



Ocean Discovery Institute is a proud recipient of the
Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring.

EMPLOYEE HANDBOOK

Policies and Procedures

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ABOUT OCEAN DISCOVERY INSTITUTE

Who We Are

Our Mission & Vision

To inspire the next generation of science leaders, Ocean Discovery Institute (“Company”) creates learning experiences for young people traditionally excluded from science due to race, income status, and educational opportunity. Our students will join high-paying fields, break generational poverty, and change the future of science.

Transforming young lives through science

Imagine a nation where all of our young people succeed. Imagine these young people become the diverse and thoughtful leadership we need. And because of this, our cities are resilient to climate change, ecosystems thrive, and discoveries are made that protect our loved ones and make our time on earth even richer.

Ocean Discovery Institute imagines just that. But we aren’t there yet.

Today, many young people in our country live in poverty and lack opportunities to succeed. One of the opportunities that is glaringly absent is access to rigorous science education. As a result, kids who grow up in underserved communities don’t believe science is something they can do or that a scientist is someone they can be. This means that we are missing the chance for great discoveries by not including all young people.

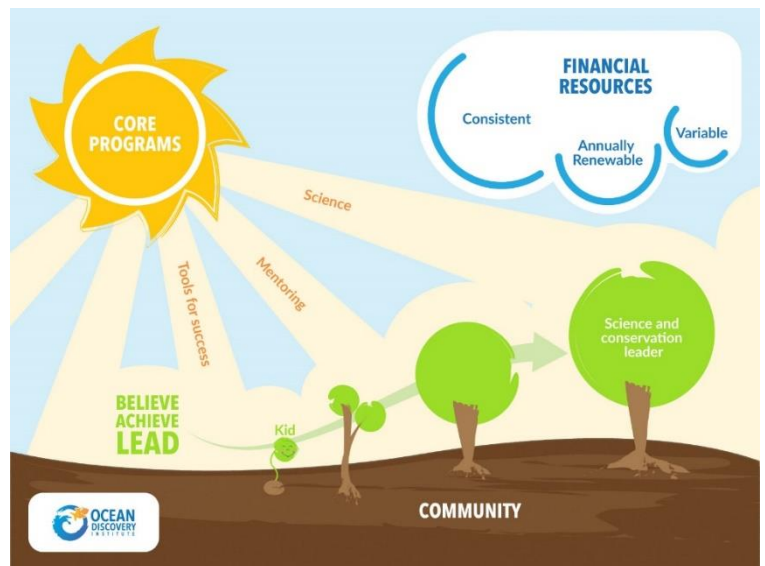
Ocean Discovery Institute has a solution. By providing continuous science opportunities, paired with mentoring and the tools to overcome challenges, young people unlock their potential.

Our educational model targets one community or “school-shed” at a time. By beginning in City Heights, a high poverty San Diego neighborhood that is among the most diverse in the nation, we have tested this approach. The results have been unprecedented, earning the 2010 *Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring*.

How We Do It

Our model enables young people from the greatest untapped talent pool to flourish in science and environmental fields.

To Ocean Discovery, success means urban and underserved young people becoming science leaders, today and in the future. We support our students growing from curious youngsters to science and conservation leaders — from seed to tree. This is why we envision our business model as a “sustainable ecosystem” where resources are sufficient to support growth and evolution.



Our community — families, schools, scientific entities, and other partners — make up the rich soil that nourishes these young people. Tuition-free programs provide the sunlight — energy that makes growth over time possible. And a diverse network of donors, investors, and volunteers act as clouds, providing resources needed for kids to grow. For seed-to-tree growth to occur, this ecosystem must act in harmony in a single community — our school-shed.

Our Culture

The spoken and unspoken agreements within our community, including shared values and beliefs, influence our organizational culture. Here are the core attributes of that culture:

Values

Our values guide our students, families, team, and supporters.

We love learning

Because we find joy in discovery and the confidence it creates.

We choose leadership

Because the world needs us to make a difference.

We believe in community

Because we count on one another and together, we are powerful.

We stand for justice

Because we believe in equitable education and opportunity.

We imagine possibilities

Because we hold an unshakeable belief in our future.

Core Competencies

All staff are:

Community Driven	Is dedicated to meeting expectations and requirements of internal and external partners; Acts with the mission in mind; Establishes and maintains effective relationships (students, donors, volunteers, partners); Gets first-hand information to improve services; Is available and ready to help
Approachable	Is easy to approach and talk to; Puts others at ease; Can be warm, pleasant and gracious; Builds rapport; Is a good listener; Demonstrates empathy
Trusted & Demonstrate Integrity	Does what they say they will do; is seen as direct and truthful; Candidly presents the truth in an appropriate and helpful manner; Is not knocked off balance by the unexpected
Committed to Work Systems	Is dedicated to organizational systems and practices (including PMT and PMW); Seeks to align work to organization processes; Delivers high-quality work; Is committed to continuous improvement; Is open to suggestions and experimentation
Action Oriented	Enjoys working hard; Uses time effectively and efficiently; Is full of energy for things they see as challenging; Is intentional but not fearful of acting with minimal planning; Seizes opportunities
Organizationally Agile	Understands the organization's culture; Knows how to get things done through formal channels and informal networks; Understands the origins and reasoning behind policies, practices, and processes; Can attend to a broad range of activities

In addition, management:

Manage Strategy & Processes	Maintains focus on maximizing impacts; Figures out processes necessary; Concentrates efforts on the more important priorities; Knows how to organize people and activities; Understands how to separate and combine tasks into effective and efficient workflow; Knows what to measure and how to measure it
Motivate Others	Communicates a compelling and inspired vision or sense of core purpose; Creates a climate in which people want to do their best; Can motivate many kinds of people; Empowers others to make decisions and act; Makes each individual feel their work is important; Is someone people like working for and with
Develop Direct Reports and Others	Provides challenging and stretching tasks and assignments; Doesn't shy away from the 'tough conversations'; Holds frequent development discussions; Is aware of direct reports' career ambitions; Constructs compelling development plans and executes them

Our Talented Staff and Volunteers

Our participants' belief in themselves, and ultimately their leadership in science, begins with our employees and volunteers believing in each child's ability to transform their lives. In this environment, our employees and volunteers are motivated and inspired to provide the highest quality of services, resulting in unprecedented outcomes for our participants. An important component of generating this belief is being rooted in the community we serve, including reflecting its cultural and linguistic diversity in our employees and volunteers.

Knowing that the people - our employees and volunteers - are our greatest asset, Company policies and procedures play a critical role in creating a safe, inclusive environment that celebrates people and ensures staff are productive and fulfilled. We believe that consistency and a clear understanding of the working agreement between Ocean Discovery Institute and its employees and volunteers enhances performance and supports growth while leveraging the diverse skills and experiences of our staff.

This Employee Handbook has been developed to explain, in as specific a manner as possible, what Ocean Discovery Institute offers and asks of its staff, including the terms and conditions of employment for all employees. The policies and practices outlined are developed in compliance with relevant state and federal laws, appropriate industry standards, our knowledge of best practices, and our own experience.

Ocean Discovery Institute reserves the right to change, suspend, revoke, terminate, or supersede provisions of this Handbook, or the policies and procedures on which they may be based, at any time. However, no modification or change to this Handbook will modify the policy of at-will employment unless specifically set forth in a writing, signed by the Executive Director of Ocean Discovery Institute and the affected employee and approved by the Board of Directors. Some employees of Ocean Discovery Institute may be covered by employment agreements. If terms contained in a specific employment agreement conflict with the policies and procedures contained in this Handbook, the employee shall adhere to his or her employment agreement.

This Handbook contains the policies in effect at the time of publication. All previously issued handbooks and any inconsistent policies or memoranda are superseded. With the exception of the statement of at-will status, nothing in this Handbook constitutes, nor should be construed as, an implied or express contract of employment.

It is important that all employees read, understand, and follow the provisions of the Handbook. If you need further information, or if you wish to discuss any policy in this Handbook, please feel free to contact your supervisor or Human Resources.

STATEMENT OF AT-WILL EMPLOYMENT

Employment at the Company is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Company. Similarly, your status (for example, position, duties, salary, promotions, demotions, etc.) may be changed at-will, with or without cause and with or without notice at any time. Nothing in this Handbook or in any document or statement shall limit the right to terminate employment at-will or limit the Company's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. No manager, supervisor, or employee of the Company has authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Any agreement that alters the "at-will" nature of employment must be set forth in writing signed by the Executive Director and affected employee and approved by the Board of Directors.

EQUAL EMPLOYMENT OPPORTUNITY: REASONABLE ACCOMMODATIONS, DISCRIMINATION, UNLAWFUL HARASSMENT, RETALIATION, AND COMPLAINT PROCEDURES

The Company is committed to providing a professional work environment free from discrimination, unlawful harassment, and retaliation. Accordingly, the Company has adopted the following policies pursuant to the California Fair Employment and Housing Act, which are designed to prevent unlawful conduct in the workplace, encourage professional and respectful behavior in the workplace, promote the reporting of potential violations, and foster taking corrective action where appropriate.

All employees are expected to assume responsibility for maintaining a professional work environment in accordance with the following policies. As such, all employees who experience potential violations of the following policies are strongly encouraged to promptly report so that the Company may have an opportunity to address and resolve any concerns. All other employees (particularly supervisors) are required to immediately report any potential violations of the following policies. The Company is committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

REQUESTS FOR REASONABLE ACCOMODATIONS

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Company will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to the Company. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact Human Resources and request such an accommodation, specifying what accommodation he or she needs to perform the job. The Company will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

The Company will not discriminate against any individual in regards to compensation or any term or condition of employment because of a conflict with an individual's religious beliefs or observance and any employment requirement. To the extent an employment requirement conflicts with an individual's religious beliefs or observance, the Company will explore potential reasonable accommodations and will make a good faith effort to implement reasonable accommodations unless an undue hardship would result. An applicant or employee who believes he or she requires a religious accommodation in order to perform any job requirement should notify Human Resources and request an accommodation.

Pregnancy and lactation accommodations may also be requested. Please refer to the Lactation and Pregnancy Disability Leave policies set forth herein for further information

DISCRIMINATION

This policy protects all employees of the Company as well as interns, volunteers, and potential employees (applicants). All employees of the Company are required to abide by this policy, regardless of position or status, including supervisors, management, and co-workers. Ocean Discovery Institute prohibits discrimination on the basis of race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age (40 or over), military and veteran status (including state and federal active and reserve members as well as those

ordered to duty or training), sexual orientation, reproductive health decision making, immigration/citizenship status (which includes undocumented individuals and victims of human trafficking) or related protected activities, protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that an individual has any of these characteristics or combination of these characteristics or is associated with someone who has or is perceived to have these characteristics or combination of these characteristics.

As used in this policy, “discrimination” means taking any adverse employment action against an employee or applicant in any aspect of employment, solely or in part based on the individual’s protected category or combination of these categories. Discrimination may include, but is not necessarily limited to, factoring an individual’s protected category in hiring, promotion, compensation, or other terms and conditions of employment unless otherwise permitted by law.

This policy applies to all employment practices, including recruitment, advertising, job application procedures, hiring, firing, advancement, compensation, training, benefits, transfers, social and recreational programs, and any other terms, conditions and privileges of employment. As such, the Company makes employment decisions on the basis of merit and/or business necessity. Employment decisions are based on an individual’s qualifications as they relate to the job under consideration pursuant to legitimate business purposes. In keeping with this policy, all personnel are expected to take personal responsibility to abide by applicable federal and state laws which prohibit discrimination.

As used in this policy, “adverse employment action” may include, but is not necessarily limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusal to promote or consider for promotion; denial of employment opportunities; change of an employee’s work assignments; failure to provide a workplace accommodation when required (i.e., disability, pregnancy, religion, transgender); failure to provide a leave of absence when required (i.e., medical, pregnancy, workers’ compensation, military, domestic violence); or any other unequal treatment based on the individual’s protected category resulting in an adverse employment action.

If you believe you have been subjected to, witnessed, or have knowledge about discrimination, please follow the complaint procedure outlined below.

UNLAWFUL HARASSMENT

Ocean Discovery Institute is committed to providing a workplace free from unlawful harassment and discrimination of any kind, including unlawful sexual harassment and harassment based on any characteristic protected by local, state or federal employment discrimination laws. This policy applies to all phases of employment, including, but not limited to, recruiting, testing, hiring, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training. In addition, this policy extends to conduct with a connection to an employee’s work, even when the conduct takes place away from the Company’s premises, such as a business trip, Company-related social function, or social media activity (depending on the circumstances).

This policy protects all employees of the Company as well as interns, volunteers, and potential employees (applicants). All employees of the Company are required to abide by this policy, regardless of position or status, including supervisors, management, and co-workers. In addition, this policy prohibits unlawful harassment by any third parties. The Company will take all reasonable steps to prevent or eliminate unlawful harassment by non-employees, including parents, students, vendors, contractors, and suppliers, who have workplace contact with our employees.

The Company is committed to providing a work environment free of unlawful harassment. This policy prohibits harassment based on protected categories. These protected categories include, but may not be limited to, on race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists),

religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, reproductive health decision making, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status (which includes undocumented individuals and victims of human trafficking) or related protected activities, protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

Unlawful harassment includes, but is not limited to, the following behaviors pertaining to **any of the above protected categories**:

- Verbal conduct such as flirting, epithets, derogatory jokes or comments, voicemails, slurs or unwanted sexual advances, sexually suggestive innuendos, conversations regarding sexual activities, invitations, or comments (including, but not limited to, threats of deportation against applicants and employees and family members of applicants and employees, derogatory comments about immigration status or disability, or mockery of an accent or a language or its speakers) (“hostile work environment” harassment).
- Disrespectful or unprofessional conduct based on any of the protected categories listed above (“hostile work environment” harassment).
- Comments or conduct that consistently target one gender, even if the content is not sexual (“hostile work environment” harassment).
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, gestures, text messages, social media activity, instant messages, e-mails, letters, pictures, or gifts (“hostile work environment” harassment).
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of any protected basis (“hostile work environment” harassment).
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors (“quid pro quo” harassment).

Sexually harassing conduct does need not to be motivated by sexual desire and may include situations that began as reciprocal relationships but later ceased to be reciprocal.

Unlawful sexual harassment can include unwelcome sexual or gender-based conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment. Common examples include:

- Verbal or written conduct such as derogatory comments, slurs, epithets, notes, messages, invitations, email or jokes
- Visual conduct such as leering, gesturing, sexually suggestive pictures, posters, or calendars; Internet or email materials that contain sexually explicit or suggestive pictures, cartoons or pornography
- Physical conduct such as unwelcome touching, hugging, or blocking someone's path in an inappropriate or sexual way
- Unwanted romantic conduct such as sexual advances, invitations, or attention

Unlawful sexual harassment also includes unwelcome sexual advances or requests for sexual favors where submission to such conduct is made an explicit or implicit term or condition of employment, or where submission to or rejection of such conduct is made the basis of employment decisions affecting an individual (quid pro quo harassment).

While it is not the intent of this policy to regulate the social interaction or relationships freely entered into by employees, there will be no tolerance for unwelcome conduct that violates this policy. Behavior that is inappropriate in our workplace includes abusive conduct, bullying, and other forms of disruptive behavior. Prevention is the best way to eliminate harassment in the workplace. All new employees, managers and supervisors will receive information on harassment prevention, as well as a copy of this policy when they are hired, and will receive training during their employment.

If you believe you have been subjected to, witnessed, or have knowledge about unlawful harassment, please follow the complaint procedure outlined below.

RETALIATION

The Company prohibits retaliation against an individual who engages in a protected activity. This policy protects all employees of the Company as well as interns, volunteers, and potential employees (applicants). All employees of the Company are required to abide by this policy, regardless of position or status, including supervisors, management, and co-workers.

As used in this policy, “retaliation” means taking any adverse employment action against an employee because he or she engaged in protected activity. Protected activity may include, but is not necessarily limited to, the following: opposing a practice or conduct the employee reasonably believes to be unlawful; reporting or assisting in reporting suspected violations of this policy; cooperating or participating in investigations or proceedings arising out of a violation of this policy; refusing to report to, or leaving, the workplace place during an emergency condition (as defined by law) because the employee reasonably believes that the workplace or worksite is unsafe; or engaging in any other activity protected by applicable law.

As used in this policy, “adverse employment action” means conduct or an action that materially affects the terms and conditions of the employee’s employment status or is reasonably likely to deter the employee from engaging in further protected activity. Adverse employment actions may include, but are not limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing an employee’s work assignments for identifying harassment or other forms of discrimination in the workplace; treating an employee differently such as denying an accommodation; not talking to an employee (the “cold shoulder”) when otherwise required by job duties; or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Any retaliatory adverse action because of protected activity may be unlawful and will not be tolerated. If you believe you have been subjected to, witnessed, or have knowledge about retaliation, please follow the complaint procedure outlined below.

COMPLAINT PROCEDURE – DISCRIMINATION, UNLAWFUL HARASSMENT, RETALIATION

Duty to Report

All employees who believe they have been subjected to discrimination, unlawful harassment, and/or retaliation are strongly encouraged to promptly report the alleged violation(s) in accordance with the procedures set forth below. All employees (particularly supervisors) who believe they have witnessed or have knowledge of discrimination, unlawful harassment, and/or retaliation are required to immediately report the alleged violation(s) in accordance with the

procedures set forth below. Immediate reporting allows the Company to quickly and fairly resolve any complaints in the workplace. In addition to reporting, any employee who experiences or witnesses conduct that the individual believes is unlawful is encouraged to tell the offending individual that the behavior is inappropriate and must be stopped, if the employee is comfortable doing so.

Where to Report Complaint

Submit a complaint to your supervisor, Human Resources, any other supervisor within the Company, or the Executive Director. There is no requirement to report your complaint to any designated supervisor within the Company. Select the individual with whom you feel the most comfortable discussing your complaint. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint.

Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to Human Resources, the Executive Director, or other upper-level administrators, as appropriate. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination.

Contents of Complaint

All complaints submitted pursuant to this policy can be done in writing or verbally. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints anonymously.

IMMIGRATION & NATURALIZATION

Within three days of commencing employment with Ocean Discovery Institute, new employees must: (1) complete Section 1 of Form I-9; and (2) provide Ocean Discovery Institute with acceptable documentation to verify identity and employment authorization. When necessary, Ocean Discovery Institute may provide copies of these same documents to the United States Immigration & Naturalization Service. An individual will not be allowed to continue employment if they do not complete the I-9 form and present acceptable documentation.

EMPLOYMENT CATEGORIES & PROCEDURES

The Board of Directors shall select the Executive Director. The Executive Director shall select all other employees.

EMPLOYMENT CATEGORIES

It is the intent of Ocean Discovery Institute to clarify the personnel categories and definitions of employment so that individuals may understand their status and benefit eligibility. These classifications do not guarantee employment for any specified period of time and do not alter the at-will nature of an employee's employment status. Accordingly, the right to terminate the employment relationship "at-will," at any time, is retained by both the individual and Ocean Discovery Institute.

Ocean Discovery Institute categorizes personnel as outlined below. For purposes of determining company reimbursement rates or company paid medical, dental, or vacation benefits, please refer to the benefits section of this Handbook.

- **Exempt** – Pursuant to the federal Fair Labor Standards Act and applicable state laws, exempt employees are those who exercise the requisite degree of discretion and independent judgment and perform certain administrative, professional, and/or executive duties. Exempt employees are not entitled to overtime pay.
- **Non-Exempt** – Pursuant to the Fair Labor Standards Act and applicable state laws, non-exempt employees are entitled to overtime pay in accordance with applicable law. Non-exempt employees may have to work hours beyond their normal schedules as work demands require. Non-exempt employees are required to take meal and rest periods in the manner described in this Handbook.
- **Full-time employee** – Full-time employment consists of those employees who are regularly scheduled to work 30 or more hours per week. Full-time employees are eligible for paid vacation and can enroll in employee benefits (such as medical and dental) on the first day of the month following date of full-time employment. Please review the vacation and benefits section of this Handbook for information on company-paid benefits. Full-time employees may be further classified as either EXEMPT or NON-EXEMPT.

An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by Ocean Discovery Institute management.

- **Part-time employee** – Part-time employees who are not assigned to a temporary or introductory status and are regularly scheduled to less than 30 hours per week are considered part-time. Part-time employees are generally not eligible for Company benefits unless required by law or specifically provided in this Handbook.
- **Temporary/Seasonal** - Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project are considered temporary. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Temporary employees are generally not eligible for Company benefits unless required by law or specifically provided in this Handbook.

All of the policies in this Handbook apply to all Ocean Discovery Institute employees, regardless of category or status, unless a particular policy specifies otherwise.

SCREENING

Live Scan Fingerprint Clearance

Live Scan is a system for the electronic submission of fingerprints and the subsequent automated background checks and responses. In accordance with the San Diego Unified School District joint service agreement, employees and employees of its consultants and contractors are required to obtain fingerprint clearance prior to interfacing with youth participants as required by Education Code Section 45125.1. Individuals with a serious or violent felony offenses as defined in Education Code Section 44830.1 (c)(1), or sex offense as defined in Education Code Section 44010 or controlled substance offense as defined by Education Code Section 44011 are disqualified from participation. All other record findings are evaluated on a case-by-case basis and subject to management approval. Ocean Discovery Institute will reimburse for Live Scan fees.

TB Testing

In accordance with the San Diego Unified School District joint service agreement (Education Code 49406.1), all employees, fellows, select volunteers and contractors with frequent and prolonged contact with youth participants needs to submit a "TB Certificate of Completion" demonstrating they are free from tuberculosis (TB) infection prior to starting the program or work. The test should be performed within the past 60 days prior to start date and by a

physician, physician assistant, nurse practitioner, or other health care provider with necessary certification to do so. If risk factors are identified via assessment, a TB skin test or Quantiferon blood test is to be performed. If either test is positive, a chest x-ray must be taken. Once the health care provider performing these examinations determines the individual is free from infectious tuberculosis, they will complete the "TB Certificate of Completion" with the dates of those results noted. TB tests will need to be updated every four years. The cost of testing will be the responsibility of the applicant and reimbursed upon hire or for current employees needing to update their certification.

COVID-19 Prevention

All Employees are subject to and must comply with Ocean Discovery Institute's COVID-19 protocols and those required under San Diego Unified School District joint use agreement and applicable federal, state, and/or local laws. COVID19 protocols may be amended from time to time and may include but are not limited to mandatory vaccination, proof of vaccination, physical distancing, wearing appropriate facial coverings over the nose and mouth or other personal protective equipment, and symptom self-screenings. Weekly COVID-19 testing, and reporting may also be required, when and if applicable.

CPR/First Aid

All Program employees and employees classified as Managers on Duty are required to be trained and have current certifications in First Aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED).

Child Abuse and Neglect Reporting – Mandated Reporters

Ocean Discovery Institute and its employees are mandated reporters. As stated in the California Penal Code, Section 11164-11174.3, "Mandated reporters shall make an initial report to the agency immediately or as soon as is practicably possible by telephone and the mandated reporter shall prepare and send, fax, or electronically submit a written follow-up report thereof within 36 hours of receiving the information concerning the incident." Child abuse includes, but is not limited to, sexual abuse, physical abuse, neglect, and mental abuse. If an employee reasonably suspects or has knowledge of child abuse or of mental suffering that has been inflicted on a child or his or her emotional well-being is endangered in any other way, they must report such suspected instances of child abuse to a child protective agency or local law enforcement. Infliction of willful and unjustifiable mental suffering must also be reported.

Call local law enforcement or the Child Abuse Hotline first (800-344-6000 or 858-560-2191) to make a verbal report. We recommend that get the name of the hotline worker for your records. Employees must follow up the verbal report with a written report (form DOJ SS 8572) via mail, fax or web. After making written report, employees should notify their immediate supervisor and the Associate Director. However, such notification should not impact employee's duty to submit written report to the appropriate agency. No person reporting a suspected instance of child abuse in good faith shall be civilly or criminally liable for any report required or authorized. For more information on Child Abuse Mandated Reporting visit <http://www.mandatedreporterca.com/>.

Any individual charged with these responsibilities who fails to meet this standard of care may be subject to disciplinary action, reassignment, termination, and/or face civil or criminal charges.

Driving Records

Driving records will be checked for all employees required to drive an Ocean Discovery Institute vehicle (or personal vehicle, as required) as a condition of their position during the hiring process. Applicants will complete an "Authorization and Release of DMV Records" form allowing Ocean Discovery Institute to check their driving record prior to hire and periodically thereafter. Prior to hire and during employment, all authorized drivers must report any license suspensions, serious accidents or offenses, or any other incident impacting their driving record to their supervisor immediately that may affect their ability to drive an Ocean Discovery Institute vehicle (or personal vehicle, if required to drive). Drivers will need to present and maintain a current Driver's license prior to hire. The company will use all information obtained

for employment purposes only and not furnish this information to a third party without written consent or unless authorized by law.

PAYROLL & TIMEKEEPING

Employees are paid bi-weekly on Fridays unless Friday falls on a holiday in which case paychecks will be distributed on the immediately preceding workday. Paychecks for non-exempt employees cover actual hours worked through the date of each paycheck. Non-exempt employees are paid on the basis of time records covering the previous pay period. The employee rate of pay for each job assignment will be determined by Ocean Discovery Institute prior to the beginning of each assignment. Employee rate of pay may change depending on the job performed.

All-time records require employee and supervisor signatures. Altering, falsifying, tampering with time records, or recording time on another employee's time record is prohibited and subject to disciplinary action. If corrections or modifications are made to a time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Accurately recording time worked is the responsibility of every employee. For non-exempt employees, federal and state laws require Ocean Discovery Institute to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all of the time actually spent on the job performing assigned duties.

Time records should show the following information:

- Employee name
- Pay period
- Hours worked per day
- Special note indicating vacation (VAC), observed holidays (HOL), and sick (PSL) days

In order for an employee's paycheck to be processed on a timely basis, timecards must be submitted to the supervisor by the end of the workday the Monday before payroll.

Employees should accurately record the time they begin and end their work (minute for minute), as well as the beginning and ending time of each meal period.

WORK SCHEDULES

Employees' work schedules are set based on status, applicable legal requirements, facility operation hours, and supervisors' direction, as well as employees using their best discretion to manage assigned responsibilities. Non-exempt (hourly) employees will abide by break periods, meal periods, and overtime requirements as set by federal and state laws and internal policies and procedures outlined in this Handbook. Additional time may be required of all employees outside of their established regular work hours in order to complete assigned responsibilities. All hours worked for non-exempt employees will be tracked through timesheet systems and reviewed and approved by supervisors. Maintaining of accurate timesheets for non-exempt employees is critical and failure to accurately record hours worked and meal period breaks may result in disciplinary action, up to and including termination.

Ocean Discovery Institute encourages all personnel to keep in mind that in a small organization, teamwork is essential. Ocean Discovery Institute is open five days a week, Monday-Friday with occasional Saturday and evening activities and employee schedules vary. Personnel are expected to be present at their assigned time of arrival, ready to work. It is the individual's responsibility to inform their supervisor before the start of the work period if they are unable to report for work. Failure to do so may result in disciplinary action including, but not limited to, suspension and/or termination.

BREAK PERIODS (MEAL & REST)

The Company prioritizes compliance with California's meal and rest period laws. All non-exempt (hourly) employees are required to comply with the meal and rest period requirements set forth in this policy. Failure to comply with this policy may result in discipline, up to and including termination.

Meal Periods

All non-exempt (hourly) employees must take an uninterrupted, unpaid meal break of at least 30 minutes for each work period in excess of 5 hours. The meal period must commence **before the end of the fifth hour** of work. Further, all non-exempt employees must take a second uninterrupted, unpaid meal period of at least 30 minutes if the employee works more than 10 hours in a given day. The second meal period must commence **before the end of the tenth hour** of work.

By way of example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin their meal period before 12:00 p.m. Further, employees must begin their second unpaid meal period (if applicable) before 5:00 p.m. if the work more than 10 hours in a work day.

An employee whose work period is 5 to 6 hours may waive, in writing, their right to their first meal period. The employee may waive their right to a second meal period for a work period as long as the employee does not work more than 12 hours and did not waive their first meal period for that work period. The Company offers written Meal Period Waiver Agreements that govern an employee's entire employment, which are voluntary and may be revoked at any time, to document the employee's waiver of first and second meal periods.

During meal periods, employees are absolutely prohibited from performing work of any kind or any amount. Employees are excused from all duties and are free to leave the premises. Employees must record the exact start and stop times of each meal period through the Company's timekeeping system so that the Company may monitor time records for compliance. Employees may not join together required meal periods to take a longer break.

Employees are eligible for the following number of meal periods:

Length of Work Period in Hours	# of Meal Periods	Explanation
0 to ≤ 5	0	An employee whose work period is 5 hours or less is not entitled to a meal period.
> 5 to ≤10	1	An employee whose work period is more than 5 hours up to and including 10 hours is eligible to take a 30-minute uninterrupted unpaid meal period, <i>unless the employee's work period is 6 or fewer hours and voluntarily waives his or her first meal period.</i>
> 10	2	An employee whose work period is more than 10 hours is eligible to take a second uninterrupted unpaid 30-minute meal period, unless the employee's work period is 12 or fewer hours, did not waive his or her first meal period, and voluntarily waives his or her second meal period.

Employees must take their meal periods according to the following schedule:

Which Meal Period	When
First Meal Period	An employee's first unpaid meal period must begin within 5 hours of starting work for that work period (in other words, by the end of the fifth hour of work or 5 hours and 0 minutes on the clock). By way of example, if an employee clocks in at 8:00 a.m. , then the employee must clock out and start his or her meal period before 1:00 p.m.
Second Meal Period	An employee's second unpaid meal period must begin within 10 hours of starting work for that work period (in other words, by the end of the tenth hour of work or 10 hours and 0 minutes on the clock). By way of example, if an employee clocks in at 8:00 a.m. , then the employee must clock out and start his or her second meal period before 6:00 p.m.

Rest Periods

All non-exempt employees are authorized, permitted, and strongly encouraged to take a 10-minute paid rest break for every 4 hours worked or major fraction thereof. Ordinarily, this amounts to two 10-minute rest periods per 8-hour work period.

Employees are eligible for the following number of paid rest periods:

Length of Work Period in Hours	# of Rest periods	Explanation
0 to < 3.5	0	A non-exempt employee whose work period is less than 3.5 hours is not entitled to a rest period.
≥ 3.5 to ≤ 6	1	A non-exempt employee whose work period is 3.5 hours up to and including 6 hours is eligible to take one paid rest period.
> 6 to ≤ 10	2	A non-exempt employee whose work period is more than 6 hours up to and including 10 hours is eligible to take two paid rest periods.
> 10 to ≤ 14	3	A non-exempt employee whose work period is more than 10 hours up to and including 14 hours is eligible to take three paid rest periods.

Employees whose work period is more than 14 hours may be eligible for additional rest periods. Please contact Human Resources for more information.

Whenever practicable, non-exempt employees should take their rest periods near the middle of each 4-hour work period. Non-exempt employees may not accumulate rest periods or use rest periods as a basis for starting work late, leaving work early, or extending a meal period. Because rest periods are paid, non-exempt employees should not clock out for them.

Daily Meal Period and Rest Period Reporting Form

Any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period—for any reason—must immediately report this issue to his or her supervisor and complete a Daily Meal Period and Rest Period Reporting Form. The employee must fill out all fields on the form, including providing a thorough explanation for the non-compliant meal or rest period. The employee must complete and turn in this form to his or her supervisor or Human Resources on the same workday that he or she experienced the non-compliant meal or rest period.

If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an “authorized” meal period at the time provided by the Company), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor asked me to attend a meeting that caused me to miss or take a late meal period), the employee is entitled to premium pay. Employees must report the reason for the non-compliant meal or rest period on the Daily Meal Period and Rest Period Form.

Responsibilities

Non-exempt employees are required to take their meal and rest periods in accordance with this policy. If you encounter any challenges with taking meal or rest periods in accordance with this policy, please immediately contact your supervisor or Human Resources.

Supervisors may not pressure or coerce employees to take late, short, or interrupted meal and rest periods or to skip their meal and rest periods. If you feel pressured or coerced, report it to Human Resources.

Discipline

Failure to comply with the Company’s policy regarding meal and/or rest periods can lead to discipline, up to and including termination.

OVERTIME

As defined by the Fair Labor Standards Act, employees in executive and certain administrative and professional positions are exempt from overtime compensation. All non-exempt (hourly) employees will be paid overtime in accordance with Federal and State laws. Non-exempt employees are not permitted to work overtime unless they have been authorized in advance by their supervisor.

For purposes of computing overtime, Ocean Discovery Institute’s work week runs from Monday at 12:00 a.m. through Sunday at 11:59 p.m., and the work day runs from 12:00 a.m. through 11:59 p.m. Only hours actually worked are considered in calculating overtime. Paid leave, including, but not limited to, sick leave, holiday pay, and vacation do not count towards hours worked for purposes of overtime.

It is the intent of Ocean Discovery Institute to plan work in such a way to minimize the need for overtime. An estimated allocation of overtime for all hourly employees is set annually during the budget process. All overtime must be pre-authorized by the employee’s supervisor who works with Human Resources to track total overtime usage.

Overtime will be paid as follows:

1. One and one-half times the employee's regular rate of pay for all hours worked in excess of 8 hours up to and including 12 hours in any work day, hours worked in excess of 40 in any given work week and for the first 8 hours worked on the seventh consecutive day of work in a work week; and
2. Double the employee's regular rate of pay for all hours worked in excess of 12 hours in any work day and for all hours worked in excess of 8 hours on the seventh consecutive day of work in a work week.

TRAVEL

Ocean Discovery Institute pays non-exempt employees their regular wage and overtime, if applicable, for time engaged in work and meeting activity during work-related travel (excluding unpaid meal periods and personal activities). Travel is typically required for activities such as conferences, residential programming, special program trips, college trips, and other travel determined by the organization. Travel for exempt employees is part of their assigned duties and not compensated above the individual's regular salary. All work travel and hours to be worked need to be approved by a supervisor prior to travel.

OUTSIDE EMPLOYMENT

Employees contemplating outside employment should discuss the situation with their immediate supervisor prior to applying or accepting outside employment to ensure that such employment will not conflict with responsibilities as an employee of Ocean Discovery Institute. Outside employment must adhere to conflict of interest and other policies as described in this Handbook.

EXPENSE REIMBURSEMENT

Ocean Discovery Institute will reimburse employees for certain expenses incurred in carrying out job responsibilities. Employees must file expense reports by the 10th day of the month, but no later than 30 days from the date the expense was incurred. A supervisor approved expense form and receipts must be submitted to the Finance Department to initiate a reimbursement. Payments are made approximately every two weeks. Reimbursable expenses may include:

1. **Mileage:** The Company will reimburse employees for mileage for work related travel when the employee uses their person vehicle. Travel to and from the employee's domicile (home) to the regular work place (office, event location, and/or school) is not eligible for reimbursement. Mileage reimbursements are meant to cover only those miles incurred above and beyond the employee's normal commute to his or her place of business. Mileage reimbursements are based on the IRS rate and a supervisor approved "Mileage Form" must be submitted to request a reimbursement.
2. **Travel Expenses:** Travel expenses must be pre-approved in advance by a supervisor. Travel expenses include: air fare, taxi/uber, car rental, lodging, and meals. A "Travel Expense Form" is utilized to set expense stop totals and to request reimbursement. Air travel must be secured at the lowest available rate and on US flagship carriers if traveling on a Federal Award.
3. **Cell Phone:** Employees who are required to use personal phone to conduct work-related business should refer to the "Cell Phone Use" policy in this Handbook for information on expense reimbursement guidelines.
4. **Other Expenses:** Other expenses may be considered for reimbursement if necessary to conduct business and pre-approved by a supervisor. Such other expenses may include supplies and/or items purchased on behalf of the company.

In the event the receipt is lost or destroyed, the employee may submit an "Affidavit of Lost or Destroyed Receipt".

PERFORMANCE REVIEWS

Ocean Discovery Institute supervisors, employees, and select volunteers will regularly discuss job performance, goals, and challenges on an informal basis and in regular meetings. This ongoing feedback and support process is critical to aligning individual and organization goals, meeting strategic objectives, and improving work performance and satisfaction. Supervisors are responsible for observing and recognizing excellence or correcting actions of direct reports and volunteer performance while they are performing duties and reviewing their work.

Formal performance reviews are conducted periodically during the year. These evaluations provide a structured opportunity for supervisors and employees to discuss performance, set goals, and align expectations. Employees will be given the opportunity to review performance evaluations and provide comments, if appropriate. Employees who disagree with the appraisal are encouraged to discuss areas of disagreement with their supervisor and/or Human Resources.

Positive performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the Company and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you and discussed with you by your supervisor and that you are aware of its contents.

Supervisors may, but are not required to, use a performance improvement plan when an employee's performance is suffering and immediate change is needed. Failure to meet the expectations set forth in a performance improvement plan within a reasonable period may result in disciplinary action, up to and including termination.

Performance reviews become a permanent part of the employee's employment file and treated as confidential.

The Company's provision of performance evaluations does not alter the at-will employment relationship. Nothing in this policy shall limit the right to terminate employment at-will or limit the Company's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. Failure by the Company to evaluate the employee will not prevent the Company from transferring, demoting, disciplining, or terminating an employee. Employment is at the mutual consent of the employee and the Company. Accordingly, either the employee or the Company can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

PERSONNEL FILES

To keep our personnel records accurate and to comply with state and federal laws, you must notify your supervisor immediately of any change(s) in the following personnel information:

- Your name (whether by marriage or otherwise).
- Your email address, home address, and telephone number.
- Whom to inform in case of an emergency, including names and home/cell and work telephone numbers and addresses.
- Withholding tax information (your marital status and correct number of dependents).
- Status of certifications/licenses/credentials.
- Change of beneficiary on group life insurance.

An employee may review his/her file or receive a copy of their personnel file by submitting a request to Human Resources.

SEPARATION

Ocean Discovery Institute understands that there are numerous reasons for an employee and organization to end their formal relationship. Ocean Discovery Institute ensures that separation and termination of employees is timely, fair, and complies with the provisions of this Handbook, employment agreements, and other relevant applicable laws. The separation and termination process also ensures all financial obligations are cleared, access privileges are revoked, and property of Ocean Discovery Institute are returned prior to departure.

Below are examples of some of the most common circumstances under which end of employment may occur:

- **Resignation** – Voluntary employment separation initiated by an employee by a written notice of resignation given to Human Resources. All employees are asked, when possible, to give a **two weeks' notice** of resignation. Additionally, employees who fail to report to work for three consecutive days without any notice will be deemed to have voluntarily resigned. All wages due and owing to employee will be paid on the last date of employment or within 72 hours of receipt of notice of resignation.
- **Dismissal** – Involuntary termination of employment initiated by Ocean Discovery Institute with or without notice and with or without cause. All wages (including accrued and unused vacation) and unreimbursed business expenses owed to the employee will be paid on the last day of employment.
- **Layoff** – Termination of employment because of the discontinuation of a position, a reduction in the budget, or for other circumstances that arise through no fault of the employee. Written notice of such termination will come from the Executive Director.

An employee must return all company property and materials to Ocean Discovery Institute. Property includes: materials or written information issued to them or in their possession or control, keys, books, cell phones, or other Ocean Discovery Institute property. Medical and dental coverage provided by Ocean Discovery Institute will end the last day of the month separation occurs. Some benefits (pursuant to COBRA or subject to carrier policies) may be continued at the employee's expense if the employee so chooses.

WORK ENVIRONMENT AND STANDARDS OF CONDUCT

PUNCTUALITY & ATTENDANCE

Each of our employees plays an important role in getting the day's work done. Therefore, each employee is expected to be at his or her work station on time each day and to remain there throughout his or her scheduled hours. Tardiness, even for good reasons, is disruptive to our operations and interferes with our ability to satisfy our students' needs. Excessive tardiness can result in discipline, up to and including termination, to the extent allowed by applicable law. If you are going to be late for work for any reason, please personally notify your supervisor as far in advance as possible and in any case no less than two hours before your shift starts so that proper arrangements can be made to handle your work during your absence. Of course, some situations may arise in which prior notice cannot be given. In those circumstances, please notify your supervisor as soon as possible. Because voice mail messages may go unheard for significant periods of time, leaving a voice mail message is not a sufficient method of notifying your supervisor—you must personally contact your supervisor in a timely manner. If you are required to leave work early, you must also personally contact your supervisor and obtain his or her permission.

As an employee of the Company, you are also expected to be regular in attendance. Any absence causes problems for those whom you serve and your fellow employees as well as your supervisor. When you are absent, others must

perform your workload, just as you must assume the workload of others who are absent. Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal and rest periods when appropriate or when required to leave on authorized Company business. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. In all cases of absence, employees must provide their supervisor with an honest reason or explanation. Employees also must inform their supervisor of the expected duration of any absence. Absent extenuating circumstances, you must call in on any day you are scheduled to work and will not report to work. Excessive, unexcused absenteeism will not be tolerated and, to the extent allowed by applicable law, may result in disciplinary action, up to and including termination.

Except as otherwise provided by law, if you fail to report for work without any notification to your supervisor and your absence continues for a period of three consecutively scheduled workdays, the Company will, in most cases, consider that you have abandoned your employment and have voluntarily resigned.

PROFESSIONAL CONDUCT

Ocean Discovery Institute's reputation for fairness, effectiveness, and integrity is one of its greatest assets. Staff members are expected to conduct all activities in keeping with the highest ethical standards and common sense. Such standards include being courteous and considerate to other employees, youth participants and visitors. Staff must avoid situations that might lead to a real or apparent conflicts of interest. Staff should come to work each day ready to perform their jobs ethically and in a way that is in line with Ocean Discovery Institute's mission and that serves Ocean Discovery Institute's sponsors, collaborators, donors, constituents, and volunteers. Each person should protect Ocean Discovery Institute's assets and its good name. In addition to being held accountable to these standards, expectations of excellence are established to ensure our students and the community receive the best possible experience and services. These conduct expectations include and are not limited to attendance, dress code, and as outlined in the Employee Handbook.

Conduct is just as important as performance in the execution of one's responsibilities. Individuals who engage in any misconduct may be subject to immediate disciplinary action, up to and possibly including termination of employment. It is not possible to provide employees a complete list of every possible type of misconduct. However, in order to provide employees some guidance concerning unacceptable behavior, the following are examples of types of conduct that may result in disciplinary action, up to and including immediate termination of employment:

- Actual or threatened physical violence or use of abusive language.
- Negligence in the performance of duties, incompetence, or unsatisfactory job performance.
- Destroying or damaging Company property, records, or other materials.
- Unauthorized use of Company equipment, time, materials, or facilities.
- Dishonesty.
- Embezzlement or theft.
- Intentionally falsifying data/information or making material omissions on Ocean Discovery Institute forms, records, or reports, including timecards, application materials, expense reports, or youth participant records.
- Intentionally supplying false information in order to obtain a leave of absence or other benefits from the Company.
- Immoral or indecent conduct of any type.
- Provoking a fight or fighting during working hours or on Company property.
- Possessing firearms or any other dangerous weapon on Company premises at any time.
- Causing, creating, or participating in a disruption of any kind during working hours on Company property.

- Insubordination, including, but not limited to, failure or refusal to obey the legitimate orders or instructions of a supervisor or administrator, or the use of abusive or threatening language toward a supervisor or administrator.
- Violation of the Drug and Alcohol Abuse Policy, including, but not limited to, refusing to submit to a drug/alcohol test mandated by the Company.
- The use of inappropriate, abusive, profane, threatening, indecent, or foul language and/or the sharing of inappropriate jokes or stories in the presence of youth participants or employees or with students, parents, or employees at any time on Company premises.
- Engaging in unlawful harassment, discrimination, or retaliation in violation of Company policies.
- Engaging in prohibited conduct in violation of the Company's Staff-Student Interaction policy.
- Encouraging or having intimate relationships with coworkers when one coworker is in a supervisory role and able to influence the subordinate's terms and conditions of employment.
 - Furthermore, due to the team atmosphere fostered at Ocean Discovery Institute, relationships with coworkers are highly discouraged and if exist should be disclosed to Human Resources to ensure minimal impact on the work of employees.
- Engaging in sexual or inappropriate physical contact with coworkers or significant others in or around the workplace or areas in which partners, volunteers, students, or program participants are present.
- Smoking or using tobacco products during work hours (excluding paid breaks) or on Ocean Discovery Institute premises.
- Unauthorized disclosure of confidential or proprietary information regarding Ocean Discovery Institute or its employees or youth participants (students, etc.).
- Violation of any safety, security, or health rules, policies, procedures, or practices, or engaging in conduct which creates a safety hazard.
- Failure to report a work-related accident.
- Poor attendance, including, but not limited to, habitual tardiness and/or absenteeism, leaving early without permission, absence from work without permission, and abuse of time during work hours, to the extent permitted by law.
- Violation of ethical and/or professional standards.
- Failure to observe working schedules, including meal and rest periods.
- Sleeping or malingering on the job.
- Working unauthorized overtime or refusing to work assigned overtime.
- Working "off the clock" or failing to record or report all hours worked.
- Committing a fraudulent act or a breach of trust under any circumstances.
- Making false or malicious statements about any employee, parent or student, or about the Company.
- Poor personal hygiene and grooming habits unless otherwise protected by law.
- Gambling of any type on Company premises.
- Use of cameras or other recording devices (video or audio) on Company premises unless expressly authorized by the Company in writing.
- Unsatisfactory work performance.
- Unfit for service, including the inability to appropriately instruct or associate with students.
- Performing unauthorized work on Company time.
- Failure to observe designated areas limiting smoking, eating, drinking, or other activities.

This statement of prohibited conduct does not alter the Company's policy of at-will employment. The Company and you retain the right to terminate the employment relationship at any time, with or without reason or advance notice.

VIOLENCE FREE WORKPLACE

Ocean Discovery Institute is committed to providing a work environment free from violence. In keeping with this commitment, the Company has established a strict policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on duty, while on Company-related business, or while operating any vehicle or equipment owned or leased by the Company. This policy applies to all employees.

Workplace violence includes, but is not limited to, threats of any kind; threatening, physically aggressive, or violent behavior, such as intimidation or attempts to instill fear in others; other behavior that suggests a propensity toward violence, including belligerent speech, excessive arguing or swearing, sabotage, threats of sabotage of Company property; defacing Company property or causing physical damage to the facilities; and bringing weapons or firearms of any kind on Company premises or while conducting Company business on or off Company property. Any acts or threatened acts of violence or possession or use of weapons of any kind while working or on any Ocean Discovery Institute property is expressly prohibited.

Compliance with this anti-violence policy is a condition of employment. Due to the importance of this policy, employees who violate any of its terms, who engage in or contribute to violent behavior, or who threaten others with violence may be subject to disciplinary action, up to and including immediate termination.

Employees are required to report any incident involving a threat of violence or act of violence immediately to their supervisor or Human Resources. If these individuals are not available, report the incident to any other supervisor and report the incident to Human Resources as soon as he or she is available. All reports will be investigated by the Company and appropriate corrective action will be taken.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the incident to Human Resources.

Employees should immediately inform their supervisor or Human Resources about any workplace security hazards. If these individuals are not available, the employee should immediately inform any other supervisor so that appropriate action can be taken.

In certain circumstances, the Company may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence.

Enforcement / Complaint Procedures

Any person who violates this policy on Company property may be removed from the premises as quickly and safely as possible, at the Company's discretion, and may be required to remain off Company premises pending the outcome of an investigation of the incident.

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, student, parent, visitor, or anyone else, he or she must immediately notify his or her supervisor or Human Resources. Furthermore, employees should notify Human Resources if any restraining order is in effect or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the Company will inform the reporting individual of the results of the investigation. To the extent feasible, the Company will maintain the confidentiality of the reporting employee. However, the Company may need to disclose information in appropriate circumstances (for example, in order to protect individual safety).

If the Company determines that workplace violence has occurred, the Company will take appropriate corrective action and may impose disciplinary action, up to and including termination.

There will be no retaliation against any employee who brings a complaint in good faith under the Workplace Anti-Violence Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

CONFIDENTIAL INFORMATION

It is important to the Company to protect and preserve its trade secrets and confidential information. It is understood and agreed between the employee and Ocean Discovery Institute that unauthorized disclosure of confidential information is prohibited. Confidential information includes, but is not limited to, all parent and student information, parent and student list, donor information, nonpublic foundation information and data, lesson plans, techniques and concepts, marketing plans, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law. Personal, private information about other employees and personnel matters are also confidential, if learned as a part of the employee's job performance.

The Company prohibits audio and/or video recordings in the workplace, during working hours, without authorization of the Company due to privacy and confidentiality concerns and protections.

The Company devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. As an employee of the Company you will, during the course of your employment, have access to and become familiar with various trade secrets and confidential information that are owned by the Company. An employee shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of the Company, either during the term of your employment or at any other time thereafter. This information shall not be disclosed except through normal channels and with authorization. Any and all Company property, trade secrets or confidential information shall be returned to the Company during extended leaves of absence, upon request or upon termination of employment.

During your employment with the Company, you will not be permitted nor required to breach any obligation to keep in confidence proprietary information, knowledge, or data acquired during your former employment. You must not disclose to the Company any confidential or proprietary information or material belonging to former employers or others.

Failure to comply with this policy may result in disciplinary action, up to and including termination.

INTELLECTUAL PROPERTY: INVENTIONS & ASSIGNMENTS

“Intellectual Property Rights” mean any and all now existing rights associated with works of authorship or inventions, including but not limited to copyrights, patents, trademarks, and all other intellectual and industrial property and proprietary rights (of every kind and nature and however designated) relating to intangible property.

The Company will own all rights in and to any and all work products, in whatever medium, and all results and proceeds of an employee’s services provided and all Intellectual Property Rights therein and thereto (the “Work Products”). The Work Products created by or contributed to, by employees in their capacity as employees of the Company, will become the property of the Company, and that the Company will own the copyright in such Work Products. Employees further acknowledge that the Company may register the copyright for the Work Products or derivative work in its own name or that of any of its designees for the full term of copyright and all renewals and extensions thereof.

The Company may require Employees to provide reasonable assistance to further evidence and record the Company’s Intellectual Property Rights and employees will make no claim inconsistent with the Company’s Intellectual Property Rights. All value and goodwill accruing in connection with the Work Products created in the course of the employee’s employment with the Company will inure to the sole benefit of the Company.

Notwithstanding the above and in accordance with California Labor Code section 2870, such Intellectual Property Rights or rights to inventions shall not apply to any invention that the employee developed entirely on his or her own time without using the Company's equipment, supplies, facilities, or trade secret information except for inventions that either: (1) relate at the time of conception or reduction to practice of the invention to the Company's business, or actual or demonstrably anticipated research or development of the employer; or (2) result from any work performed by the employee for the Company.

CONFLICT OF INTEREST

Employees owe a duty of loyalty to Ocean Discovery Institute and are required to avoid any situation that presents an actual or potential conflict of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Company’s business dealings. For purposes of this policy, “relatives” are defined to include spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Instances where an actual or potential conflict of interest may arise include, but are not limited to, the acceptance of gifts, engaging in outside activities, and personal and familial relationships.

Gifts

Improper personal gain may result not only where an employee or relative has a significant ownership interest in a company with which the Company does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Company. The receipt of occasional flowers, candy or gifts worth less than \$250.00 from students or parents fall outside the intent of this policy and acceptance of such items is permissible. However, employees must obtain written approval from Human Resources before accepting any item worth in excess of \$250.00 from students or parents.

Outside Activities

Employees may not engage in outside activities, including outside employment, which presents an actual or potential conflict of interest or otherwise. Such outside activities must not affect the employee’s work hours, interfere or conflict with the employee’s job duties, raise any ethical or conflict of interest concerns, or create any conditions that may

impact the employee's job performance. If you believe that it is possible that a potential conflict of interest exists, please obtain written approval that the outside activities do not create an actual or potential conflict of interest from the Human Resources before engaging in such activities.

Employees also may not use the Company's name, logo, supplies, equipment, or other property in connection with any outside activities. If you have any questions regarding the potential impact of any outside activities, including outside employment, please contact Human Resources prior to engaging in such activity.

Personal and Familial Relationships

Employees have an obligation to place the Company's interests before their own and to exercise good judgment on behalf of the Company. Personal involvement with a competitor, partner, parent, vendor, supplier, or subordinate employee of the Company, which impairs an employee's ability to exercise good judgment on behalf of the Company, creates an actual or potential conflict of interest. An employee involved in any such relationship must immediately and fully disclose the circumstances to Human Resources for a determination as to whether a conflict exists. If an actual or potential conflict of interest exists, the Company will take appropriate corrective action according to the circumstances, up to and including termination.

Relatives of employees may be eligible for employment with the Company only if the individuals involved do not work in a direct supervisory relationship or in job positions in which an actual or potential conflict of interest could arise. Current employees who marry will be permitted to continue working in the same job positions held only if they do not work in direct supervisory relationship with one another or in job positions involving conflicts of interest. If relatives are found to be employed in any of these prohibited job positions, the Company will take action to eliminate the conflict, including possibly requiring one or both employees to accept a transfer to another position or to resign.

Each employee has an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Failure to comply with the Conflicts of Interest Policy may result in disciplinary action, up to and including termination.

OPEN DOOR POLICY

At some time or another, you may have a suggestion, complaint, or question about the Company, your job, your working conditions, or the treatment you are receiving. We welcome your concerns, suggestions, complaints, and questions, and encourage you to bring them to our attention. For issues other than prohibited harassment, discrimination, or retaliation, we ask that you take your concerns first to your supervisor, who will address the matter and provide a solution or explanation. If the problem is still not resolved, you may present it to Human Resources or the Executive Director, preferably in writing, who will address your concerns.

Likewise, employees with concerns about practices that are believed to be illegal or violate the Company's policies are encouraged to report them to their supervisor or Human Resources. Alternatively, employees may report such matters to members of the Board of Directors. Employees who come forward with credible information on practices believed to be illegal or violations of Company policy will be protected from retaliation.

WHISTLE BLOWER PROTECTION

In accordance with applicable law, the Company prohibits retaliation against any employee because of the employee's refusal to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation, or for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a

state or federal statute, or a violation or noncompliance with a state or federal rule or regulation. The Company also prohibits any retaliation against an applicant or employee, and does not discriminate against any applicant or employee, based on that applicant or employee's "whistleblowing" activity against a former employer.

Employees with concerns about practices that are believed to be illegal or violate the Company's policies are encouraged to report them to their supervisor or Human Resources. Employees who come forward with credible information on practices believed to be illegal or violations of Company policy will be protected from retaliation.

Any employee who reasonably believes that he or she is a victim of retaliation may also call a State of California "whistle-blower hotline" to report the retaliation: (800) 952-5665.

DRUG & ALCOHOL ABUSE POLICY

Ocean Discovery Institute has vital interests in ensuring a safe, healthy, and efficient working environment. Employees who abuse alcohol or drugs are a danger to themselves and to other employees. We are therefore committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs. We hope all employees will join with us in achieving our goal of a safe and productive drug-free workplace.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Marijuana" means and includes medicinal marijuana, marijuana vaping or other recreational marijuana use. "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, marijuana and/or illegal drugs in any detectable manner.

The Company complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, marijuana, drug paraphernalia or alcohol during working hours, including meal and break periods, or in the presence of youth;
- Use, possession, purchase, or offer for sale of illegal drugs, marijuana, drug paraphernalia, or alcohol on Company property at any time;
- Use, possession, purchase, or offer for sale of illegal drugs, marijuana, drug paraphernalia, or alcohol while attending a Company function or event;
- Storing alcohol (if unauthorized), illegal drugs, marijuana or drug paraphernalia in a locker, desk, automobile, or other repository on the Company's premises;
- Refusing to submit to an inspection or testing when requested by the Company;
- Being under the influence of illegal drugs, marijuana, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the Company's premises and/or attending a Company function or event;
- Conviction under any criminal drug statute for a violation occurring in the workplace; or
- Failure to keep all prescribed medicine in its original container.

In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to Human Resources. Human Resources will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and youth.

This policy will not be construed to prohibit the use of alcohol at social or business functions sponsored by the Company where alcohol is served or while entertaining actual or prospective donors to the Company. However, employees must remember their obligation to conduct themselves appropriately at all times while at Company-sponsored functions or while representing the Company.

Ocean Discovery Institute will reimburse employees the reasonable cost of taxi, Lyft, or Uber rideshare services from such events. Employees are prohibited from driving to/from such Company-sponsored events while impaired or under the influence.

Employees may partake in consumption of alcohol in such circumstances as long as their use and behavior does not jeopardize the safety or reputation of the organization. Employees may not host or attend after parties following special events. Any alcohol related mishaps have the potential to cause serious harm to individuals and the reputation of Ocean Discovery Institute. There is a zero tolerance policy for intoxication or unacceptable conduct and such behavior will result in action up to, and including, termination.

Searches

The Company may at times conduct unannounced searches of Company property for alcohol, illegal drugs, marijuana, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other Company-related policy. This may include desks, storage areas and rooms normally used to store employees' personal property. **As a result, employees do not have an expectation of privacy in this regard.**

Testing

The Company may require a test by intoxilator, blood test, urinalysis, medical examination, or other drug/alcohol screening of those persons whom the Company reasonably suspects of using, possessing, or being under the influence of a drug or alcohol. Such testing will be conducted if two or more employees or other adults observe an employee acting in such a manner to raise suspicion that the employee is under the influence of an illegal drug, marijuana or alcohol or is acting in such manner that they may harm themselves or another employee or students.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. The Company shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

Violations

Compliance with this policy is a condition of employment at the Company. Failure or refusal of an employee to cooperate fully, sign any required document, or submit to any inspection or testing will result in discipline, up to and including termination. Furthermore, any violations of this policy may result in disciplinary action, up to and including termination, at the Company's sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, Company may report such illegal drug activities to an appropriate law enforcement agency. In addition, employees have an obligation to notify the Company of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after the conviction. Failure to do so may result in discipline, up to and including termination.

SAFETY & ACCIDENTAL INJURIES

Every employee of Ocean Discovery Institute is responsible for their safety and safety of others. To achieve this goal, each employee is expected to exercise caution in all work activities. Employees must immediately report any unsafe conditions to their supervisor. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times. In compliance with California law and to promote the concept of a safe workplace, the Company maintains an Injury and Illness Prevention Program (IIPP) and COVID-19 Prevention Procedures (CPP). Employees obtain a copy of the IIPP and CPP at time of hire and is available for review by employees and/or employee representatives. Contact Human Resources if you wish to review the IIPP, CPP, or if you have any questions concerning this policy.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns or suggestions for improved safety and security in the workplace are encouraged to bring them to Ocean Discovery Institute's. Employees should feel free to report, without fear of retaliation, any condition that they believe poses a safety, health or security risk in the workplace. Ocean Discovery Institute will investigate such reports promptly and thoroughly, and take appropriate corrective action to support this policy.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor.

DRESS CODE

Maintaining a professional, business-like appearance in the office, classroom, and community sets the expectations our students deserve. Our professionalism demonstrates our commitment to excellence and recognizes we serve as role models for the students we serve.

All staff are issued an Ocean Discovery Institute lanyard with ID badge. These must be worn on the outer layer of employees' clothing at all times while working at the Living Lab and delivering programs.

Below are dress code guidelines depending on the specific work environment. Please consult with your supervisor or Human Resources should you have any questions regarding this policy.

Office and Professional (Work Related) Settings

Acceptable Work Attire

- Lanyard w/ID badge on outer layer
- Professional trousers or cropped pants
- Professional short & long sleeved shirts

Unacceptable Work Attire

- Hats, caps, hoods, & bandanas
- T-shirts
- Accessories with a message

- Professional sweaters & cardigans
- Professional shoes, boots, and heels
- Professional jackets & coats
- Professional dresses, skirts & skorts (no shorter than 2-3in. above knee)
- Professional shirts & tops
- Professional tie
- Strapless or spaghetti strap tops, tops cropped to show the waist, & see through
- Skirts/Skorts over 2-3in above knees & long slits
- Jeans or denim, leggings, and biker shorts
- Flip flops

Our Uniforms

Our staff must wear uniforms while facilitating designated programs, including while in the classroom or on the field. The purpose of the uniforms is to, among other things, represent the organization, clearly identify the roles they fill, and generate excitement for the services we provide. A polo shirt with a distinct color is issued to the individuals filling one of these roles. This helps our community members, participants, and supporters build an understanding for what these roles are and ways they can engage with them. The assigned colors are as follows:

The dress code guidelines are as follows:

Always

- Lanyard with ID badge on outer layer
- Ocean Discovery Polo
- Black pants, capris, shorts, and skorts (no jeans/denim, rips, tears, fading, no shorter than 2-3in. above knee, no biker shorts or leggings)
- Closed toed shoes or boots

Field

- Grey Ocean Discovery Hat
- Bathing suits with appropriate coverage permitted during water activities only

Cold/Wet Conditions (Optional)

- Ocean Discovery Outer Layers Only
- Plain Undershirts Short & Long Sleeve (Grey or Black Only)
- AmeriCorps sweatshirts (not t-shirts) may be worn as an Outer Layer while Onsite at the Living Lab only

Residential Programming

- Field pants, capris, and shorts (appropriate length)
- Closed toed shoes & boots
- Lightweight long & short sleeve shirts (no tank tops, cut offs, etc.)
- Hats, sunglasses, & water bottles
- Clothing with appropriate coverage (skirts, sun dresses, shorts, skorts, tank tops, etc.)
- Shoes & flip flops (no bare feet)

The Company will reasonably accommodate a staff member's disability or religious belief, practice, or observance as it may relate to the Company's dress code policy unless the accommodation creates an undue hardship. Employees who require a reasonable accommodation to the Company's dress code policy should immediately contact Human Resources.

Grooming and Hygiene

While at work and during activities coordinated by Ocean Discovery, we have the following expectations:

- Cleanliness and neatness are maintained at all times.
- Clothing is clean and in good condition.

- If makeup is worn, it is worn in moderation.
- Hair is well groomed, pulled back or otherwise does not obscure eyes and face.
- Facial hair is clean, trimmed, and well maintained.

Employees and Fellows should bring any questions regarding this policy to their supervisor or Human Resources.

OFFICE SPACE & SHARED SPACE

It is important to maintain a neat and professional working environment. We often have donors and board members visiting and we want to maintain the best appearance possible.

Ocean Discovery Institute reserves the right to open and inspect desks, cabinets and shelves, as well as any contents, effects, or articles in desks, cabinets or shelves. Such an inspection can occur at any time, with or without advance notice or consent. An inspection may be conducted before, during, or after working hours by a supervisor, manager, or security personnel designated by Ocean Discovery Institute. Therefore, employees do not have an expectation of privacy in this regard.

Prohibited materials, including weapons, explosives, alcohol, marijuana, and illegal drugs or medications, may not be placed in a desk, cabinet or shelf. Employees who, if requested, fail to cooperate in any inspection will be subject to disciplinary action, up to and including termination. Ocean Discovery Institute is not responsible for any articles that are placed or left in a desk, cabinet, or shelf that are lost, damaged, stolen, or destroyed.

STAFF-STUDENT INTERACTION

The welfare, well-being, and experience of our students while participating in Ocean Discovery Institute programming or events is of the highest priority. Therefore, all employees must ensure that all interactions and relations with students are appropriate and do not cross acceptable boundaries. For the purposes of this policy the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a staff-student relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member’s perspective but may be perceived as an inappropriate interaction from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to or may be perceived as inappropriate, or sexual misconduct, or “grooming.” Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. If a student specifically requests that he or she not be touched, then that request must be honored. Violations could subject the teacher or staff member to discipline up to and including termination. Disagreeing with the wording or intent of these established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

The list of unacceptable and acceptable behaviors provided below are not meant to be all-inclusive, but rather, illustrative of the types of behavior we intend to address by this policy.

Unacceptable Behaviors

The following behaviors/conduct with a student are unacceptable and may be subject to discipline, up to and include immediate termination:

- Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of the Executive Director. It is recommended that any such gifts be filtered through the corresponding Program Manager along with the rationale therefor.
- Kissing of ANY kind
- Massage (Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Staff may not perform massage or rub-down.)
- Full frontal or rear hugs and lengthy embraces
- Sitting students on one's lap
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff member except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from Ocean Discovery Institute facilities
- Furnishing alcohol, tobacco products, or drugs to a student or failing to report knowledge of such
- "Dating" or "going out with" a student
- Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]."
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving the Ocean Discovery program or premises alone with a student for lunch
- Sharing a bed, mat, or sleeping bag with a student
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
- Listening to or telling stories that are sexually oriented
- Discussing your personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from Ocean Discovery Institute or Ocean Discovery Institute activities without the express, advance written permission of the Program Manager and the student's parent or legal guardian
- Being alone in a room with a student with the door closed and/or windows blocked from view
- Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated volunteer
- Staff mirroring the immature behavior of minors
- Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about Ocean Discovery Institute activities. Communication via private social media accounts is not acceptable.

Acceptable Behaviors

The following is an illustrative list of various types of acceptable behaviors when interacting with students:

- Pats on the shoulder or back
- Side hugs
- Handshakes
- “High-fives” and hand slapping
- When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
- Holding hands while walking with small children or children with significant disabilities
- Assisting with toileting of small or disabled children in view of another staff member
- Reasonable restraint of a violent person to protect self, others, or property
- Obtaining formal written pre-approval from the appropriate Program Manager to take students off Ocean Discovery Institute property for activities such as field trips or competitions, including parent’s written permission and waiver form for any sponsored activity whether on or off Ocean Discovery Institute facilities
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to Ocean Discovery Institute activities or classes (communication should be initiated via transparent, non-private, Company-based technology and equipment)
- Keeping the door wide open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries, including touching your legs, or buttocks, frontal hugs, kissing, or caressing
- Keeping administration informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior staff or supervisor if you find yourself in a difficult situation related to boundaries
- Involving your supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student’s fixation on an adult)
- Making detailed notes about an incident that in your best judgement could evolve into a more serious situation later
- Recognizing the responsibility to stop Unacceptable Behaviors of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular Company hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career.

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid.

Discipline

Employees who fail to comply with this policy will be subject to discipline, up to and including immediate termination.

VEHICLE USAGE

Employees who are required to drive for Company related business, whether with their personal vehicle or Company vehicle, must comply with all applicable motor vehicle laws, regulations and rules including abiding by speed limits and refraining from using their cell phone while driving unless they are using a hands-free device. Seat belts must be worn at all times. Safety must come before all other concerns. Thus, unless an employee is using a hands-free device in a safe-manner, he or she must safely pull off to the side of the road and safely stop the vehicle before placing, accepting, or continuing a call. Sending or reviewing text messages while driving is also prohibited.

Employees whose job responsibilities do not specifically include driving as an essential function, but who use a cell phone for business purposes, whether issued by the Company or not, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves, students, or others at risk to fulfill business needs.

Authorized Users Company Vehicles

Company vehicles are for the sole purpose of providing transportation for students, employees, and others conducting official business of Ocean Discovery Institute. Vehicles may not under any circumstances be operated for personal use at any time, nor be operated by anyone except the duly authorized employee operator. The use of Ocean Discovery Institute vehicles will be restricted to those employees who have:

1. demonstrated and maintained a clean driving record,
2. appropriate license classification,
3. successfully completed vehicle training, and
4. been added to the company automobile insurance policy.

Employees keeping company cars overnight are responsible to have the vehicle at the Living Lab when it opens unless prior approval has been given for late arrival. Vehicle doors must be locked when not occupied or in use. There shall be absolutely no smoking and/or drinking of alcoholic beverages while driving a vehicle. Drinking and eating in the vehicle should be avoided except in the case of extended travel (e.g., college trips, travel to residential program locations).

Accidents

Employees are expected to report any accidents or traffic violations (whether in their personal vehicle or an Ocean Discovery Institute vehicle) that may affect their driving record. Employees are expected to report any accidents or traffic violations that involve an Ocean Discovery vehicle, employees, or youth immediately. In case of injuries, operators should secure any necessary assistance for passengers immediately. They should notify their supervisor and call local police for an official report. Secure the name, address, phone number, and insurance carrier of the person operating any other vehicle involved. Any damages to the vehicle must be reported to Human Resources.

Employees may have their driving privileges revoked at any time and/or be held accountable for any damages that are unreported or are the result of reckless or irresponsible driving practices. Losing the ability to drive may result in reassignment of duties or termination of employment.

Insurance

Ocean Discovery provides insurance coverage for authorized operators of Company vehicles at no cost to the employee. Operators will carry proof of coverage in the vehicle at all times (policy or similar documentation). Insurance is assigned to individual drivers. It is subject to cancellation for all operators for infractions of the law by individual operators at the discretion of Human Resources and/or the Director of Finance & Administration.

Employees who are required to drive their own vehicle on approved Company business will be required to show proof of a current, valid license and proof of current, effective insurance coverage. The Company does not provide insurance coverage to individuals who drive personal vehicles for Company business.

Personal Vehicles

Employees and volunteers are permitted to use personal vehicles for approved Ocean Discovery Institute business.

When driving a personal vehicle, employees and volunteers must:

1. Agree to do so voluntarily and at their own risk.
2. Possess a valid driver's license and be at least 18 years of age.
3. Have at least a minimum automobile liability insurance as required by the state of California. Ocean Discovery Institute does not provide collision or comprehensive coverage on private use vehicles. Collision coverage is intended for damage that results to a vehicle from striking into another vehicle or object. Comprehensive coverage is intended to cover for a loss due to fire, theft, vandalism and other non-collision types of damage.
4. Follow the same vehicle and transportation procedures for operating an Ocean Discovery Institute owned vehicle (as noted above).

Employees who drive their own vehicles on approved Company business will be reimbursed at the per mile rate established by the Internal Revenue Service. As a condition of employment, employees who drive their own vehicle on approved Company business are required to use good judgment.

Violations of Policy

Any employee who fails to comply with this policy will be deemed to have engaged in grossly negligent conduct beyond the course and scope of his or her employment. As a result, any employee who is charged with a traffic violation or incurs any other form of liability resulting from a violation of this policy will, to the extent allowed by applicable law, be solely responsible for any such liability.

TECHNOLOGY USAGE

Ocean Discovery Institute provides employees with various electronic communication systems, which include, but are not limited to laptops, emails, telephones, cellular phones, instant messaging, video conferencing, facsimiles, internet access and voicemail (collectively referred to as "Communication Systems") to support high quality performance of all job functions. It is the responsibility of each employee to ensure that Communication Systems are used for proper purposes and in a manner that is responsible. In addition, employees are asked to use care when operating, maintain equipment, and assume personal responsibility for any damages caused as a result of negligence.

The Communication Systems and all data that resides on the Communication Systems are considered property of Ocean Discovery Institute and any unauthorized access or distribution is strictly prohibited. It has been provided by the Company for the sole purpose of conducting Company-related business as well as other business that is approved by the Executive Director. All communications and information transmitted by, received from, or stored in these systems are Company records and the property of the Company.

To protect the integrity of the Company's Communications Systems and the users thereof against unauthorized or improper use of these systems, the Company reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of its Communications Systems upon authorization of the Executive Director or his/her designee. The Company also reserves the right periodically to monitor the use of its Communications Systems and to access employee's voice mail, Internet access, and e-mail for that purpose or any other business-related purpose upon authorization of the Executive Director or his or her designee. **In that regard, employees have no expectation of privacy when using Ocean Discovery Institute's Communication Systems and understand that Ocean Discovery Institute may monitor or control such usage.** Any computer equipment that is taken home for work

purposes must be secured at all times, and cannot be left unattended in the employee's vehicle under any circumstances.

Improper, prohibited, or unauthorized use of Ocean Discovery Communication Systems is not tolerated. Behavior considered unacceptable or improper while in the workplace is also unacceptable if done through the Company's Communication Systems. Improper or unauthorized use prohibited under this policy include, but are not limited to: harassment, discrimination or relation in violation of Company policy; unauthorized hacking of computing systems; using the Communications Systems for transmitting or making accessible annoying, offensive, defamatory, or harassing material or intentionally damaging or violating the privacy of information of others; using the Communications Systems to transmit, display, store, publish, or purposely receive any pornographic, obscene, or sexually explicit material; failing to respect all copyrights and licenses to software and other online information, and may not upload, download, or copy software or other material through the Communications Systems without the prior written authorization of the Executive Director; altering, copying, transmitting, or removing Company information, proprietary software, or other files without proper authorization from the Company; solicitation of non-Ocean Discovery business and obscene language or material; reading, copying, recording, or listening to messages and information delivered to another person's e-mail and voice mail mailboxes without proper authorization, based on legitimate business reasons, from the Executive Director or his or her delegated designee. Anyone who receives an electronic communication for which he or she is not the intended recipient must immediately inform the sender that the message was sent improperly and must delete the message from their e-mail and voice mail mailboxes. The confidentiality, security and integrity of Ocean Discovery data and Communication Systems must be maintained at all times by Ocean Discovery personnel. Any smart phone, computer, or tablet used to access staff services provided by Ocean Discovery Institute, regardless of who owns the device, must be protected by a passcode or pin, ensuring that the password used is strong. Employees must promptly return all Company-issued Communication Systems to the Company upon request, upon termination of employment, or when they are placed on a leave of absence.

Additionally, staff should limit the use of social networking sites (Facebook, LinkedIn, Twitter, etc.) to work-related use only during work hours. Personal social media usage should be limited to personal time only (e.g. break periods, outside of work). To limit distractions from the aforementioned sites and applications, staff are encouraged to turn off non-essential notifications. Staff are prohibited from watching/streaming videos, movies, etc. for entertainment purposes during work hours.

All employees are required to comply with this policy and agree to be bound by this policy by using the Company's Communications Systems. Failure to comply with this policy may result in discipline, up to and including immediate termination.

CELL PHONE USAGE

Ocean Discovery Institute encourages all employees to use company issued office phones and equipment for all business related communication. However, it is understood that use of a personal cell phone to conduct company business may be required to perform work duties from time to time. In such case, employees may submit reimbursement requests, receive a monthly stipend for use of a personally-owned phone, or be issued a company phone.

For occasional use of personally-owned phone to make calls and text, employees may request reimbursements using a "Cell Phone Reimbursement Form".

Employees who hold positions that require heavy contact with clients outside regular office hours will receive a monthly reimbursement for business-related costs incurred when using their personally-owned cell phones or, alternatively, may be issued a company cell phone.

The Company's Technology Use policy set forth in this Handbook governs use of Company-issued cell phones. As such, employees have no expectation of privacy when using company issued cell phones and understand that Ocean Discovery Institute may monitor or control such usage. All company issued cell phones must be answered with the greeting "Ocean Discovery Institute, this is name". Voicemail greeting will need to say "You have reached name with Ocean Discovery Institute. Please leave a message and I will get back to you as soon as possible."

Employees abide by the following cell phone (company or personally-owned) use guidelines while performing work duties:

- Use care when operating and maintaining equipment.
- Comply with the Company's Technology Use policy.
- Report any job function changes that increase, significantly reduce, or eliminate the need for a company cell phone or reimbursement (monthly or occasional) to their supervisor within 5 business days of this change.
- Utilize hands free options or avoid use while operating a motor vehicle, machinery or in other dangerous situations.
- In addition, if using a personally-owned phone,
 - Notify Human Resources if their service plan cost falls below the net stipend amount, as the net stipend cannot exceed service plan costs.
 - Secure cellular service and equipment and assume responsibility for vendor terms and conditions. This includes termination clauses and any charges associated with the cellular service and device.
 - Communicate any limitations such as service features and areas (office, travel, or home) or access to working device that may influence ability to meet communications expectations with their supervisor.
 - Keep (or have access to) monthly invoices for a two-year period so they can be produced upon request by either Ocean Discovery Institute or the Internal Revenue Service.

PROFESSIONAL DEVELOPMENT

In line with the organizational values, Ocean Discovery Institute encourages and supports each employee's effort to build new knowledge, skills, and capacities for their own professional development and for the betterment of service to Ocean Discovery Institute youth participants. In support of professional development, individuals may be asked to attend professional meetings and conferences, to read professional journals, and to participate in selected Ocean Discovery Institute events. In addition, employees are encouraged to identify other opportunities for personal growth. When such opportunities closely align with organizational goals but are more for the benefit of personal growth and funds permit, Ocean Discovery Institute will consider covering some or all of the cost of registration and travel fees to attend such programs. Specific requests for financial support and/or time to attend specific development opportunities should be presented to the employee's supervisor for approval in advance.

POWER MANAGEMENT WORKSHOP (PMW)

At Ocean Discovery Institute, we utilize the Power Management Workshop as designed and taught by OTC International to most effectively use our time, maximize efficiency, and help employees maintain a healthy life/work balance while producing extraordinary results. Regular, full-time employees will receive training in how to use this system, and a variety of supports to enable them to be successful. Regular, full-time employees will also be required to adhere to the principals and tools of this system, including email management, note taking, and maintaining a clean and organized desk. To that end, Ocean Discovery Institute may conduct inspections of all work areas, email, and calendars to ensure compliance with these principles.

SCIENCE OF HEALTH

Ocean Discovery Institute is committed to creating a culture of wellness that supports and builds healthy habits for our youth, community, and staff. To do so, we promote healthy eating, encourage physical activity, and foster mental well-being through education about the benefits of healthy choices, providing opportunities to engage in healthy practices, and offering resources to support healthy lifestyles. We make decisions around these supports based on scientific research and evidence that demonstrates their critical benefits, which we refer to as the science of health.

SUSTAINABILITY

As an organization whose mission is to develop future science leaders, we are committed to protecting, preserving, and managing the natural resources and environment within our domain. The Living Lab is LEED Platinum Certified and a zero net energy facility. Ocean Discovery is committed to environmentally sustainable practices, including energy conservation, water conservation, waste reduction, and purchasing environmentally preferable products. We apply a "waste hierarchical approach" to reduce, reuse, recycle and recover waste products in preference to the disposal of waste to landfill.

COMMUNITY VOLUNTEERISM

Ocean Discovery Institute does not require employees to volunteer their time to complete their assignments or support other departments. Employees are paid for all hours worked. However, at times, employees may choose to volunteer their time to support efforts that are outside their normal duties as an employee in order to build a deeper connection with the participants, community, and initiatives, among other reasons. Ocean Discovery Institute encourages and supports volunteering activities of the staff in City Heights and beyond. Employees who volunteer their time for the Company should inform their supervisor and obtain advance written approval that confirms that the volunteer duties are distinct from their regular job duties as an employee. Moreover, due to Ocean Discovery Institute's unique role in the community, employees are requested to inform the Executive Director of any affiliations such as directorships, fiduciary appointments, or other responsibilities with other agencies or grant makers.

ADVOCACY

Ocean Discovery Institute addresses a series of critical social justice and socioeconomic issues that require ongoing dialogue with political officials, business interests, and community groups. In this effort Ocean Discovery Institute values diversity of all kinds, including a diversity of political opinions and affiliation among its employees, volunteers, donors, and participants. The aforementioned individuals are entitled to voice their opinions and participate in political activities, as long as they are not claiming to speak on behalf of Ocean Discovery Institute.

Ocean Discovery Institute does not donate to, participate or intervene in, any political campaign on behalf of (or in opposition to) any candidate for any political office (federal, state, or local). However, we are dedicated to educating the public on the issues most pressing to our work and advocating for the resources and policies that will support our mission and the youth we serve.

Lobbying will be defined as attempting to influence legislation, action by congress, state legislature, any local council, or similar governing body with respect to acts, bills, resolutions, or similar items, or by the public in referendum, ballot initiative, constitutional amendment, or similar procedure. If Ocean Discovery Institute determines lobbying efforts would greatly benefit the organization, we will comply with all applicable laws, not exceed the allowable limits for 501c3s, and follow reporting requirements as established by the Internal Revenue Service. All employees planning on participating in lobbying activities must report such actions to the Director of Finance and Administration.

SOLICITATION

In order to maintain and promote efficient operations, discipline, and security, the Company maintains rules applicable to all employees that govern solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply with these rules, which will be strictly enforced. Any employee who is in doubt concerning the application of these rules should immediately consult with his or her supervisor. These rules are:

1. No employee shall sell merchandise or solicit or promote support for any cause or organization during his or her working time or during the working time of the employee(s) at whom such activity is directed. As used in these rules, working time excludes meal and break periods.
2. No employee shall distribute or circulate any written or printed material, other than those approved by management for business purposes, in work areas at any time or during his or her working time or during the working time of the employee(s) at whom such activity is directed. As used in this section, working areas excludes designated meal and break rooms.
3. No employee shall enter or remain in Company work areas for any purpose except to report for, be present during, and conclude a work period. Non-exempt employees must not begin work and clock in at his or her working area more than 10 minutes before they are scheduled to begin and must stop work and clock out from his or her work area no later than 10 minutes after their work scheduled for the day is completed. Work area does not include Company parking lots, gates, or other similar outside areas unless an employee is assigned to work in such areas.
4. Under no circumstances will non-employees be permitted to solicit or distribute written material for any purpose on Company property.
5. Non-employees must sign in at the front desk before entering Company property.

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

FAMILY MEMBERS & PETS

Children of Ocean Discovery Institute employees are welcomed to join for out-of-school programs and utilize facility space in accordance with program eligibility and facility use guidelines. Employees are not to have family members in their office space for an extended period. Family members of employees will need to follow all rules and agreements in place for involvement in volunteering, events, etc. such as but not limited to the signing of waivers.

Animals are not permitted inside the Living Lab or anywhere on site. Exceptions:

1. Employees who are permitted to have an assistive animal in the workplace as a reasonable accommodation unless the Company shows that the presence of the assistive animal creates an undue hardship.
2. Patrons who require a service animal to assist the person with a disability to access the service or program unless the service animal fundamentally alters the nature of the service or program.
3. Animals under guidance and control of staff for the purpose of research or other educational endeavors.

LACTATION ACCOMMODATION

During employment, employee and Ocean Discovery Institute will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child each time the employee has a need to express milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. Break time for an employee that does not run concurrently with the rest time authorized for the employee by the applicable wage order of the Industrial Welfare Commission need not be paid.

Company will provide employee with the use of a room or other location, other than a bathroom, in close proximity to employee's work area, shielded from view, and free from intrusion while employee is expressing milk in private. This may include the place where the employee normally works if it otherwise meets the requirements. The lactation room or location will be safe, clean, and free from hazardous materials, as defined in Labor Code section 6382, contain a surface to place a breast pump and personal items, contain a place to sit and have access to electricity or alternative devices, including but not limited to, extension cords or charging stations needed to operate an electric or battery-powered breast pump. Access to a sink with running water and a refrigerator suitable for storing milk, in close proximity to the employee's workspace will also be provided by the Company.

COMPENSATION & BENEFITS

Ocean Discovery Institute has developed a comprehensive set of benefits for our employees. This Handbook describes the current compensation and benefit plans maintained by Ocean Discovery Institute. Please refer to the individual plan documents and summary descriptions if you have specific questions regarding the benefit plan. Ocean Discovery Institute reserves the right to alter, modify or eliminate its benefit plans at any time, as well as to administer and interpret all aspects of such plans to the fullest extent permitted by applicable federal or state law.

Full-time employees (30+ hours per week) are eligible for benefits, such as medical and dental. Part-time employees (15-29 hours per week) receive all legally mandated benefits (such as Social Security, Workers Compensation insurance), however Ocean Discovery Institute does not provide additional benefits unless otherwise required by law (such as sick leave). All employees are oriented to benefits that apply via the Employee Handbook and supplemental materials during recruitment and intake processes.

COMPENSATION

Ocean Discovery is committed to ensuring that our compensation program is directly linked to our Mission & Vision and Values.

Ocean Discovery strives to attract, retain, and engage a diverse, talented, dedicated workforce that has a deep understanding of the communities we serve by creating a welcoming and supportive environment, positive work experiences, work-life effectiveness, career growth opportunities, and competitive compensation and benefits that value both relevant lived and work experience.

Wages are assessed and may be adjusted annually. In addition to wages, employees may be offered one or more of the following benefits as part of their package (subject to policy and plan requirements):

- Paid holidays (full-time)
- Paid vacation which increases with tenure (full-time)
- Medical and dental coverage (full-time)
- Paid maternity/paternity leave to bond with child for eligible employees
- Optional 401K retirement plan with match
- Professional development opportunities such as trainings, coaching, and conference attendance

The organization can recognize and reward exceptional performance and contributions through discretionary bonuses. All employees can be considered for a discretionary bonus, subject to the discretion of management. Management reserves the right to determine the amount and distribution of discretionary bonuses. Any decisions regarding bonuses are final and not subject to appeal.

The above mentioned compensation package may be changed at any time including based on new laws, changes in the non-profit sector, and organizational financial constraints.

VACATION (VAC)

Ocean Discovery Institute believes it is important to take time off for rest, relaxation, and rejuvenation. Based on employment status, employees will either have flexible paid time off or accrue vacation based on hours worked as outlined below. Accrual and taking of paid time off for either exempt or non-exempt employees will be effective the first of the month following a 30-day waiting period.

Vacation shall be requested by the employee in advance (at least 2 weeks) and is subject to supervisory approval maximums. If an employee's performance declines significantly due to abuse of this policy, Ocean Discovery Institute reserves the right to review the employee's use of this policy and determine if discipline or termination is appropriate. Time off due to illnesses and/or injury or leaves covered under California State Laws are handled separately. Ocean Discovery Institute retains the right to alter personal time off requests due to heavy workloads. Pay in lieu of vacation is not made, except in the case of termination of employment (non-exempt employees).

Exempt Employees (Flexible Time Off)

It is important for you to have regular periods of rest and relaxation away from the workplace and to decide when and how much time to take off. For that reason, the Company permits regular, full-time exempt employees to take as much time off with pay for vacation, or personal business, as needed as long as the employee fully meets his or her obligations to the Company, his or her office, department, and colleagues.

Regular, full-time exempt employees do not accrue vacation and no flexible time off is paid out upon termination. To that end, exempt employees may take flexible time off or holidays (other than observed) at their own discretion. The requested time off must be approved in advance by their supervisor.

The Company expects employees not to abuse this policy. Employees who fail to meet their obligations will be subject to discipline up to and including termination. Employees may not take time off under this policy near the end of their tenure with the Company for the purpose of extending or delaying their termination date.

This policy does not apply to time off from work that may be covered by other policies in this Handbook or leaves of absence that are provided under applicable law, including, but not limited to, leaves under the Family and Medical Leave Act, the California Family Rights Act, or California's sick leave law. This means that if an employee takes an approved leave of absence, the time off will be unpaid. Employees are not provided flexible paid time off during leaves of absence.

While there is no formal cap on the amount of time that can be taken, employees are expected to take time off in the manner that does not disrupt Company operations. Employees should aim to take a minimum of 80 hours off per year to promote well-being and work-life balance.

As with all of its policies and procedures, the Company reserves the right to modify, alter, or otherwise amend this policy at its sole and absolute discretion to the extent allowed by law. Please consult Human Resources with questions regarding this policy.

Non-Exempt Employees at 30+ Per Week

Non-exempt, full-time employees, excluding seasonal or temporary employees, who regularly work 30+ hours per week accrue paid vacation based on "Years of Service" and hours worked. To determine vacation accrual rates, "Years of Service" are counted from the employee's initial hire date. Vacation accrues according to the following table:

<i>Length of Service</i>	<i>0 years – 4 years</i>	<i>Over 4 years – 6 years</i>	<i>Over 6 years</i>
Accrual Rate (per pay period)	3.08 hours	4.62 hours	6.16 hours
Total Annual Hours (approx.)	80	120	160

Vacation accrues on an as-worked basis. Employees do not accrue vacation during unpaid time off, such as during unpaid leaves of absence, short-term disability, long-term disability, Workers' Compensation leave, or when receiving other state or federally sponsored wage replacement. Vacation is credited at the end of each pay period.

The accrued hours are noted on an employee's paycheck and can be viewed via their personal Paychex or HRIS account. Employees may not use vacation before accrued. If time off is needed and the employee has not accrued the equivalent vacation, the employee may take unpaid time off only if they obtain advance approval from their supervisor. The Company may deny requests for time off as it deems appropriate.

Vacation time may be taken in minimum increments of one hour. If an employee absents himself or herself from work for part or all of a workday, he or she will be required to use accrued vacation to make up for the absence. Employees who have exhausted all of their accrued "Paid Sick Leave" will be required to use accrued and unused vacation for any absences unless prohibited by law.

All employees must have supervisory approval before taking vacation, which must be requested at least ten business days in advance of the beginning of the anticipated vacation period. Vacations shall be scheduled in such a way as to provide adequate coverage of job responsibilities and staffing requirements. Although the Company will attempt to accommodate vacation requests to the greatest extent possible, there is no guarantee that any given vacation request will be granted, and the Company reserves the right to deny a vacation request based on operational needs of the Company. The Company reserves the right to schedule vacation time for employees or to compensate employees for accrued, unused vacation time at any time in its sole discretion. If a holiday occurs during your vacation period, you will receive holiday compensation for that day.

Employees are encouraged to use all accrued vacation in the fiscal year it is accrued. Vacation accrues up to a cap of 180 hours total. This means that no employee may carry forward accrued and unused vacation into any year that would result in more than 180 hours of accrued vacation. Whenever the vacation accrual reaches the maximum allowable, the accrual will be suspended until the employee uses the hours and brings the total accumulated vacation time below the maximum cap. At that time, vacation accrual will resume. The employee is not credited any vacation not earned due to having reached the 180-hour accrual maximum.

Upon termination of employment with Ocean Discovery Institute, employees receive a lump sum payment at their final rate of pay for their accrued and unused vacation. An approved leave of absence without pay is not a termination of employment and a lump-sum payment of accumulated vacation is not provided when an employee takes leave without pay.

If an employee changes from one full-time position to another full-time position at Ocean Discovery Institute they will retain their accumulated vacation accruals and years of service will continue uninterrupted. Years of service is based on continuous employment with the Company. This means that if an employee terminates employment and is rehired later, their years of service will restart at zero.

As with all of its policies and procedures, the Company reserves the right to modify, alter, or otherwise amend this policy at its sole and absolute discretion to the extent allowed by law. Please consult Human Resources with questions regarding this policy.

Non-Exempt Employees at Less Than 30+ Per Week:

Seasonal, temporary, or employees regularly working less than 30+ hours per week do not accrue paid vacation. However, they are eligible for paid sick leave in accordance with Company policy and applicable. Additionally, they may be eligible for an unpaid leave of absence in accordance with applicable law and subject to supervisory approval.

HOLIDAYS (HOL)

Ocean Discovery observes the following holidays:

Observed Holiday	Date
New Year's Day	January 1 st
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25 th
Winter Break	Varies, duration is confirmed annually. Example: Day after Christmas to New Year's Eve

Regular, full-time non-exempt employees are eligible for holiday pay (up to 8 hours) at their regular rate of pay on the Company-observed holiday. Exempt employees will receive their regularly scheduled pay during Company-observed holidays. If an eligible non-exempt employee is required to work a holiday, they may choose to receive holiday pay in addition to their worked time or float the holiday within the same pay period.

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or following Monday. Holiday observance will be announced in advance. The Company reserves the right to change this policy at any time, with or without notice.

Holiday hours do not count as hours worked for purposes of calculating overtime. For holidays not observed by Ocean Discovery, employees may choose to use accrued vacation time or unpaid time off as their workload permits and upon supervisor approval.

There may be times throughout the year where the Company may enforce dates (or a period of dates) that will not be approved for any time off (blacked out). Employees will be given as much notice of possible when dates are created.

PAID SICK LEAVE (PSL)

In accordance with the California Healthy Workplaces, Healthy Families Act, and the San Diego Minimum Wage and Earned Sick Leave Ordinance, Ocean Discovery Institute provides paid sick leave (PSL) to eligible employees.

All employees (including part-time and temporary) who work more than 30 days in a calendar year in California.

Eligible employees may use their accrued PSL to take paid time off for the following reasons:

- for the diagnosis, care, or treatment of their own illness or an illness of their family member;
- when the employee is physically or mentally unable to perform his or her duties due to the employee's illness, injury, or a medical condition;
- for other medical reasons of the employee, such as pregnancy or obtaining a physical examination;
- to provide care or assistance to a family member with an illness, injury, or medical condition, including assistance in obtaining professional diagnosis or treatment of a medical treatment;
- for the use of "safe time" (as defined by applicable law) and for reasons related to domestic violence, stalking, or sexual assault or any qualifying act of violence;

- when the employee's worksite is closed by order of a public official due to a public health emergency; and
- when the employee is providing care or assistance to a child whose school or child care provider is closed by order of a public official due to a public health emergency.

For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling of the employee, a child or parent of the employee's spouse, or a designated person. "Child" means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in *loco parentis*. "Parent" means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee's spouse or registered domestic partner. "Spouse" means a legal spouse, as defined by California law. "Designated person" means a person identified by the employee at the time the employee requests paid sick days. Only one individual may be a "designated person" per 12-month period. Should an employee need to change the "designated person" they may do so with 30 days advance notice. Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault.

All eligible employees will be allotted five PSL days (40 hours) per calendar year (January 1-December 31). At Ocean Discovery Institute, PSL days are not accrued on an as-worked basis, but rather are allotted to the eligible employees on January 1 each year for the calendar year. PSL days do not carry over from year to year, cannot be used for purposes not outlined above, and are not subject to pay out at the end of year or upon termination of employment. Eligible employees may use PSL beginning on the 30th day of employment. PSL may be taken in minimum increments of one hour. If an exempt employee absents himself or herself from work for part or all of a workday for a reason covered by this policy, he or she will be required to use PSL to make up for the absence.

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable. In accordance with Ocean Discovery Institute Payroll & Timekeeping policies, employees are required to indicate paid sick leave hours (PSL) on timesheets. The Company prohibits discrimination or retaliation against employees for using their PSL.

EMERGENCY/OTHER UNANTICIPATED BUILDING CLOSURES (OTR)

Employees will be oriented, trained and adhere to the applicable policies and the procedures to support in the event of an emergency or closure due to hazardous conditions. In addition, employees will defer to the Manager on Duty or employee with the highest-level authority during emergencies and are encouraged to call 911 anytime they feel emergency services may be required. All emergencies and closures will be documented and retained for future review and actions when such follow up is required.

Ocean Discovery Institute will compensate employees for scheduled hours when company-wide closures occur as may be required by law. Ocean Discovery Institute will abide by provisions outlined in the state wage order, which may preclude hourly employees from receiving pay due to noted exceptions (e.g. failure of public utilities).

REPORTING TIME PAY

If an employee has shown up to work for a scheduled shift but is not put to work or is furnished less than half of their usual or scheduled day's work because of inadequate scheduling or lack of proper notice, the employee shall receive "Reporting Time Pay" in accordance with California law. Reporting Time Pay shall be paid at half their scheduled day's hours, but in no event less than two hours nor more than 4 hours, at the employee's regular rate of pay.

If an employee is required to report for work a second time on any one workday for a shift of two hours or more and is furnished less than two (2) hours of work on the second reporting, said employee shall be paid for two (2) hours at the employee's regular rate of pay.

Reporting Time Pay is not required under the following circumstances;

1. Operations cannot commence or continue due to threats to employees or property; or when recommended by civil authorities; or
2. Public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities, or sewer system; or
3. The interruption of work is caused by an Act of God or other cause not within the employer's control

Reporting Time Pay also does not apply to an employee on paid standby who is called to perform assigned work at a time other than the employee's scheduled reporting time.

Reporting time pay in excess of that which an employee has received exclusively for hours actually worked does not constitute hours worked for purposes of overtime.

JURY WITNESS & DUTY LEAVE

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. Regular full-time employees summoned for jury duty are granted a paid leave as set forth below in order to serve if they give reasonable advance notice to their supervisor that they will need time off to serve. All other employees, temporary, seasonable, part-time employees, will receive time off without pay.

Eligible full-time employees summoned for jury duty will receive their regular wages, less jury pay, for each day they serve, up to a maximum of one (1) week, but no more than 40 hours per week for hourly employees. Additional jury duty beyond one (1) week will be unpaid (unless the employee chooses to apply available vacation to the absence or the employee is exempt and they worked during the course of the workweek).

In the event that the employee must serve as a witness within the course and scope of his or her employment with the Company, the Company will provide time off with pay.

In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor.

VOTING LEAVE

Ocean Discovery Institute believes that every employee should have the opportunity to vote in any state or federal election, general primary, or secondary. Any employee who does not have sufficient time outside of working hours to vote in a statewide election may request up to two paid hours off in order to vote. Notify supervisor of voting leave request as soon as possible. Upon return from voting leave, employee must present a voter's receipt to their supervisor. Nothing in this policy requires the employee to bring his or her mail (absentee) ballot to work, including mailing such absentee ballot from work.

MILITARY LEAVE

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in a state military service will be given the necessary time off and reinstated in accordance with federal and state law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. This time off will be unpaid, except when otherwise required by law. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Any available vacation may be used for this leave if the employee chooses. Employees are entitled to reinstatement upon completion of such military service or duty, provided an application for reinstatement is made within 90 days of discharge, or as otherwise provided by law. Time spent on military leave counts for purposes of determining “length of service.” However, you will not accrue vacation or sick leave or receive holiday pay during military leave.

MILITARY SPOUSE LEAVE

Qualified employees are eligible for up to 10 days of unpaid leave when their spouse or registered domestic partner is on leave from military deployment. A qualified employee is one who regularly works more than 20 hours per week and whose spouse or registered domestic partner is a member of the Armed Forces, National Guard, or Reserves and is on leave from deployment during a period of military conflict.

If you are eligible for such leave, please submit a written request for leave to Human Resources within two business days of receiving official notice that your spouse or registered domestic partner will be on leave from deployment. You will also be required to provide written documentation certifying that your spouse or registered domestic partner will be on leave from deployment.

Non-exempt employees must use accrued vacation time in order to receive compensation for this time off. If no vacation time is available, the employee may take this time off without pay. An exempt employee is required to charge any absence of four or more hours under this policy to his or her vacation bank, if any. Exempt employees will receive their regular pay only if required by applicable law. Employees who need time off to participate in a qualifying event resulting from a family member’s deployment to a foreign country may be eligible for Paid Family Leave benefits.

VOLUNTEER EMERGENCY DUTY / TRAINING LEAVE¹

If employees volunteer time as a firefighter, reserve peace officer, or emergency rescue personnel, they may be entitled to unpaid leave to perform emergency duty/training. Emergency Duty/Training Leave is unpaid. If employees qualify for this type of leave, they may use available vacation during their leave, but you are not required to do so.

If you are participating in this kind of emergency duty/training, please alert your supervisor so that he or she may be aware of the fact that you may have to take unpaid time off for emergency duty/training. In the event that you need to take time off for emergency duty/training, please alert your supervisor before doing so whenever possible. Time off for emergency training may not exceed 14 days per calendar year.

Employees will not accrue benefits, such as vacation or paid sick leave. If you feel you have been treated unfairly as a result of taking or requesting Emergency Duty/Training Leave, you should contact your supervisor or any other manager, as appropriate.

BEREAVEMENT LEAVE

All employees who have worked with the Company for at least 30 days prior to the commencement of the leave may be eligible for up to five days of leave upon the death of a family member. Regular full-time employees are eligible for five paid days. All other employees, e.g., part-time, temporary, or seasonal, will receive time off without pay. Bereavement leave must be approved by the employee’s direct supervisor in advance and must be completed within three months of

¹ Emergency Duty Leave applies to all employers. Emergency Training Leave applies to employers with 50 or more employees. Please contact Human Resources to determine whether you are eligible for Emergency Training Leave

the date of the death of the family member, but need not be consecutive. Eligible employees may use any accrued leave, such as paid time off, vacation, or sick leave during the unpaid leave of absence.

Upon request, employees must provide documentation of the death of the family member within 30 days of the first day of the leave. "Documentation" may include, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

For purposes of this policy, family member includes: a spouse or a child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law. "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis. "Parent" means a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child. "Sibling" means a person related to another person by blood, adoption, or affinity through a common legal or biological parent. "Grandchild" means a child of the employee's child. "Grandparent" means a parent of the employee's parent. Consideration will be given to requests for additional leave without pay. Please make any requests to your direct supervisor.

LEAVE FOR CRIME VICTIMS & THEIR FAMILY MEMBERS

If you are the victim—or an immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, step-parent, or the child of a registered domestic partner) of the victim—of a violent felony, serious felony (as defined by the California Penal Code), or felonies related to theft or embezzlement, you are permitted to be absent from work to attend judicial proceedings related to the crime.

You must provide your supervisor with written notification for each scheduled proceeding, unless advance notice is not possible. This time off is unpaid. You may choose to use your accrued vacation, but this is not required.

RIGHTS OF VICTIMS OF CRIME OR ABUSE

Right to Time Off

If you are the victim of stalking, domestic violence, sexual assault, or a crime that caused physical injury or that caused mental injury and a threat of physical injury, or if your immediate family member is deceased because of a crime, you are permitted to be absent from work to seek relief related to the crime or abuse. Relief includes, but is not limited to, obtaining a temporary restraining order, a restraining order, or other injunctive relief to help ensure the health, safety, or welfare of you or your child. You are permitted to take leave for this purpose whether or not any person is arrested for, prosecuted for, or convicted of committing the crime. All employees can also take time off from work to get medical attention or services from a domestic violence shelter, program, or rape crisis center, or receive psychological counseling or safety planning related to domestic violence, sexual assault, or stalking.

Employees may use available vacation (if applicable) or accrued PSL. Otherwise, the time off is unpaid. In general, employees are not required to provide documentation for time off under this policy. However, employees shall provide reasonable advance notice of their intent to take time off, unless advance notice is not feasible. If employees are unable to provide advance notice for time off under this policy, they can provide certification of their absence (such as a police report, court order, or health care provider certification, or other documentation that reasonably verifies that the crime or abuse occurred and your absence was for an authorized purpose) within a reasonable time period thereafter.

If employees provide reasonable advance notice or provide documentation within a reasonable time period thereafter for an unscheduled absence, they will not be subject to any disciplinary action for time off under this policy.

Right to Reasonable Accommodation for Victims of Domestic Violence, Sexual Assault, or Stalking

Employees have the right to ask the Company for help or changes in their workplace to make sure they are safe at work. The Company will work with its employees to see what changes can be made. Changes in the workplace may include putting in locks, changing shifts or phone numbers, transferring or reassigning the employee, or help with keeping a record of what happened to the employee. The Company may ask the affected employee for a signed statement certifying that this request is for a proper purpose and may also request proof showing the need for an accommodation. The Company will maintain confidentiality regarding any requests for accommodations under this policy.

Prohibition on Retaliation and Discrimination

The Company is committed to ensuring employees are not treated differently or retaliated against because of any of the following:

- The employee is a victim of a crime or abuse.
- The employee asked for time off to get help.
- The employee asked the Company for help or changes in the workplace to ensure safety at work.

Right to File a Complaint

If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with his or her supervisor and/or the Labor Commissioner's Office.

For more information, contact the Labor Commissioner's Office by phone at 213-897-6595 or visit a local office by finding the nearest one on its website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

FAMILY MEDICAL LEAVE ACT (FMLA) & CALIFORNIA FAMILY RIGHTS ACT (CFRA)²

Under the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA), eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the Company for at least 12 months (not necessarily consecutive) and have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence. For purposes of FMLA leave, an eligible employee must also be employed at a worksite where there are 50 or more employees of the Company within 75 miles.

Ordinarily, you must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as practicable. You should use the Company's request form, which is available upon request from Human Resources. Failure to comply with this requirement may result in a delay of the start of the leave.

² The Federal Family and Medical Act applies with employers with 50 or more employees. Please contact Human Resources to determine whether the Company is a covered employer for purposes of FMLA. Otherwise, the California Family Rights Act will apply for eligible family and medical leave.

A family and medical leave may be taken for one of the following purposes:

1. the care of the employee's newborn child (i.e., baby bonding) or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee. Leaves for these reasons must be completed within 12 months of the birth or placement of the child;
2. to care of the employee's spouse, child, or parent with a "serious health condition," and for purposes of CFRA only, the employee's grandparent, grandchild, sibling, spouse, registered domestic partner, or designated person who has a "serious health condition";
3. because of an employee's own serious health condition (including serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of their job. For FMLA leave only, a serious health condition also includes a disability caused by pregnancy, childbirth, or related medical conditions, which runs concurrently with the Company's separate pregnancy disability leave policy;
4. (FMLA ONLY) the care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
5. because of a qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, registered domestic partner (CFRA only), child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the United States Armed Forces in support of a contingency operation.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child, parent, parent-in-law, grandparent, grandchild, sibling, registered domestic partner, or designated person (as may be applicable for FMLA/CFRA purposes) requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide the Company with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the Company with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the Company in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Human Resources.

Employees are guaranteed a return to the same or comparable position to the extent that the employee would have remained in that position if they had been continuously employed during the CFRA leave.

FMLA/CFRA leave may be taken for up to 12 workweeks during the designated 12-month period (with the exception of FMLA qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). A 12-month period begins on the date of the employee's first use of family and medical leave. Successive 12-month periods are measured on a "rolling" basis measured backwards from the date an employee uses any qualifying leave under this policy. Employees must request leave in writing at least one (1) month prior to the start of the leave when the need for the leave is foreseeable and soon as practical when leave is unforeseeable. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

Family and medical leave is unpaid, unless employee meets the eligibility requirements of either California Disability Leave (SDI) or California Paid Family Leave (PFL). Paid Family Leave provides for up to eight (8) weeks of wage supplement via employee contributions through SDI. Employees have the option to voluntarily use their accrued vacation (VAC) time alongside PFL if they choose. If mutually agreed upon between the Company and the employee, PSL may be used for the care of a qualifying family member or in connection with the birth (including baby bonding),

adoption or foster care of a child. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and the Company may mutually agree to supplement such benefit payments with available vacation and/or PSL. The use of paid time off will not extend the length of a family and medical leave.

Benefit accrual, such as vacation, PSL, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. However, employees who receive group health insurance benefits from the Company will continue to receive the normal contribution toward the health insurance premium for a maximum of twelve (12) weeks during any CFRA leave taken during any 12-month period. The employee is required to continue to make the employee's normal premium contribution during the entire leave of absence. Any insurance payment the employee is responsible for must be made to the Company by the first day of each month in which a premium is due. Failure to make any such payment will result in the cancellation of the benefit.

If you do not return to work on the first workday following the expiration of an approved FMLA/CFRA leave, you will be deemed to have resigned from your employment. If the employee elects not to return to work after the expiration of the leave, the employee may be required to reimburse Ocean Discovery for all health insurance premiums paid by the Company during the leave.

Under most circumstances, upon return from family and medical leave, employee will be reinstated to their previous position, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, upon return from a family and medical leave, employee has no greater right to reinstatement than if employee had been continuously employed rather than on leave. For example, if employee would have been laid off and had not gone on family and medical leave, or if employee's position has been eliminated during the leave, then you will not be entitled to reinstatement. In certain circumstances under FMLA leave only, "key" employees may not be eligible for reinstatement following a family and medical leave. The Company will provide written notice to any "key" employee who is not eligible for reinstatement.

If employee is returning from family and medical leave taken for their own serious health condition but are unable to perform the essential functions of their job because of a physical or mental disability, the Company will attempt to accommodate employee. Use of family and medical leave will not result in the loss of any employment benefit that employee earned or was entitled to before using family and medical leave.

It is unlawful for the Company to interfere with, restrain, or deny the exercise of any right provided by state or federal family and medical leave law. It is also unlawful for the Company to refuse to hire or to discharge or discriminate against any individual for being involved in any proceedings related to family and medical leave.

If you have any questions concerning, or would like to submit a request for a family and medical leave of absence, please contact Human Resources.

SCHOOL & DAY CARE LEAVE

If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed day care facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or day care facility, to find, enroll or reenroll your child in a school or with a licensed child care provider and/or to address a child care provider or school emergency. You may take no more than eight hours off for this purpose in any one calendar month. Unless it is to address an emergency, you should schedule this time off with your supervisor in advance. You may be asked to provide documentation from the school or day care facility to confirm your attendance at its facility for reasons covered under this policy on the specific date and time that you took the leave. This time off is unpaid. You may choose to use

your accrued vacation, but this is not required.

SUSPENDED PUPIL/CHILD LEAVE

California law requires employers to provide time off for parents required to visit a child's school when the child has served a period of suspension from school. To be eligible for time off to attend a child's school, the employee must be the parent of a child in kindergarten or in grades 1-12 and must present the school's letter, which requests the employee's appearance at the school, to his or her supervisor at least two days before the requested time off. Employees may use accrued vacation while attending a child's school under these circumstances. If not, suspended pupil/child leave will be unpaid.

ADULT LITERACY LEAVE

Pursuant to California law, the Company will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the Company. The Company does not provide paid time off for participation in an adult literacy education. However, you may utilize accrued vacation if you want compensation for this time off. If you do not have accrued vacation available, you will be permitted to take the time off without pay.

ALCOHOL & DRUG REHABILITATION LEAVE

Pursuant to California law, the Company will reasonably accommodate any eligible employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program, provided that the accommodation does not impose an undue hardship on the Company. The Company does not provide paid time off for participation in an alcohol or drug rehabilitation program. However, you may utilize accrued vacation if you want compensation for this time off. If you do not have accrued vacation available, you will be permitted to take the time off without pay.

This policy in no way restricts the Company's right to discipline an employee, up to and including termination of employment, for violation of the Company's Drug and Alcohol Abuse Policy.

CIVIL AIR PATROL LEAVE

Pursuant to California law, the Company will provide unpaid leave to employees who are volunteer members of the California Wing of the Civil Air Patrol and who have been duly directed and authorized to respond to an emergency operational mission of the California Wing of the Civil Air Patrol. Employees must be employed for at least 90 days immediately preceding the commencement of leave in order to be eligible.

Employees are required to give the Company as much notice as possible of the intended dates upon which the leave would begin and end. The Company will restore the employee to the position he or she held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee. The time off is unpaid. However, an employee may utilize accrued vacation.

LEAVE FOR BONE MARROW & ORGAN DONORS

Pursuant to California law, the Company will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, the Company will provide up to 30 business days of paid leave within a one-year period and up to another 30 business days of unpaid leave within a one-year period

to an employee who donates an organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

The Company requires that bone marrow donors use up to five days of available accrued PSL or vacation time during the course of the leave. Organ donors must use up to ten days of available accrued PSL or vacation time during the course of the leave.

To qualify for this leave, an employee must have been employed for at least 90 days prior to the commencement of the leave and must provide the Company with written verification of his or her status as an organ or bone marrow donor and the medical necessity for the donation. During such leave, the Company will continue coverage under its group medical insurance plan, if applicable. However, employees must continue to pay their portion of the applicable premiums. Employees should give the Company as much notice as possible of the intended dates upon which the leave would begin and end.

PREGNANCY DISABILITY LEAVE (PDL)

Any employee who is disabled due to pregnancy, childbirth, or related medical conditions is entitled to an unpaid leave of absence for the period of disability, for up to a maximum of four months (17 and 1/3 weeks) per pregnancy for a full-time employee and pro-rated for a less than full-time employee. For example, time off needed for prenatal care, severe morning sickness, doctor ordered bed rest, childbirth and recovery from childbirth, loss or end of pregnancy will all be counted against the pregnancy disability leave entitlement.

Any employee who plans to take a pregnancy disability leave must provide written notice of the date the leave is expected to commence and the estimated duration of such leave. Notice should be given at least 30 days in advance of the expected commencement date, if possible. A health care provider's statement must be submitted, verifying the need for such leave and its beginning and expected ending dates must be submitted to Human Resources. Any changes in this information should be promptly reported to the Company. In addition, before the employee is reinstated, she will be required to provide a medical certification confirming she is able to resume the original job duties.

The Company will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a health care provider. When an employee's health care provider finds it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule and such leave is foreseeable based on planned medical treatment because of pregnancy, the Company may require the employee to transfer temporarily to an available alternative position. This alternative position will have equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee's regular job. A pregnant employee seeking an accommodation due to the pregnancy should immediately contact Human Resources.

An employee who returns to work immediately following the expiration of an approved pregnancy disability leave will be reinstated to their former position, unless the job ceased to exist because of legitimate business reasons. As a general rule, employees will have no greater right to reinstatement to the same position or to other benefits and conditions of employment than if she had been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in another position that is being eliminated.

Pregnancy disability leave is unpaid. Employees will be required to use any accrued sick time during any unpaid portion of pregnancy disability leave. Employees may also elect to use any accrued vacation time during any unpaid portion of pregnancy disability leave. Employees may be eligible to receive state disability insurance through the California

Employment Development Department for the unpaid portion of the leave (the employee is responsible for submitting the appropriate claim forms to the California Employment Development Department). If the employee receives state disability insurance benefits, any vacation and/or sick time used will supplement the SDI payment so that the employee receives up to, but no more than, full compensation. Use of such paid leave benefits will not extend the period of approved leave.

Benefit accrual, such as vacation, sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Health benefits will continue to the same extent as they were prior to leave, for a maximum duration of the leave. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide the Company with at least one week's advance notice of the date she intends to return to work.

If you have any questions regarding pregnancy disability leave, please contact Human Resources.

UNPAID LEAVE OF ABSENCE (MEDICAL)

In an effort to comply with its duty to accommodate employees with qualifying disabilities, the Company may provide leaves of absence without pay when an employee is temporarily unable to work due to a mental or physical disability, certified in writing by his or her health care provider, unless such leave would cause an undue hardship to the Company. Approved absences of less than two weeks are not treated as medical leaves of absences but rather as excused absences without pay.

Employees will be required to use any accrued vacation and PSL during any unpaid portion of this leave. Benefit accrual, such as vacation, paid sick leave, and holiday benefits, will be suspended during an unpaid medical leave period and will resume upon return to active employment. Unless otherwise required by law, the Company does not continue to pay premiums for health insurance coverage for employees on unpaid medical leave. However, if eligible, you may self-pay the premiums under the provisions of COBRA.

DISCRETIONARY LEAVE OF ABSENCE (LOA)

Under special circumstances, the Company may grant full-time exempt employees a leave of absence without pay in unusual circumstance and after above noted leaves have been utilized as applicable. The granting of this type of leave is normally for compelling reasons and requires written approval of the Executive Director.

A leave of absence under this policy may not exceed 12 weeks and is subject to the following conditions:

Conditions of a Leave of Absence

- Must be requested by the employee in writing at least one (1) month prior to the start of the leave absent extenuating circumstances.
- Will be unpaid and employee will not accrue any Company benefits, such as vacation, paid sick leave, or holiday pay without benefits, or benefits accrual, unless otherwise specified by law.
- Unless required by law, the Company does not continue to pay premiums for health insurance benefits coverage for employees on this leave except for the coverage that is available through the end of the month in which the employee performs work. Health insurance will be available through employee paid COBRA starting the next month.

- Ocean Discovery Institute makes no guarantees that the position the employee held before this leave of absence will remain open during the leave period. In other words, there is no guarantee of reinstatement. If a suitable position is not available, termination of employment may occur.

SOCIAL SECURITY

During employment, employee and Ocean Discovery Institute both contribute funds to the federal government to support the Social Security program. Employees are covered under the provisions of the Federal Insurance Contribution Act (FICA) which provides benefits to eligible employees upon retirement or disability. Information about available Social Security benefits may be obtained from the nearest Social Security office.

UNEMPLOYMENT COMPENSATION INSURANCE

Ocean Discovery Institute participates in the state unemployment insurance fund in order to provide unemployment insurance for all its employees. This fund is designed to pay for unemployment benefits in cases where the employee is out of work through no fault of his/her own. Claims for unemployment compensation are handled through the offices of the State Employment Development Department. Employees are responsible for filing a claim for benefits.

DISABILITY INSURANCE

The Company contributes to the State of California to provide you with State Disability Insurance ("SDI") pursuant to the California Unemployment Insurance Code. Contributions are made through a payroll deduction. SDI is payable when you cannot work because of illness or injury not caused by employment with the Company or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount.

SDI is a wage supplement provided concurrently while an employee takes an eligible leave of absence under Company policy and applicable law. The program will be administered in a manner consistent with California law. For more information regarding this program, you may contact the California Employment Development Department.

PAID FAMILY LEAVE (PFL)

The State of California may provide partial wage benefits to eligible employees for up to a maximum of eight (8) weeks for the following reasons:

1. To bond with a new child after birth or placement for adoption or foster care;
2. To care for a serious health condition of an employee's child, parent, spouse, or registered domestic partner

The Paid Family Leave Act provides benefits based on the past quarter earnings for up to eight (8) weeks in a 12-month period. To be eligible for benefits, employees may be required to provide medical and/or other information that supports a claim for time off to bond with a new child or to care for a child, parent, spouse, or registered domestic partner with a serious health condition.

Employees are responsible for filing their claim for family leave insurance benefits and other forms promptly and accurately directly with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, letter, internet, or in person. All eligibility and benefit determinations are made by the Employment Development Department.

Employees may not be eligible for PFL benefits from the State of California if they are receiving State Disability Insurance, Unemployment Compensation Insurance, or Workers' Compensation benefits. The PFL does not provide a right to leave, job protection, or return to work rights.

PAID TIME TO BOND WITH CHILD (PTBC)

Regular full-time employees who have completed at least one year of service with the Company and are eligible for an unpaid leave of absence under the California Family Rights Act (CFRA) and/or the Federal Family and Medical Leave Act (FMLA) are eligible for paid time off to bond with a newborn child or child placed with the employee for adoption or foster care. Employees may receive paid time off only to the extent they take an approved leave of absence under CFRA or FMLA.

Eligible employees will receive up to 120 hours (15 days) of paid time off to bond with a new child after birth or placement for adoption or foster care. The paid time off runs concurrent with employee's entitlement to leave under CFRA and/or FMLA, as applicable. Use of such paid leave benefits will not extend the period of approved leave. Paid time off must be utilized within one year of the child's birth or placement and must be taken when the employee takes time off under CFRA to bond with a child.

The paid time off provided under this policy shall be considered a wage supplement. If the paid time off is used to supplement other benefits offered through state, such as paid family leave benefits, the employee's total wages shall not exceed 100% of their wages for the eligible period.

Employees shall not receive pay in lieu of not using eligible paid time off offered under this policy. Paid time off provided under this policy shall terminate immediately upon the termination of employment of such employee for any reason.

To the extent any portion of the policy conflicts with formal plans, including summary plan descriptions, other legal documents, or state and federal laws, those formal documents and/or laws govern. The policy is not to be interpreted as a promise or contract or guarantee of employment of any kind, actual or implied, between the Company and its employees. The Company reserves the right in its sole discretion to alter, amend, or terminate, in whole or in part, this policy at any time, with or without notice.

ACCIDENT REPORTING & WORKER'S COMPENSATION INSURANCE

Every employee of Ocean Discovery Institute is responsible for their safety. To achieve this goal, each employee is expected to exercise caution in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees should feel free to report, without fear of retaliation, any condition that they believe poses a safety, health or security risk in the workplace. Ocean Discovery Institute will investigate such reports promptly and thoroughly, and take appropriate corrective action to support this policy.

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to employees. On-the-job injuries, no matter how slight, must be reported immediately to an immediate supervisor or Human Resources. Upon receipt of a report, it will be filed with the insurer and Ocean Discovery Institute will help coordinate any follow up actions or treatments. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize a claim.

MEDICAL & DENTAL INSURANCE

To assist employees with the cost of insurance Ocean Discovery Institute covers the full monthly medical and dental premiums of a single policy (employee only) for full-time employees (30+ hours per week) who choose to enroll. Full-

time employees become eligible for medical and dental insurance effective the first of the month following full-time employment.

Employees may enroll in a single, a single plus one dependent, or a family contract for medical and/or dental insurance with Ocean Discovery Institute. Legal spouses, domestic partners, children, grandchildren, adult disabled children, and legal wards may be eligible for coverage if they meet certain eligibility requirements as specified by the carriers. Documentation to verify eligibility (such as marriage certificates, birth certificates, adoption documents, tax records, etc.) may be requested. Employees who elect to add a dependent will cover premiums on their own through a payroll deduction, for their dependents, or for the balance of a family contract.

All employees are oriented to benefits that apply and are provided with supplemental materials during onboarding.

BASIC LIFE INSURANCE, ACCIDENTAL DEATH & DISMEMBERMENT, & LONG TERM DISABILITY

Ocean Discovery Institute provides all regular, full-time employees with Basic Life Insurance, Accidental Death and Dismemberment (AD&D), and Long Term Disability benefits. Additional information is provided during intake.

401(K) QUALIFIED RETIREMENT PLAN

Ocean Discovery Institute offers a 401K Qualified Retirement Plan for employees. Eligibility is at 1 month of service and the company sets up auto enrollment at an elective deferral amount of 1% of compensation invested in a default fund. Ocean Discovery matches 50% of the elective deferral, up to a company stop total of 1% of compensation 60 days after enrollment. The plan also has auto-escalation each calendar year, increasing the elective deferral by 1% annually, up to a stop total of 10. Employees may make 401K deferral changes by accessing the Paychex Online Retirement Services Web site at www.paychexflex.com or by calling Paychex Employee Services at 1-877-244-1771.

COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their beneficiaries the opportunity to continue health insurance coverage under Ocean Discovery Institute's health plan when a "qualifying event" would normally result in a loss of eligibility. Some common qualifying events are resignation, termination of employment or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; an employee becomes entitled to Medicare; or a dependent child no longer meets eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at Ocean Discovery Institute's group rate. Ocean Discovery Institute will notify the CalCOBRA Unit when an employee becomes eligible for coverage under its health insurance plan. Ocean Discovery Institute's benefit providers will send Information on the plan directly to the employee.

PUBLIC LOAN FORGIVENESS

As Ocean Discovery Institute is a 501(c)3 non-profit educational organization, employees may be eligible for a federal direct loan forgiveness program. The Public Service Loan Forgiveness (PSLF) program was established to encourage individuals to enter and remain in public service jobs. The program allows eligible borrowers to cancel the remaining balance of their Direct Loans after servicing full-time at public service organizations while making the equivalent of 120 qualifying monthly payments under an accepted repayment plan. Employees looking to take advantage of this benefit should do so early on to ensure they are taking the appropriate steps. Information is available through the Office of the US Department of Education and the website link here: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service> .

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

This Handbook contains general information and the policies and procedures that pertain to all employees at Ocean Discovery Institute. It does not, however, constitute a contract for employment for a specified duration or fixed term. All employees of the Company are employed at-will unless otherwise set forth in writing and signed by the employee and the Executive Director and approved by the Board of Directors. This Handbook is intended to provide personnel with a general understanding of Ocean Discovery Institute's policies and should not be read as including the fine details of each policy.

Ocean Discovery Institute may revise or rescind the policies set forth in this Handbook at any time and at its sole discretion.

By my signature, I acknowledge that I have received a copy of Ocean Discovery Institute's "Employee Handbook" and have read, understand, and agree to abide by the policies set forth therein.

I also acknowledge that this Handbook is a general description of many important policies of Ocean Discovery Institute that may affect my employment, and that it is not intended to be an exhaustive listing of all such policies or procedures. **I understand that my employment with Ocean Discovery Institute is "at-will".** This means that the employment relationship is for no definite period and may be terminated by Ocean Discovery Institute or the employee at any time, with or without cause or reason, and with or without notice. This at-will employment status may not be modified or changed in any way, including by any statement or conduct of any Ocean Discovery Institute official or employee unless set forth in writing and ratified by the Board of Directors. Ocean Discovery Institute has the absolute right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. As such, **my employment may be terminated at any time for any or no reason by the organization with or without notice and there are no guarantees of employment for any term expressed or implied.** Nothing in this Handbook is intended, nor should it be construed, nor is any employee or supervisor authorized, to alter or amend the fundamental nature of this employment relationship.

I understand that Ocean Discovery Institute reserves the right to make changes to the policies, procedures and practices described in the Handbook at any time with or without notice.

Employee Name

Employee Signature

Date

Ocean Discovery Institute's Representative Name

Representative Signature