyla & Diane

Registration:

Diane Craven

Cc: Keyla

Correspondence Registrations & Related Items:

Keyla Rodriguez-Santiago

Cc: Diane

Finance:

Michelle

Training & Safety Courses:

Diane Craven

Apprenticeship:

Mike Maloney

Cc: Keyla

Workforce Development:

Steve Sullivan

Website Technical Issues:

Allison Jackson

IMPORTANT DATES

Teacher Summit----August 8, 2024

Teacher Orientations----August 12, 20, 28, 2024

Labor Day----September 2, 2024

Start of School (1st Half) — September 3, 4, 5, 9, 2024 (Depending on class)

VIRTUAL Student Orientations----August 14, 19 & 24

Safety Day----TBD

VIRTUAL Make-Up Student Orientations---October 2 and 3, 2024

Columbus Day-October 14, 2024-NO CLASSES

Excellence In Construction Awards----November 7, 2024

Regional Craft Championship----November 16, 2024, Location TBD, During Apprenticeship Week

Thanksgiving Break----November 27-29, 2024

Progress reports to teachers----Mid December 2024

Holiday Break----December 23 - January 3, 2025

VIRTUAL Teachers Mid-Year Meeting----January 2, 2025

Start of School (2nd Half) ---- January 6, 7, 8, 9, 2025

VIRTUAL Make-Up Student Orientations-January 15 and 16, 2025

Martin Luther King Day-January 20, 2025-NO CLASSES

Progress reports gone over with students----During January 2025

Completed progress reports sent back to Diane-January 27, 2025

February Break-NO CLASSES AT HIGH SCHOOL LOCATIONS ONLY-February 17 - 21, 2025

National Craft Championships-Las Vegas, NV--February 26, 27, 28, 2025

April Break-NO CLASSES AT HIGH SCHOOL LOCATIONS ONLY-April 21 -15, 2025

Last Day of School — May 31, 2025 (Depending on class and subject to change)

Note: Each location may have its own school open houses, parent/teacher conferences, curriculum nights, and other times where classes may be canceled for the evening. Stay connected with the GCI Office, website, and social media for all up to date scheduling and cancellations.

FREQUENTLY ASKED QUESTIONS (FAQ)

When does school start?

School starts on September 3, 4, 5 or 9, depending on your chosen course. Please review your course details for more information.

Who do I email what to?

See page 4 for the Gould Team directory and breakdown.

I need some materials for my class or for a specific lesson, do I buy them myself?

No. Please contact the office and we can accommodate for what you need. We got you!

What to do if I would like to plan a field trip with my students?

Reach out to Diane Craven the Director of Education to fill out the appropriate forms. You are not allowed to take a student off “school grounds” without preapproval.

I need more class rosters or need a new attendance roster with the new changes-how do I get one?

Contact Keyla at the office and she can send you one via email. Please let her know if you need mailed copies- they will go out the same day.

Do I need to submit a progress report for each student?

Yes. A progress report that helps determine if the student is or isn't meeting the requirements is required by the state.

Am I able to use the equipment in the classroom or utilize the space in its full capacity?

Depends. In some circumstances, you can, but please check with Mike or Diane before you use anything. We are guests in the classroom and should leave the room in its original state.

How will I know if my class has been canceled?

If it's been canceled due to weather, you will receive an email or phone call with the update. Please check your emails, website or social media (if applicable) to maintain in the know.

FREQUENTLY ASKED QUESTIONS (FAQ)

Do we have class on the holidays?

No. If it is a national or state holiday, we do not have class. Holidays are built into the school calendar. However, our Billerica location may hold classes on some holidays. Please contact the office with any questions.

If the location where I teach cancels class during the day, do I cancel class?

Depends. Though some locations may close during the day, they may open for our GCI Night Classes. Contact Mike or Diane for more information.

If the location where I teach has an Open House in the evening, do I cancel class?

Depends. GCI tries to have the most updated calendar of events for each of their locations. However, sometimes locations may host events that we are not aware of. If the location where your class is usually held hosts an Open House event, there is a possibility that class will be canceled. Please contact Mike or Diane for more information.

What if I run out of curriculum or things to teach?

You're out of material already?! Reach out to teachers in your vocation first to see if they have any ideas. If not, reach out to Mike and Diane for information.

A few proposals to keep your classes involved:

Visit another class

Go on an approved field trip

Invite guest speakers in the trade

Invite Alumni to speak on their experience in the trade

What is a roundtable event?

A roundtable event is an opportunity for GCI teachers to get together and ask questions, pass around ideas, and mentor other teachers.

Do I need to stay in contact with my students?

Yes. It is the responsibility of the teacher to stay in communication with their students. Please collect their phone numbers and emails for direct contact.

FREQUENTLY ASKED QUESTIONS (FAQ)

Do I get reimbursement for travel?

No. Unfortunately we do not pay you to travel.

I have students that need to do make-up classes, when do they start?

Make up classes usually start a few weeks into the school year when things have settled. Students will be notified via email if they are missing hours.

How do I know if students need to make up classes?

Contact Keyla with the student's name(s) and she can provide you or the student directly, the information on how to sign up for makeup classes.

What is the cost of a makeup class and is there a discounted rate?

Makeup classes are \$50 per class. However, if a student needs 10 or more makeup classes, they do receive a prorated rate. (*the prorated rate only applies to ten or more makeup classes).

Can I just send a student to a class for makeup hours?

No. If a teacher sends a student to another class or lets a student sit in class without prior notification to the office, those hours will not count towards their total school hours.

Can I give my students a lunch break?

No. Students should not be given extended breaks. We suggest a 5-10 minute break every hour, so students can stand up, stretch, and get some fresh air.

Can students smoke on their break?

No, smoking is not allowed on any campus where GCI classes are held. (some exceptions may apply)

TEACHER RESPONSIBILITIES/EXPECTATIONS

Attendance:

It is the responsibility of the teacher to take attendance for all their classes.

- Students should sign their name and add their company next to their name on the attendance sheet
- If a student is absent, please mark them as absent or leave their line “blank”. Please do not cross off any student’s names.
- If a student does not withdraw from class, their name will remain on the roster and the office will input them as absent every time. Please do not cross off the student’s name.
- If the student is withdrawn, or a new student enrolled in the class, we will give you a new updated roster that reflect these changes.
- Student’s who are making up a class, can sign their name at the bottom of the attendance sheet.
- Teachers have been provided an attendance tracker to help track student’s attendance (this is not mandatory to fill out, but aids the teacher in seeing attendance each semester “at a glance”)
- Teachers need to sign, date, and add their hours to each attendance sheet.
- If there are notes for the office (i.e. Jane Doe came in 45 min late or a previously absent student took a previous exam) please add them to the notes section

Gather Student’s Contact Information:

It is the responsibility of the teacher to gather their student’s contact information in case of the event that a class has been canceled, a change of location or class needs to be relayed, or for general class communication purposes*.

- Take down their phone numbers and emails (there is a sheet for that on page 5)
- *Teachers are responsible for communicating all changes to their students
- Input their phone numbers into your cellular device or keep somewhere that is accessible for you

TEACHER RESPONSIBILITIES/EXPECTATIONS

Canceling a Class Procedure:

- Must call or email Mike to cancel a class
- We encourage teachers to try and find a substitute for their class- otherwise the office will try and find you one. If there is no sub, the class will be canceled.*

*Please note that a class cancelation means your end of the school year date changes.

- Contact your students directly to let them know – This is why it is important to take down their contact information on the first day of class.

Progress Report Procedure:

- Thoroughly fill out the progress reports that include commentary* for each student (i.e. please let us know why a student is or is not meeting the expectations)

*There is an example page available to show you what an acceptable progress report looks like

- Once you have filled out the progress report and signed, please send to student to have them sign. (their signature means that they agree with the content on the report.)
- After the student signs, please send reports to Mike via email. If you are sending it via mail post, please notify Mike so he can look out for the envelope.

Make-Up Classes:

It is the responsibility of the teacher to make the office aware if a student shows up to your class for make-up hours without prior notification. The office will let the teacher know prior, if any students are making up hours in their class.

- Students should contact the office to check in about missed classes
- If the teacher contacts the office to gage their student's hours and classes missed, they need to let their students know to contact the office to schedule a makeup class
- All makeup classes need to be paid for prior to taking the class, otherwise hours will not count toward their yearly total
- Teachers and students should always contact the office first before the end of the semester/year to ensure students are up to date with hours
- The student should sign their name at the bottom of the attendance sheet

BENEFITS OF BEING A GCI TEACHER

GCI Teachers can take any GCI training class, in person or online, for free! We just added new courses to our Virtual Suite of Courses. If you find interest in any of these virtual courses or the courses on the Training Calendar, reach out to Mike and we will get you enrolled!

- **CONSTRUCTION PRINT READING**
 - **ELECTRICAL PRINT READING**
 - **HOT WORK SAFETY CERTIFICATION**
 - **INTRODUCTION TO PROJECT MANAGEMENT**
 - **INTERMEDIATE PROJECT MANAGEMENT**
 - **PLUMBING & PIPEFITTING PRINT READING**
-

To View the GCI Training Calendar, Visit: www.gwgci.org/events

IMPORTANT LINKS

Training Calendar List View:

<https://www.gwgci.org/training-calendar-list-view/>

Student Resource Page:

<https://www.gwgci.org/student/>

Registration Page:

<https://registration.gwgci.org/>

2024-2025 Course Catalog:

<https://files.constantcontact.com/9b5ee73e301/032f9a41-1886-467b-8589-79676fe1a686.pdf?rdr=true>

You can also visit www.gwgci.org and find this link under the "Education" menu tab.

Instructor Page:

<https://www.gwgci.org/instructor/>

Sharefile:

<https://www.gouldconstructioninstitute.sharefile.com>

PAYCHEX INFORMATION



Go to www.paychexflex.com and then sign up and create a username and password so they can access their online payroll information.

You can do everything on the website:

- Change address
- Change deductions
- Change/Edit Direct Deposit information
- Change/Update contact information

You can also view your paystubs:

To view stubs:

- Getting there

At the top right, click the People icon.

- Select the desired employee.
- Click Check Stubs. Check stubs from previous years are also available.
- To view check stub details, select the desired check date.

Pro Tip: Want to view multiple check stubs at a time? Click the respective checkbox next to each check to have each exported to a PDF.

To ensure the direct deposit stubs will no longer be printed, you can go to the People List - Direct Deposit - and toggle off the stub option.

Standard Operating Procedure (SOP) for Student Injury/Incident Response at the Gould Construction Institute

Objective:

The purpose of this Standard Operating Procedure (SOP) is to establish a systematic and efficient response protocol for handling student injuries and or incidents that occur on the premises of a Gould Construction Institute class. The primary goal is to ensure the safety and well-being of the injured student and provide timely and appropriate medical attention.

Responsibilities:

First Responder:

- Any staff member witnessing an injury/incident should act as the first responder.
- Assess the situation and determine the severity of the injury/incident.
- Call for additional assistance if required.

Communication:

- Inform the school administration and other relevant personnel about the incident.
- Clearly state the location of the injury/incident and the nature of the situation.
- Complete the GCI Injury/Incident Report and email the form to the Instructor Liaison Director

First Aid:

- Trained staff members or designated first aid personnel should provide immediate first aid.
- Ensure that the injured student is comfortable and stable until further medical assistance arrives.

Emergency Services:

- If the injury/incident is severe or requires professional medical attention, call emergency services (e.g., 911) immediately.
- Provide accurate information about the situation and follow their instructions.
- Examples of when 911 should be called:
 - Falls from greater than 7 feet
 - Loss of consciousness
 - Life-threatening allergic reactions

- Severe burns
- Severe choking
- Severe abdominal pain
- Signs or symptoms of stroke or heart attack
- Amputation of a body part
- Near drowning
- High voltage electric shock

Staff Training:

- Ensure that all staff members receive appropriate training in basic first aid procedures.
- Conduct regular drills and training sessions to reinforce the SOP and improve response times.

Follow-up Procedures:

- Monitor the recovery progress of the injured student and provide necessary support.
- Conduct a post-incident review to identify areas for improvement and update the SOP accordingly.

Reporting:

- Report the incident to the relevant school authorities and follow any reporting requirements outlined by local regulations.
- Complete the Injury/Incident Report Form, including details about the injury/incident and statements from any witnesses
- Preserve any evidence related to the injury/incident.

Review and Revision:

This SOP will be reviewed annually and updated as needed to reflect changes in staff, procedures, or regulations. Feedback from incident reviews and drills will be considered in the revision process.

Approval:

This SOP has been reviewed and approved by Michael Maloney, Apprenticeship Director on February 29, 2024.

Distribution:

Distribute copies of this SOP to all relevant staff members and ensure that it is easily accessible in emergency response locations throughout the school.

Edited: 3/5/2024

GCI Injury/Incident Report			
Injury/Incident Details			
Name:	Date:		
Location:	Class:		
Type of Injury:	Medical Attention Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Where did injury occur:			
Briefly describe injury/incident:			
Did someone witness the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of Witness:	
Was medical attention sought: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Treated by whom:			
Student's Signature _____		Date _____	
Instructor's Signature _____		Date _____	
Once complete send form to:			
Location coordinator			
Julie DeStefano	GCI	President	julie@gwgci.org
Diane Craven	GCI	Education Director	diane@gwgci.org
Michael Maloney	GCI	Instructor Liaison	mike@gwgci.org

Division of Occupational Licensure Card (DOL)

The following apprentices need this card:

- Refrigeration Techs working on equipment over 10 tons
- Sheet Metal Apprentices
- Pipefitting Apprentices
- Sheet Metal Apprentices
- Plumbing Apprentices
- Any apprentice doing prevailing wage/public work



This is an apprentice license!

Division of Apprenticeship Standards (DAS)

The following apprentices need this card:

- Refrigeration Techs working on equipment over 10 tons
- Pipefitting Apprentices
- Any apprentice doing prevailing wage/public work



This is an apprentice ID card!



2024-2025 School Calendar

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
9/3, 9/4, 9/5, 9/9-Start of School <<Student Orientations will be done first days of school<<						
December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
12/6-Progress reports go out to teachers 12/23 Thru 1/3-No Class-Holiday Break						
March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
12/6-Progress reports go out to teachers 12/23 Thru 1/3-No Class-Holiday Break						
June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Education & Training Affiliate of ABC
Massachusetts
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July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10/2 & 10/3-Virtual Student Orientations
10/14-No Class-Columbus Day

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10/2 & 10/3-Virtual Student Orientations
10/14-No Class-Columbus Day

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1/2-Teacher Mid-Year Meeting
Week of 1/6-Classes Resume
1/15 & 1/16-Virtual Student Orientations
1/20-No Classes-Martin Luther King Day
1/27-Progress Reports Due

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4/21 Thru 4/25-No classes-HS Locations Only
**ONLY CLASSES HELD IN HIGH SCHOOL LOCATIONS WILL BE CLOSED*

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8/8-Teacher Summit @ Woburn Office
8/12, 8/20, 8/28-Teacher Orientations

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11/7-Excellence In Construction Awards
11/11-No Class Veterans Day
11/16-Local Craft Championship
11/27 thru 11/29-No Class-Thanksgiving

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

2/17 Thru 2/21-No classes-HS Locations Only
ONLY CLASSES HELD IN HIGH SCHOOL LOCATIONS WILL BE CLOSED

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4/21 Thru 4/25-No classes-HS Locations Only
**ONLY CLASSES HELD IN HIGH SCHOOL LOCATIONS WILL BE CLOSED*

Key

- =No Class
- =Start/Finish dates
- =Due Dates
- =Teacher Orientations
- =Special Event
- =Student Orientations

Disclaimer-**DATES SUBJECT TO CHANGE PENDING ON LOCATION**

>>>Individual locations may have different off days<<<

>>>>>> Important Notes <<<<<<<

Each location may have Open House, Parent Teacher Nights, school closures. Be sure to check www.gwgci.org for any updates! High school locations will be closed in the event of inclement weather, stay connected! Check your emails, texts, social media!



Gould Construction Institute

Teacher

Employee Handbook

August 1, 2024

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Core Policies

1.0 Welcome

1.1 A Welcome Policy

Welcome! You have just joined a dedicated organization. We hope that your employment with GCI will be rewarding and challenging. We take pride in our team members as well as in the products and services we provide.

The Organization complies with all federal and state employment laws, and this **Staff Employee** handbook generally reflects those laws. The Organization also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all team members. When questions arise concerning the interpretation of these policies as they relate to team members who are covered by a collective-bargaining agreement, the answers will be determined by reference to the actual union contract, rather than the summaries contained in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The Organization reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the work place.

If you have questions about your employment or any provisions in this handbook, contact Human Resources.

We wish you success in your employment here at GCI.

All the best,

Julie DeStefano, President
Gould Construction Institute

1.2 At-Will Employment

Your employment with GCI is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Organization at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Organization document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Presidents has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Presidents.

If a written contract between you and the Organization is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce

employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

2.0 Introductory Language and Policies

2.1 About the Company

George W. Gould Construction Institution - GCI

Gould Construction Institute offers construction training to educate your current work force and develop the next generation of trained craftspeople in:

General Construction

Safety Training

Trade-Specific Apprenticeship Programs

Professional Development

Project Management Programs

2.2 Ethics Code

GCI will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and team members are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the Organization.

We expect that officers, directors, and team members will not knowingly misrepresent the Organization and will not speak on behalf of the Organization unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about the Organization or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

2.3 Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including GCI policies and procedures. The handbook is not a contract. The Organization reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

3.0 Hiring and Orientation Policies

3.1 Conflicts of Interest

GCI is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the Organization, you must disclose it to your Manager. If an actual or potential conflict of interest is determined to exist, the Organization will take such steps as it deems necessary to reduce or eliminate this conflict.

3.2 Employment of Relatives and Friends

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at GCI. It is your obligation to inform the Organization of any such potential conflict so the Organization can determine how best to respond to the particular situation.

3.3 Job Descriptions

GCI attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from the Instructor Liaison.

Job descriptions prepared by the Organization serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the Organization may have to revise, add to, or delete from your job duties per business needs. On occasion, the Organization may need to revise job descriptions with or without advance notice to team members.

If you have any questions regarding your job description or the scope of your duties, please speak with your Manager.

3.4 New Hires and Introductory Periods

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with GCI and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Your introductory period with the Organization can be shortened or lengthened as deemed appropriate by management and Human Resources. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

3.5 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with GCI. If you are currently employed and have not complied with this requirement or if your status has changed, inform your Manager.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Organization.

4.0 Wage and Hour Policies

4.1 Attendance and Performance Expectations

If you know ahead of time that you will be absent or late, provide reasonable advance notice to your Manager. You may be required to provide documentation of any medical or other excuse for being absent or late where permitted by applicable law.

GCI sick time, or other paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave or legal requirements are exceptions to the policy.

4.2 Direct Deposit

GCI and ABC Companies encourages all team members to enroll in direct deposit. If you would like to take advantage of direct deposit, ask Payroll for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

If you have selected the direct deposit payroll service, a written explanation of your deductions will be given to you on paydays described in the preceding sections in lieu of a check.

4.3 Introduction to Wage and Hour Policies

At GCI and ABC Companies, pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with your Manager.

4.4 Job Abandonment

If you fail to show up for work or fail to call in with an acceptable reason for the absence for a period of three consecutive days, you will be considered to have abandoned your job and voluntarily resigned from GCI.

4.5 Paycheck Deductions

GCI is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, state income taxes, state unemployment taxes, state disability insurance taxes, etc., and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt team members may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact your Manager.

The Organization will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your Manager.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

The Organization will not retaliate against employees who report erroneous deductions in accordance with this policy.

4.6 Recording Time

GCI is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain team members. To ensure that the Organization has complete and accurate time records and that team members are paid for all hours worked, nonexempt team members are required to record all working time using Organization **time keeping systems**. Exempt team members may also be required to track days or time worked. Speak with your Manager for specific instructions.

Notify your Manager of any pay discrepancies, unrecorded or work hours recorded incorrectly, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to your Supervisor or appropriate department any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Open Door/Conflict Resolution Process

GCI strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your Manager and, if necessary, to Human Resources or upper level management. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Organization, management, its team members, vendors, customers, or any other persons or entities related to the Organization, bring your concerns to the attention of your Manager at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Manager. If you have already brought this matter to the attention of your Manager before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or upper level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

5.2 Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at GCI is prohibited. The Organization recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your duties and obligations to the Organization should be reported to your Manager. Failure to adhere to this policy may result in discipline up to and including termination.

5.3 Post-Employment References

GCI policy is to confirm dates of employment and job title only. With written authorization, the Organization will confirm compensation. Forward any requests for employment verification to the director of administration for your company.

5.4 Resignation Policy

GCI hopes that your employment with the Organization will be a mutually rewarding experience; however, the Organization acknowledges that varying circumstances can cause you to resign employment. The

Organization intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Notice

The Organization requests that you provide a minimum of two weeks' notice of your resignation. Provide a written resignation letter to your Manager. If you provide less notice than requested, the Organization may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

The Organization reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

Final Pay

The Organization will pay separated team members in accordance with applicable laws and other sections of this handbook.

Notify the Organization if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

Return of Property

Return all Organization property at the time of separation, such as uniforms, cellphones, keys, tools, laptops, credit cards, and identification cards. Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, the Organization may pursue criminal charges for failure to return Organization property.

5.5 Standards of Conduct

GCI wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our team members, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge team members for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on Organization property (including in Organization vehicles), or on Organization business.
- Inaccurate reporting of the hours worked by you or any other team members.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Organization or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
- Taking or destroying Organization property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.

- Disclosure of Organization trade secrets and proprietary and confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the Organization or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in non-designated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on Organization premises during working hours.
- Failure to dress according to Organization policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at this Organization.
- Gambling on Organization premises.
- Lending keys or keycards to Organization property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

6.0 General Policies

6.1 Employer Sponsored Social Events

GCI holds periodic social events for team members. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a Manager prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

6.2 Non-solicitation/Non-distribution Policy

To avoid disruption of business operations or disturbance of team members, visitors, and others, GCI has implemented a Non-solicitation/Non-distribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Non-solicitation/Non-distribution Policy.

You are prohibited from soliciting other team members during your assigned working time. For this purpose, working time means time during which either you or the team members who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time, so long as you do so when the other team members are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas, lunchrooms, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and non-harassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted. Non-employees are not permitted to distribute materials on company premises at any time.

This policy is not intended to restrict the statutory rights of team members, including the right to discuss terms and conditions of employment.

Violations of this policy should be reported to your Manager.

6.3 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of GCI. All team members are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The Organization, in accordance with applicable law, will reasonably accommodate team members with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the Organization. Contact your Manager to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

6.4 Personal Cell Phone/Mobile Device Use

While GCI permits team members to bring personal cell phones and other mobile devices (i.e. smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

6.5 Personal Data Changes

It is your obligation to provide GCI with your current contact information, including current mailing address and telephone number. Inform the Organization of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact Payroll or the appropriate department, or person.

6.6 Security

All team members are responsible for helping to make GCI a secure work environment. Immediately advise your Manager of any known or potential security risks and/or suspicious conduct of team members, customers, or guests of the Organization. Safety and security is the responsibility of all team members and we rely on you to help us keep our premises secure.

6.7 Social Media

At GCI we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the Organization, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all team members who work for the Organization.

Guidelines

For purposes of this policy, **social media** includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the Organization, as well as any other form of electronic communication.

Organization principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or team members of the Organization.

Know and Follow the Rules

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

The Organization cannot force or mandate respectful and courteous activity by team members on social media during nonworking time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Organization policy. Your personal posts and social media activity should not reflect upon or refer to the Organization.

Maintain Accuracy and Confidentiality

When posting information:

- Maintain the confidentiality of trade secrets, intellectual property, and confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Organization.
- Do not create a link from your personal blog, website, or other social networking site to a Organization website that identifies you as speaking on behalf of the Organization.
- Never represent yourself as a spokesperson for the Organization. If the Organization is a subject of the content you are creating, do not represent yourself as speaking on behalf of the Organization. Make it clear in your social media activity that you are speaking on your own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your manager or consistent with policies that cover equipment owned by the Organization.

Media Contacts

If you are not authorized to speak on behalf of the Organization, do not speak to the media on behalf of the Organization. Direct all media inquiries for official Organization responses to Human Resources.

Retaliation and Your Rights

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent team members from communications regarding wages, hours, or other terms and conditions of employment, or to restrain team members in exercising any other right protected by law. All team members have the right to engage in or refrain from such activities.

6.8 Third Party Disclosures

From time to time, GCI may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former team members, newspapers, law enforcement agencies, and other outside persons may contact our team members to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Organization and should refer any call requesting the position of the Organization's president.

6.9 Use of Company Technology

This policy is intended to provide GCI team members with the guidelines associated with the use of the Organization information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at the Organization, and all use of such resources and systems when accessed using your own devices, including but not limited to:

List items, such as:

- Email systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
- Printers, photocopiers, and scanners.
- Fax machines, e-fax systems, and modems.
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.

General Provisions

Organization IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in Organization IT resources and communications systems are the property of the Organization. Therefore, team members should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on Organization electronic information and communications systems.

The Organization reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Organization IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that the Organization will exercise this right periodically, without prior notice and without prior consent.

The interests of the Organization in monitoring and intercepting data include, but are not limited to: protection of Organization trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or

assisting team members in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on Organization IT resources and communications systems.

Do not use Organization IT resources and communications systems for any matter that you would like to be kept private or confidential.

Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, the Organization will also advise law enforcement officials of any illegal conduct.

6.10 Workplace Privacy and Right to Inspect

GCI property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the Organization and is subject to inspection at any time, without notice to any team members, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Organization premises including that kept in lockers and desks.

7.0 Benefits

7.1 Unemployment Compensation Insurance

Unemployment compensation insurance is paid for by GCI provides temporary income for team members who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the Organization.

7.2 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all team members for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at GCI no matter how slightly, you are to report the incident immediately to your Manager. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Manager immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

7.3 Military Leave (USERRA)

GCI complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to your Supervisor or appropriate department. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Manager of your intent to return to employment based on requirements of the law. For more information

regarding status, compensation, benefits, and reinstatement upon return from military leave, contact your Supervisor or appropriate department.

8.0 Safety and Loss Prevention

8.1 Business Closure and Emergencies

GCI recognizes that inclement weather and other emergencies may affect your ability to get to work. In such situations, your safety is paramount.

Company Closure

Examples of emergencies when the Organization may close include, but are not limited to, power outage, blizzard conditions, etc.

Notification

In an emergency, the Organization will make every effort to notify you of the closing. These notification efforts assume that you have access to electricity and internet and/or phone service.

When the Organization is unable to notify you of the closure, use common sense to assess the safety and practicality of the situation. In a regional power outage, for example, the Organization is likely to have no power. If there is reported flash flooding in your area, report to work only if you can make it safely.

Partial-Day Closure

If an emergency event such as inclement weather or a power outage occurs, the Organization may decide to close mid-day. When the Organization closes mid-day, you will be instructed to leave immediately so that the conditions do not further deteriorate and affect your ability to travel safely.

If you are exempt and are working at home with prior permission, or at the office on the day of the partial day closure, you will be paid your normal salary for the week. If you are nonexempt, you will be paid for the hours you worked, unless state law dictates otherwise.

Notified of Closure Prior to Reporting to Work

If you are nonexempt and are notified of a closure prior to reporting to work, you will not be paid during the closure, unless state law dictates otherwise. If you are exempt, you will be paid your normal salary for the week.

Benefits Coverage

Your health insurance coverage will be maintained by the Organization during the closure on the same basis as if you were still working.

Extending Leave

When the Organization closure ends, you are expected to report to work. Contact your Manager if you cannot return to work at the end of the closure. The Organization recognizes that you may need additional time off to repair extensive home damage or for other emergency situations. These will be assessed on a case-by-case basis.

If You Cannot Get to Work

Unique circumstances may affect your ability to come to work even when the Organization is able to remain open. The Organization recognizes that in a severe national or regional disaster, all methods of communication may be unavailable; however, you should continue to try and contact your Manager, by any method possible.

Time missed under circumstances where the Organization remains open and you are unable to report to work is to be used as vacation time, personal time, or is unpaid.

8.2 Drug and Alcohol Policy

GCI is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Organization to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others and will not be tolerated.

Prohibited Conduct

The Organization expressly prohibits team members from engaging in the following activities when they are on duty or conducting Organization business or on Organization premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The Organization does not discriminate against team members solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the Organization Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Manager if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

8.3 General Safety

It is the responsibility of all GCI team members to maintain a healthy and safe work environment, report any health or safety hazards, and follow the Organization health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The Organization also requires that all occupational illnesses or injuries be reported to your Manager as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

8.4 Workplace Violence

As the safety and security of our team members, vendors, contractors, and the general public is in the best interests of GCI, we are committed to working with our team members to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The Organization has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, team members, and non-

employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Organization property or while performing Organization business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your Manager in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to your Supervisor or appropriate department.

9.0 Trade Secrets and Inventions

9.1 Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, GCI team members are required to protect the confidentiality of Organization trade secrets, proprietary information, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Organization. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that team members are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your Manager or appropriate department.

Violation of this policy may result in disciplinary action up to and including termination, and may subject the violator to civil liability.

Massachusetts Policies

Hiring and Orientation Policies

Disability Accommodation

GCI complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including pregnancy, childbirth, and related medical conditions, such as lactation or the need to express milk for a nursing child. Consistent with this commitment, the Organization will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

Where an individual is suffering from a pregnancy-related disability or condition, reasonable accommodation may include, but is not limited to:

- More frequent or longer paid or unpaid breaks.
- Time off to attend to a pregnancy complication or recover from childbirth with or without pay.
- Acquisition or modification of equipment or seating.
- Temporary transfer to a less strenuous or hazardous position.
- Job restructuring.
- Light duty.
- Private non-bathroom space for expressing breast milk.
- Assistance with manual labor; or
- A modified work schedule.

If you require an accommodation because of your disability (even if you can perform the essential functions of the job with some difficulty), it is your responsibility to notify your Manager. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Organization will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Organization in connection with a request for accommodation will be treated as confidential.

The Organization encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Organization is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Organization.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Organization will not discriminate or retaliate against team members for requesting an accommodation.

EEO Statement and Non-harassment Policy

Equal Opportunity Statement

GCI is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), race, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, age (40 and older), AIDS/HIV status, arrest and conviction information, status as a registered qualifying medical marijuana patient or registered primary caregiver, admission to a mental facility, military service, veteran status, or any other status protected by federal, state, or local laws. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Organization will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Organization will take appropriate corrective action, if and where warranted. The Organization prohibits retaliation against team members who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy. We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Manager or any other designated member of management.

Policy Against Workplace Harassment

GCI has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), race, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, age (40 and older), AIDS/HIV status, arrest and conviction information, status as a registered qualifying medical marijuana patient or registered primary caregiver, admission to a mental facility, military service, veteran status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, team members, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;

- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Organization or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), race, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, age (40 and older), AIDS/HIV status, arrest and conviction information, status as a registered qualifying medical marijuana patient or registered primary caregiver, admission to a mental facility, military service, veteran status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify your manager.

The Organization prohibits retaliation against team members who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Organization determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Organization may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Organization will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

State and Federal Remedies

In addition to the Organization reporting process, if you believe you have been subjected to harassment, you may file a formal complaint with either or both of the government agencies listed here. Using the Organization complaint process does not prohibit you from filing a complaint with these agencies. Note that claims must be filed with the Equal Employment Opportunity Commission (EEOC) and the Massachusetts Commission Against Discrimination (MCAD) within 300 days.

EEOC Boston Office

Address: John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203

Phone: 800-669-4000

Fax: 617-565-3196

TTY: 800-669-6820

ASL Video Phone: 844-234-5122

Website: <https://publicportal.eeoc.gov/portal/>

MCAD

Address: 1 Ashburton Place, Suite 601, Boston, MA 02108

Phone: 617-994-6000

TTY: 617-994-6196

Alternative Languages: 617-994-6196

Email: mcad@mass.gov

Fax: 617-994-6024

Pregnant Workers Fairness Act Notice

The Massachusetts Pregnant Workers Fairness Act prohibits discrimination against team members due to pregnancy or conditions related to pregnancy. The law also requires employers to provide reasonable accommodations to team members who are pregnant or have a condition related to pregnancy. Conditions related to pregnancy include, but are not limited to, morning sickness, lactation, or the need to express breast milk.

The procedures for requesting an accommodation are described in the Massachusetts Disability Accommodation policy.

Religious Accommodation

GCI is dedicated to treating its team members equally and with respect and recognizes the diversity of their religious beliefs. All team members may request an accommodation when their religious beliefs cause a deviation from the Organization dress code or the individual's schedule, basic job duties, or other aspects of employment. The Organization will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other team members — when determining a reasonable accommodation. At no time will the Organization question the validity of a person's belief.

If you request an absence to observe a holy day, you must provide the Organization with at least 10 days' notice. The Organization may require you to make up the time lost.

If you require a religious accommodation, speak with your Manager or appropriate department.

Wage and Hour Policies

Accommodations for Nursing Mothers

GCI will provide nursing mothers reasonable paid break not to exceed 2 hours' time to express milk for their nursing child(ren).

If you are nursing, the Organization will provide you a private room, other than a restroom, to express milk. The room will be clearly designated and either have a lock or a sign on the door to indicate when the room is in use.

Expressed milk can be stored in a personal cooler unless other storage devices are available. Sufficiently mark or label your milk to avoid confusion for other team members who may share the refrigerator.

You are encouraged to discuss the length and frequency of these breaks with your Manager.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your Manager.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Pay Period

At GCI the standard pay period is biweekly. If a pay date falls on a holiday, you will be paid on the preceding workday.

If you are paid by commission, refer to your commission agreement.

Review your paycheck for accuracy. If you find an issue, report it to your Manager immediately.

Wage Disclosure Protection

In accordance with Massachusetts law, GCI will not:

- Require, as a condition of employment, that you refrain from inquiring about, discussing, or disclosing your wages or the wages of other team members.
- Discharge or in any other manner retaliate against you because you:
 - Opposed any act or practice that conflicts with this policy.
 - Made or indicated an intent to file a complaint or otherwise cause to be instituted any proceeding regarding your rights under this policy.
 - Testified or are about to testify, assist, or participate in any manner in an investigation or proceeding regarding your rights under this policy; or
 - Disclosed your wages or inquired about or discussed the wages of other team members.

However, if you have access to or knowledge of the compensation information of other team members as a part of your essential job functions, you may not disclose that information to individuals who do not otherwise have access to it without prior written consent from the individual whose information is sought or requested, unless the compensation information is a public record.

This policy does not create an obligation for the Organization to disclose wages.

If you believe that you have been discriminated or retaliated against in violation of this policy, immediately report your concerns to the president.

Nothing in this policy will be enforced to interfere with, restrain or coerce, or retaliate against team members regarding their rights under the National Labor Relations Act.

General Policies

Access to Personnel and Medical Records Files

GCI maintains separate medical records files and personnel files for all team members. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. Upon written request, the Organization will provide you the opportunity to review your personnel file or will provide you with a copy of your personnel file. Inspection must occur in the presence of a Organization representative during normal working hours.

All requests by an outside party for information contained in your personnel file will be directed to the administration, which is the only department authorized to give out such information.

Benefits

Paid Family and Medical Leave

GCI provides time off to eligible team members who qualify for paid family and medical leave (PFML) benefits under Massachusetts law. PFML benefits are funded through a state tax.

Eligibility

To be eligible for PFML, you must work in Massachusetts and meet the financial eligibility requirements for unemployment benefits under Massachusetts law at the time of your requested leave.

Reasons for Leave

Beginning January 1, 2021, PMFL may be taken for the following reasons:

- The birth of a child, adoption of a child, or foster care placement of a child with you (Family Leave).
- To care for your own serious health condition (Medical Leave).
- To care for a family member who is a covered service member (Family Leave).
- For a qualifying exigency related to a family member who is on active duty or has been notified of an impending call or order to active duty in the armed forces (Family Leave).

Beginning July 1, 2021, PMFL may be taken to care for a family member with a serious health condition (Medical Leave).

Family member means your spouse, domestic partner, child, parent, or parent of your spouse or domestic partner; a person who stood in loco parentis to you when you were a minor child; or your grandchild, grandparent, or sibling.

Covered service member means:

- A member of the armed forces, including a member of the National Guard or Reserves, who is:
 - Undergoing medical treatment, recuperation, or therapy;
 - Otherwise in outpatient status; or
 - Is otherwise on the temporary disability retired list for a serious injury or illness that was incurred by the member in the line of duty on active duty in the armed forces, or a serious injury or illness that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the armed forces; **or**
- A former member of the armed forces, including a former member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy for:
 - A serious injury or illness that was incurred by the member in line of duty on active duty in the armed forces; or
 - A serious injury or illness that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the armed forces and manifested before or after the member was discharged or released from service.

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential medical facility, or continuing treatment by a health care provider. To qualify as "continuing treatment," the patient must either be incapacitated for more than three consecutive full calendar days, incapacitated due to pregnancy or prenatal care, or

incapacitated due to a chronic serious health condition that requires periodic treatment and continues over an extended period of time.

Leave Usage

Beginning January 1, 2021, eligible team members may take up to 26 total weeks total of family and medical leave. Individually, the law provides:

- Up to 12 weeks of paid family leave in a leave year:
 - For the birth, adoption, or foster care placement of a child; or
 - Due to a qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call to active duty in the armed forces.
- Up to 20 weeks of paid medical leave in a leave year for a serious health condition that causes you to be unable to perform the functions of your position.
- Up to 26 weeks of paid family leave in a leave year to care for a family member who is a covered service member undergoing medical treatment or otherwise addressing the consequences of a serious health condition relating to the family member's military service.

Beginning July 1, 2021, eligible team members may also take up to 12 weeks of paid family leave in a leave year to care for a family member with a serious health condition.

For purposes of this policy, the leave year is the consecutive 52-week period beginning on the Sunday immediately before the first day that you take family or medical leave.

Intermittent Leave

If medically necessary, you may take PFML intermittently or on a reduced schedule basis:

- To care for your own, a family member's, or a covered service member's, serious health condition.
- Because of a qualifying exigency related to your family member who is on active duty or has been notified of an impending call or order to active duty.

If leave is taken for the birth, adoption, or placement of a child, you may only take leave intermittently or on a reduced schedule basis if you and the Organization agree.

Interaction with Other Laws

PFML will run concurrently with any leave for which you may be eligible under the federal Family and Medical Leave Act (FMLA) and the Massachusetts Parental Leave Act (MPLA).

Notice

Where the need for leave is foreseeable at least 30 days in advance, you must provide at least 30 days' written notice. If the need for leave is not foreseeable at least 30 days in advance, you must give notice as soon as practical under the circumstances.

In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to a planned medical treatment, you must consult with the Organization in advance of your application for benefits and make a reasonable effort to schedule treatment so as to not unduly disrupt the Organization's operations, subject to the approval of your health care provider.

Failure to provide appropriate notice may result in the delay or denial of leave, where consistent with Massachusetts law.

Claims

To obtain PFML benefits, you must file an application for benefits with the Massachusetts Department of Family and Medical Leave (DFML). You must provide notice to the Organization prior to filing your application for benefits with the DFML. The DFML will accept an application up to 60 days prior to the anticipated leave start date. All applications must be supported by a certification showing that the leave is

for a qualifying reason. Applications and other forms are available from the DFML website (<https://www.mass.gov/guides/what-is-paid-family-and-medical-leave#-how-can-i-apply-for-paid-leave-massachusetts-benefits?>) [[or may be obtained from (appropriate person or department)]]]. You should be notified by the DFML of the approval or denial of your application within 14 calendar days.

Fitness for Duty Requirements

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required to provide medical certification that you are fit to resume work. You will not be permitted to resume work until certification is provided.

Continuation of Health Benefits

If the Organization provides you with health benefits under a group health plan, the Organization will maintain and pay for your health coverage at the same level and under the same conditions as coverage would have been provided if you had not taken PFML. If you use paid time off to cover part or all of PFML leave, the employee portion of any premiums will continue to be paid through payroll deductions. If you are not using paid time off to cover part or all of PFML leave, you will be responsible for remitting your portion of health premiums to the Organization in order to ensure continuation of benefits.

Reinstatement

Upon return from covered PFML, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit and seniority credit as of the date of leave. However, the Organization reserves the right to deny reinstatement if other employees of equal length of service credit and status in the same or equivalent positions have been laid off due to economic conditions or other changes in operating conditions affecting employment during the period of leave.

Benefit Amount

An employee's weekly PFML benefits are calculated and provided by the Family and Employment Security Trust Fund. No family or medical leave benefits are payable during the first seven calendar days of an approved initial claim for benefits, and this initial waiting period will count against the total available period of leave in a benefit year. Where the approved claim involves leave on an intermittent or reduced leave schedule, the wait period will be seven consecutive calendar days, not the total accumulation of seven days of leave.

Substitution of Accrued Paid Leave

Employees or covered individuals who are approved for paid leave benefits may choose to use accrued paid time off rather than receive a paid benefit under the PFML regulations. Employees or covered individuals may not be compensated with PFML benefits for any period of time for which they received compensation through the use of accrued paid leave. The use of paid time off will run concurrently with the leave period provided under PFML.

Retaliation

The Organization will not retaliate against team members who request or take PFML in accordance with this policy.

Crime Victim and Witness Leave

Occasionally, team members may be the victim of a crime or legally compelled to attend a judicial proceeding as a witness. In these circumstances, team members may take unpaid leave to:

- Respond to a subpoena to appear as a witness in any criminal proceeding;
- Attend a court proceeding or participate in a police investigation related to a criminal case in which they are a witness or a crime victim (or a deceased family member was a victim);

- Attend or participate in a court proceeding related to a civil case in which they are a victim of family violence; or
- Obtain a restraining or protective order on their own behalf.

If you need to take leave under this policy, notify your Manager as soon as possible. You may be required to provide documentation supporting such leave.

This policy does not apply to team members who have committed or are alleged to have committed a crime.

The Organization will not retaliate against team members who request or take leave in accordance with this policy.

Domestic Violence Leave

GCI provides up to 15 days of unpaid leave per rolling 12-month period to victims of abusive behavior, domestic violence, sexual assault, kidnapping, and/or stalking, and certain family members, for purposes directly related to the abusive behavior. These purposes may include seeking legal or medical services, counseling, or victim's services; securing housing; obtaining a protective order; appearing in court or before a grand jury; or addressing other issues directly related to the abusive behavior against the victim or family member of the victim.

You may take domestic violence leave if you are a victim of abusive behavior, or due to the abuse of a covered family member, including your spouse/partner, parent, child, sibling, grandparent or grandchild, or persons in a guardian relationship. Perpetrators or accused perpetrators of abuse are not entitled to domestic violence leave.

Before taking domestic violence leave, you must exhaust all of your accrued paid time off, including but not limited to sick time, vacation days, and personal time. You must provide advance notice of your need for leave whenever possible; however, this requirement does not apply if you or a covered family member faces imminent danger to you or your family member's health or safety. Should you be unable to provide advance notice based on a risk of imminent danger, you must notify your Manager within three business days that the time off was related to domestic violence. Should you be unable to notify the Organization, a family member, counselor, clergy, or assisting professional may do so on your behalf.

The Organization may require documentation supporting your claim for domestic violence leave. Such documentation can consist of a protective order or other court document, police report, police witness statement, documents reflecting the perpetrator's conviction or admission of guilt, documentation of medical treatment, and/or a victim advocate, counselor, social worker, health care worker, member of the clergy, or other assisting professional's sworn statement. In lieu of these documents, you may also submit your own sworn signed statement. Any documentation supporting the need for domestic violence leave must be submitted within 30 days of your last date of absence.

While the leave may not be paid, you are entitled to return to the same or a substantially equivalent position once your leave has ended. You will not be terminated, retaliated against, or receive a reduction in benefits based on your use of domestic violence leave. All information related to the leave will be kept in the strictest confidence.

Jury Duty Leave

GCI encourages team members to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Manager as soon as possible to make scheduling arrangements.

You will be paid your regular wages for the first three days of juror service or any part thereof. For any additional days, time spent on jury duty will be unpaid.

The Organization reserves the right to require team members to provide proof of jury duty service to the extent authorized by law.

The Organization will not retaliate against team members who request or take leave in accordance with this policy.

Paid Sick Leave

GCI provides paid sick leave to eligible staff team members in accordance with the Massachusetts Earned Sick Time Law.

Eligibility

All team members whose primary place of employment is Massachusetts are eligible for sick leave.

Reasons for Leave

Sick leave may be taken for the following reasons:

- To care for your own or a family member's physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care.
- To attend your own or a family member's medical appointments.
- To address the physical, legal, or psychological effects of domestic violence inflicted on you or your child.

Family member means:

- Your child (including a biological, adopted, foster, or step child; legal ward; or person for whom you have assumed parental responsibilities).
- Your spouse.
- You or your spouse's parents (including a biological, adoptive, foster, or step parent, or any person who assumed parental responsibilities over you or your spouse as a child).

Accrual and Usage

Eligible team members accrue one hour of sick leave for every 30 hours worked as required by Massachusetts state law. Your offer letter includes information on the lump sum of available sick time which is provided on your first day of your annual employment contract. For purposes of this policy, the leave year is year from an employee hire date, etc.

If you are classified as exempt, you are presumed to work 40 hours per week, unless you are normally scheduled to work fewer than 40 hours, in which case sick leave accrues based on your normal schedule.

The smallest amount of sick leave you may take is one hour.

Notice

If the need for leave is foreseeable, you must make a good faith effort to provide advance notice. If unforeseeable, provide notice as soon as practical. If known, notice should include the expected length of the absence.

Documentation

The Organization may require you to submit documentation to support your use of sick leave if your absence:

- Exceeds 24 consecutively scheduled work hours or three consecutive days on which you are scheduled to work;
- Occurs within two weeks prior to your final scheduled day of work (except in the case of temporary employees); or
- Occurs after four unforeseeable and undocumented absences within a three-month period.

Any reasonable documentation signed by a health care provider indicating the need for sick leave for personal illness, the illness of a family member, or a routine medical examination for you or your family member will be acceptable.

Required documentation must be submitted within seven days of the absence. Additional time will be allowed if good cause can be shown.

Payment upon Termination

You will not be paid for any unused sick leave when your employment ends.

Interaction with Other Leave

Sick leave will run concurrently with other types of leave where permitted under applicable law.

You may choose to use, or the Organization may require you to use, paid sick leave to receive pay when taking other statutorily-authorized leave that would otherwise be unpaid.

Retaliation

The Organization will not retaliate against team members who request or take leave in accordance with this policy.

Parental Leave

GCI provides up to eight weeks of unpaid leave in a 12-month period to team members for the birth or adoption of a child. You must work full time and have three consecutive months of employment with the Organization to qualify for this leave.

You must provide at least two weeks' notice of the anticipated date of departure and the date you intend to return, or provide notice as soon as practicable if there are reasons beyond your control.

You will be placed in your original job or an equivalent job with equivalent pay and benefits upon return from leave. You will not lose any benefits that accrued before leave was taken.

Federal FMLA leave and Massachusetts parental leave run concurrently and cannot be used consecutively if leave is covered under both laws.

The Organization will not retaliate against team members who request or take leave in accordance with this policy.

Small Necessities Leave

Pursuant to the Massachusetts Small Necessities Leave Act, GCI will provide eligible team members with up to 24 hours of unpaid leave during any 12-month period for the following reasons:

- To participate in school, Head Start, and day care activities directly related to the educational advancement of your child, including parent-teacher conferences or interviewing for a new school.
- To accompany your child to routine medical or dental appointments, including check-ups or vaccinations.
- To accompany your elderly relative to routine medical or dental appointments or appointments for other professional services related to the elder's care, including interviewing at nursing or group homes.

Leave may be taken intermittently or on a reduced leave schedule.

You are eligible for small necessities leave if you have worked for Organization for 12 months, either consecutively or nonconsecutively, and worked at least 1,250 hours in the previous 12-month period.

If the need for leave is foreseeable, you must provide seven days' notice. Otherwise, provide notice as soon as possible. You may also be required to submit certification verifying the reason for the leave. You may elect to use PTO/vacation in place of unpaid leave.

The Organization will not retaliate against team members who request or take leave in accordance with this policy.

Veterans Day/Memorial Day Leave

GCI will provide team members who are veterans, as defined by applicable law, with unpaid leave to participate in a Memorial Day exercise, parade, or service in the community where they reside. The Organization will also provide team members who are veterans with unpaid leave to observe Veterans Day.

Veteran team members whose services are essential and critical to the public health or safety and determined to be essential to the safety and security of the Organization or Organization property are not eligible for this leave.

The Organization will not retaliate against team members who request or take leave in accordance with this policy.

Voting Leave

If your work schedule prevents you from voting on Election Day, GCI will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your Manager, consistent with applicable legal requirements.

Safety and Loss Prevention

Workplace Smoking

GCI is concerned about the effect that smoking and secondhand smoke inhalation can have on its team members and clients. Smoking in the office, client areas, and restrooms is prohibited.

Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful Organization and a safe, productive, and pleasant workplace.

Julie DeStefano President

GCI

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the GCI Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Organization has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the President of the Organization. I also understand that any delay or failure by the Organization to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Organization or affect the right of the Organization to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Organization representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Organization representative) or a collective-bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective-bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA).

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by GCI and ABC Companies.

If I have any questions about the content or interpretation of this handbook, I will contact Human Resources.

Signature

Date

Print Name

Instructors Needed

Positively impact the future of your trade

In the following trades:

- Electrical
- Gas Fitting
- Pipefitting
- Plumbing
- Refrigeration
- Sheet Metal
- Sprinklerfitting

Contact Mike

mike@gwgci.org

- *Part-time opportunities*
- *Competitive salary*
- *Unique benefits*

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