



STUDIO OF MOVEMINT

2026-2027

Employee Handbook

## HANDBOOK DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding your employment with Studio of MoveMINT. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Owner and office staff also serve as a major sources of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Studio of MoveMINT adheres to the policy of employment at will, which permits the Studio or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Studio representative other than Studio Owner may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Studio documents. These Studio documents are always controlling over any statement made in this handbook or by any member of management. This handbook states only general Studio guidelines. The Studio may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and Studio Owner.

This handbook supersedes all prior handbooks.

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## Section 1 - Governing Principles of Employment

### 1-1 Introduction

For employees who are commencing employment with Studio of MoveMINT, on behalf of SOM, let me extend a warm and sincere welcome.

For employees who have been with us, thank you for your past and continued service and expertise. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to maintain our reputation as a coveted dance studio here in Fort Worth. We are grateful you have chosen Team MoveMINT!!

*Meg Minter, Studio Owner*

### 1-2 Equal Employment Opportunity

SOM is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, sexual identity, gender expression or any other characteristic that is immutable or protected by applicable federal, state or local laws.

Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

**Accommodations for Individuals with Disabilities:** The Studio will make reasonable accommodations, as required by law, for the known physical or mental disabilities of an otherwise qualified applicant or employee, unless doing so would impose an undue hardship upon the Studio's business operations. An accommodation is not reasonable if, even with the accommodation, the employee is unable to perform essential job duties in a manner that would not endanger the employee's health or safety of the employee or others. Any applicant or employee who believes they require an accommodation in order to perform the essential functions of the job should contact Studio Owner to request such an accommodation. The Studio then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. The employee will be notified of the Studio's decision regarding the request within a reasonable period.

The Studio will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Studio's operations. If you wish to request such an accommodation, please speak to the Studio Owner.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Studio Owner. The Studio will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

### 1-3 Non-Harassment

It is SOM's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Studio Owner. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Studio will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

#### **1-4 Sexual Harassment**

It is SOM's policy to prohibit harassment of any employee by any Supervisor, employee, customer dancer, or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Studio. It is to ensure that at the Studio all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to the Studio Owner. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Studio will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

#### **1-5 Drug and Alcohol-Free Workplace**

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Studio property, and to ensure efficient operations, the Studio has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Studio.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Studio premises is strictly prohibited. Employees and other individuals who work for the Studio also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact an employee's ability to perform his or her job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent an employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

#### **1-6 Workplace Violence**

SOM is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Studio and personal property.

We do not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Studio policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

### **Prohibited Conduct**

Threats, threatening language or any other acts of aggression or violence made toward or by any Studio employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Studio premises.

### **Procedures for Reporting a Threat**

All potentially dangerous situations, including threats by co-workers, should be reported immediately to Studio Owner. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Studio determines, after an appropriate good faith investigation, that someone has violated this policy, the Studio will take swift and appropriate corrective action.

It is important for us to be aware of any potential danger in our studio. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

## **Section 2 - Operational Policies**

### **2-1 Employee Classifications**

For purposes of this handbook, all employees fall within one of the classifications below.

- **Full-Time Employees** - Employees who regularly work at least 40 hours per week who were not hired on a short-term basis.
- **Part-Time Employees** - Employees who regularly work fewer than 40 hours per week who were not hired on a short-term basis.
- **Short-Term Employees** - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term Employees generally are not eligible for Studio benefits, but are eligible to receive statutory benefits.

## 2-2 Your Employment Records

In order to obtain their position, employees provided us with personal information, such as address, SSN, and telephone number. This information is contained in the employee's personnel file on Studio Director and in Paychex.

The employee should keep his or her personnel file up to date by informing the Studio Owner of any changes. The employee also should inform the Studio Owner of any specialized training or skills he or she may acquire in the future, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach the employee in a crisis could cause a severe health or safety risk or other significant problem.

## 2-3 Working Hours and Schedule

SOM office is normally open for business as follows:

- Monday 4 pm-6:30pm
- Tuesday-Thursday 9am-11am, 4-6:30pm
- Friday-Sunday Closed

\*Summer hours are TBD and subject to change \* Above is not normal class operating hours.

The employee will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.

Employees must arrive 15 minutes prior to the start of class each day to allow time to prepare for and transition to class. This .25 will not be reported time for payroll.

## 2-4 Studio Seasonal Dates for Planning

The forecast for the year (Studio calendar lives on Studio website\*):

- 1<sup>st</sup> and 2<sup>nd</sup> week of classes: evaluating each dancer's levels, completing class change requests via email to Catherine
- September: BIG technique push
- October: Halloween Demonstrations
- December: Winter Demonstrations
- February: Starting to introduce recital choreography
- March: Half way point for all studio choreography. Begin talking about the recital/dress rehearsal schedule and faculty responsibility for recital via a mandatory meeting
- April: Showing choreography to other classes. Choreo should be complete and ready to demo no later than April 17<sup>th</sup>. We will demo the weeks of April 26<sup>th</sup> and May 3<sup>rd</sup> and pass out costumes throughout the entire spring.
- May: Dress rehearsals begin at the studio May 8<sup>th</sup>. Recital weekend is tentatively scheduled for May 15<sup>th</sup> -16<sup>th</sup>.
- June/July/August: Optional summer camps, classes, etc. Smaller teaching staff is needed over these months.

## 2-5 Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. All time is recorded in .25 increments. If a class is an hour and 15 minutes, that class is 1.25 in timekeeping.

Should your hours include administrative work, a detailed report outlining what was done in those hours will need to be sent to Studio Owner for clarity and approval.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge. Any errors in the time record should be reported immediately to Studio Owner, who will attempt to correct

legitimate errors.

## **2-6 Your Paycheck & Pay Rates**

The employee will be paid bi-weekly for all the time worked during the past pay period. Faculty stipends for administrative or leadership work will be distributed in the months of October, December, February, and April.

Payroll stubs itemize deductions made from gross earnings. By law, the Studio is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments.

If there is an error in an employee's pay, the employee should bring the matter to the attention of the Studio Owner immediately so the Studio can resolve the matter quickly and amicably.

Paychecks are delivered via direct deposit on Fridays.

Should an employee fail to report in a timely manner, paycheck will be delayed via direct deposit.

The below rates are standard and established annually as well are subject to change:

### **2026-2027 Annual Rates:**

- Teaching rates are based on performance and experience and are industry competitive (rates are per hour)
- Admin rates vary between \$20-\$35/hour
- Faculty Assistant rates vary between \$18-\$20/hour
- Observation time or called/mandatory meeting rates are \$10/hour\*
- Recital or event/performance pay is \$10/hour

### **2027 Summer Rates:**

- Camp rates are \$600/camp
- Workshop rates are paid by teacher's hourly rate
- Summer technique classes taught are paid by teacher's hourly rate
- Faculty Assistant rates vary between \$18-\$20/hour
- Observation or called/mandatory meeting rates are \$10/hour\*

\*All meetings called that will be reported for payroll must be approved by Studio Owner 2 weeks in advance

### **2026-2027 Private Lesson Rates:**

- 30 minutes: \$50
- 60 minutes: \$75

### **Adult Class Compensation:**

- Beginning fall 2025, teachers will be paid their normal hourly rate

### **Birthday Party Compensation:**

- \$175 per party

### **Adaptive Pay:**

- Teach \$40/hour
- Assist \$18/hour

## **2026-2027 Unpaid Volunteer Work:**

While SOM rarely asks for volunteers, below are a few instances where assist is needed at a volunteer basis:

- Helping set up for Open House
- Helping load-in for Nutcracker, MDC, or recitals the day before
- Annual recital costume organization night
- Participating in optional faculty recital dance and attending rehearsals
- Volunteering to be an extra set of hands for Nutcracker or MDC shows

## **2-7 Direct Deposit**

All SOM employees will use direct deposit through Paychex. Authorization forms are available from the Studio Owner. SSN must be provided in order to be paid via direct deposit.

It is the employee responsibility to ensure all information regarding personal information, address, and paycheck preferences are up to date.

Should you have a question or need assistance accessing your Paychex profile and account, please let Studio Owner know and an invitation can be sent from the studio portal. Should you need further assistance, please email Martina Klir at [mklir2@paychex.com](mailto:mklir2@paychex.com).

## **2-8 Performance Review**

Depending on the employee's position and classification, SOM endeavors to review performance approximately annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, demotions, and bonuses are determined by and at the discretion of Studio Owner.

In addition to these formal performance evaluations, the Studio encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

## **Section 3 - Benefits**

### **3-1 Benefits Overview/Disclaimer**

The next few pages contain a brief outline of the benefits or perks SOM provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

While the Studio intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Studio Owner.

### **3-2 Holidays**

SOM requires employees to commit to weekly attendance for classes from August 17<sup>th</sup> through May 16<sup>th</sup>. Employees should plan vacation and holiday travel accordingly to avoid multiple or ongoing absences resulting in missed classes.

Employees are not paid for planned holidays or time off. Employees are paid for inclement weather closures.

### **3-3 Lactation Breaks**

The Studio will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

The Studio will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall, for the employee to express milk in private. This location may be a private room in the office, if applicable. The Studio may not be able to provide additional break time if doing so would seriously disrupt the Studio's operations, subject to applicable law. Please consult the Studio Owner if you have questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

### 3-4 Jury Duty

SOM realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep Studio Owner informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees on jury duty leave will be paid for their jury duty service in accordance with state law.

### 3-5 Voting Leave

In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. This time should be taken at the beginning or end of the regular work schedule.

### 3-6 SOM Staff Perks

**This is not information to be shared beyond the SOM staff roster**

1. Staff may drop into any technique or adult classes to continue training/education FREE of charge
2. FREE studio rentals must be scheduled in advance through MadiGrace. Failure to schedule accordingly will result in Studio Rental Fees. Please contact MG for more details about FREE Studio rentals. Employee must follow standard private lesson rates.
3. Discounted/Free SOM Gear.
4. Priority reservations and complimentary tickets to Nutcracker and Recitals (2 each-excluding MDC Show)
5. Access to staff kitchen
6. Office/Teacher work area is available to SOM staff before/after/between all classes.
7. Wi-fi in office. Please see The Front Desk for wireless passwords and more details.
8. Holiday party for staff only
9. After- recital party for staff, spouses, and children
10. Industry Competitive pay

### 3-7 Family Perks

1. Adjusted tuition to eligible employees, based on teaching status in the form of an account credit
2. Adjusted Company Fees in the form of an account credit
3. Registration Fee is waived

4. Recital Fee waived
5. Recital Costumes at cost
6. Recital Media Package is FREE
7. Priority registration before general population for all classes, camps, workshops, and Nutcracker Tea Party
8. Discount on birthdays parties held at studio
9. Children are able to come with you to studio while you work as long as they do not disrupt business, the tidiness of the space, or prohibit you from doing your job well.

## **Section 4 - Leaves of Absence**

### **4-1 Personal Leave**

If employees are ineligible for any other Studio leave of absence, SOM, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to Studio Owner at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days or sick days.

When the employee anticipates returning to work, he or she should notify Studio Owner of the expected return date. This notification should be made at least one week before the end of the leave.

Upon completion of the personal leave of absence, the Studio will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the Studio will be considered a voluntary resignation of employment.

### **4-2 Military Leave**

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that we can maintain proper coverage while employees are away.

## **Section 5 - General Standards of Conduct**

### **5-1 Workplace Conduct**

SOM endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Studio's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing SOM's property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of SOM's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of SOM's Workplace Violence Policy.
7. Failure to follow lawful instructions of Studio Owner.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on Studio property.
11. Willful or careless destruction or damage to Studio assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of SOM's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of Company policy.
19. Any act of ethical, moral, or legal turpitude, particularly those involving children.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and SOM reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Studio will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, SOM will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason. The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

## 5-2 Punctuality and Attendance

Employees are hired to perform important functions at SOM. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Studio Owner as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call or text, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the Studio.

Employees must commit to weekly attendance in your classes mid August through late May. Instructors are an integral part of student development and progression of technique. Multiple/Ongoing absences cannot be accommodated. Employees are asked to plan all travel around SOM holiday schedule. The studio is closed for 5 total weeks between August and May.

**\*Mandatory work days are:**

- August faculty meeting and Open House,
- Dress rehearsals and Recital dates, as assigned.

Please see calendar for all studio events and closures. Please see rates for pay in regarding teaching vs meeting in Section 2-6.

### **5-3 Use of Communications and Computer Systems**

SOM's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Studio policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of SOM systems.

Further, SOM may review Internet usage to ensure that such use with Studio property, or communications sent via the Internet with Studio property, are appropriate. The reasons for which the Studio may review employees' use of the Internet with Studio property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Studio operations continue appropriately during an employee's absence.

The Studio's policies prohibiting harassment, in their entirety, apply to the use of Studio's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

### **5-4 Use of Social Media**

SOM respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect Studio interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with Studio equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the Studio and also expresses either a political opinion or an opinion regarding the Studio's actions that could pose an actual or potential conflict of interest with the Studio, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Studio's position. This is necessary to preserve the Studio's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory,

obscene, defamatory, libelous or violent is forbidden. Studio policies apply equally to employee social media usage.

SOM encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with Studio Owner. Failure to follow these guidelines may result in discipline, up to and including discharge.

### **5-5 Personal Portable Communication Devices**

No employee may openly or secretly photograph, tape or otherwise surreptitiously record, or videotape, any conversation, communication, activity, changing room, client, client service, or event on SOM premises or at a company-sponsored event, unless specifically authorized in writing by SOM to do so with any personal or studio provided recording devices.

Violations of this policy may result in disciplinary action against the offending employee(s).

If any employee has any questions or concerns regarding whether any contemplated taping or recording would violate this policy, he or she should discuss the matter with Studio Owner before engaging in any such activities.

Please note that whether employees use their personal PCD or a Studio-issued device, the Studio's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

### **5-6 Smoking**

Smoking, including the use of e-cigarettes and vaping is prohibited on Studio premises- including parking lot.

### **5-7 Bulletin Boards and Newsletters**

Important notices and items of general interest are continually posted on our bulletin board as well as in the monthly newsletters. Employees should make it a practice to review it frequently. This will assist employees in keeping up with what is current at SOM. To avoid confusion, employees should not post or remove any material from the bulletin board.

### **5-8 Confidential Company Information**

During the course of work, an employee may become aware of confidential information about SOM's business, including but not limited to information regarding students, Studio finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers.

An employee also may become aware of similar confidential information belonging to the Studio's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Studio may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

### **5-9 Conflict of Interest and Business Ethics**

It is SOM's policy that all employees avoid any conflict between their personal interests and those of the Studio. The purpose of this policy is to ensure that the Studio's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Studio.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Studio, by any employee who is in a position to directly or indirectly influence either the Studio's decision to do business, or the terms upon which business would be done with such organization;
2. holding any interest in an organization that competes with the Studio;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Studio or which competes with the Studio;
4. and/or profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Studio.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you and the Studio.

### **5-10 Use of Facilities, Equipment and Property, Including Intellectual Property**

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify Studio Owner if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

Employees also are prohibited from any unauthorized use of the Studio's intellectual property, such as audio and photo/video files, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Studio is not responsible for any damage to employees' personal belongings.

### **5-11 Health and Safety**

The health and safety of employees and others on Studio property are of critical concern to SOM. The Studio intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to Studio Owner immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Studio's premises, or in a product, facility, piece of equipment, process or business practice for which the Studio is responsible should be brought to the attention of management immediately.

Periodically, the Studio may issue rules and guidelines governing workplace safety and health. The Studio may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the Studio Owner as soon as possible, regardless of the severity of the injury or accident.

## **5-12 Employee Dress and Personal Appearance**

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position and instruction. Some employees may be required to wear uniforms or specific equipment/clothing. Please contact Studio Owner for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire.

## **5-13 Publicity/Statements to the Media**

All media inquiries regarding the position of the Studio as to any issues must be referred to the Studio Owner. Only Studio Owner is authorized to make or approve public statements on behalf of the Studio. No employees, unless specifically designated by Studio Owner, are authorized to make those statements on behalf of Studio. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Studio must first obtain approval from Studio Owner.

## **5-14 Operation of Vehicles**

All employees authorized to drive personal vehicles in conducting Studio business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to Studio Owner immediately.

An employee must have a valid driver's license in his or her possession while operating a vehicle off or on Studio property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

### **Portable Communication Device Use While Driving**

Employees who drive on Studio business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill studio business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

## **5-15 Business Expense Reimbursement**

Employees can be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved in advance by Studio Owner, and may include air travel, hotels, motels, meals, cab/Uber fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to Studio Owner along with the receipts in a timely manner. Employees are expected to exercise restraint and good judgment when incurring expenses.

Employees should contact their Studio Owner in advance if they have any questions about whether an expense will be reimbursed.

## **5-16 References**

SOM will respond to reference requests through the office management. The Studio will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Studio Owner. Only the Studio Owner may provide references.

## **5-17 If You Must Leave Us**

Should an employee decide to leave the Studio, we ask that he or she provide Studio Owner with at least 2 weeks advance notice of departure. Thoughtfulness will be appreciated. All Studio, property including, but not limited to, keys, laptop computers, uniforms, teaching tools, etc., must be returned at separation. Employees also must return all of the Studio's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Studio, (through payroll deduction, if lawful) for any lost or damaged Studio property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

## **5-18 Exit Interviews**

Employees who resign may be requested to participate in an exit interview with the Studio Owner, if possible. We will always welcome feedback from employees going a different direction with their employment.

## **5-19 SOM Best Practices**

- Arrive 15 minutes before the first class every day to complete the following:
  - Prepare yourself and your area for class
  - Receive your students and assist with class transitions
- Ensure that cell phones are turned off or in airplane mode during class
- Check roll in every class using Studio Director. This is a requirement to ensure accurate reporting of the following:
  - Billing
  - Class Absences
  - MDC Attendance Requirements
  - Accurate costume orders
- When using the SD system, always use your own personal login.
- Studio room changes, class enrollment, staff schedule can be found in SD. Staff should use this system accordingly and consistently.
- Staff should submit all sub requests through Studio Owner. If the sub request is approved, you will be asked to prepare a class plan/music for your sub.
- When parking, leave close spots for customers.
- Studio rentals must be scheduled through MG in advance.
- Faculty and student/client phone numbers or emails should never be shared or distributed to parents or students.
- No sitting in the studio rooms whatsoever if you are the faculty in the room responsible for instructing students. No sitting while teaching, no sitting while observing your class, no sitting during private lessons being held at SOM.
- Unless commuting to another class to teach and utilizing your assistant instead- all faculty must stay to ensure their kids make it to the parent picking up. If 15 minutes after your class lapses and your dancer has not been picked up, they can be brought to the main lobby for supervision, Meg's office with her, or taken to another faculty.
- When opening and closing the facility, staff must always check and lock all of the doors.

## **5-20 Best Practices for Handling Injuries**

All injuries must be reported to Meg Minter. In case of emergency, stay calm. Call 911 immediately for serious injuries.

Staff should maintain control of the class when an injury occurs. Staff should ask for help from another teacher or call the front desk, if unable to maintain control during an injury. Staff must then report injuries to front desk so appropriate contact can be made with parents and/or emergency contact. If the injury involves a hurt ankle, foot, do not let the injured walk on it. Elevate and apply ice to the injured limb.

## 5-21 Best Practices for Housekeeping

We ask that staff do their part to keep the studios and waiting areas clean. Please remove trash and waste and clean up spills, as needed. Please return all borrowed items from the studio after use. Always clean mirrors before the end of each class if you write on them. Please notify the office if there are any major spills and if the studios need attention. Please return all teaching tools or props back to their studio origin.

## 5-22 Inclement Weather: High Winds/Large Hail/etc.

- Move students away from any windows or glass. Account for any missing students (restrooms, changing room, etc.)
- Students in “Move” should move to studio “Mint”. Keep hallways clear.
- Students in “Lab” should move to either of the Lab restrooms.
- Students and parents in Main Lobby should move to studio “Mint”.
- Students and parents in Lab Lobby should move to either of the Lab restrooms.
- Students and parents in “Joy” should move to the back hallway away from the glass windows.

## 5-23 Evacuation Plan - due to smoke, fire, or other emergency

### Teachers

- Call 911
- Check roll and account for all students and parents.
- Check bathrooms and waiting areas for students and parents.
- Calmly walk students and parents to outside designated areas.

### Designated Areas:

- **Fire in Front of Building**
  - All studios exit through nearest rear door to back of building/alley.
  - Walk around the back of shopping center to the front and meet at gas station
- **Fire in Back of Building**
  - All studios exit through nearest front door to parking lot.
  - Walk through parking lot and meet at gas station
- **Unauthorized Visitors**
  - Should there ever be a situation where there is an unauthorized person outside, make sure your students are in the studio, and lock the main doors.

## 5-24 Key Contact Information

- Studio of MoveMINT: (682) 312-0442 or [info@studioofmovemint.com](mailto:info@studioofmovemint.com)
- Meg Minter: (469) 338-8214 or [info@studioofmovemint.com](mailto:info@studioofmovemint.com)
- Carrie Wilkey: [carrie@studioofmovemint.com](mailto:carrie@studioofmovemint.com)
- MadiGrace Albert: [madigrace@studioofmovemint.com](mailto:madigrace@studioofmovemint.com)
- Catherine Kline: [catherine@studioofmovemint.com](mailto:catherine@studioofmovemint.com)
- Mariana Duplan: [mariana@studioofmovemint.com](mailto:mariana@studioofmovemint.com)
- Lauren Crouch: [laurencrouch@gmail.com](mailto:laurencrouch@gmail.com)

## 5-25 A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about SOM. The information in this handbook is general in nature and, should questions arise, Studio Owner should be consulted for complete details. While

we intend to continue the policies, rules and benefits described in this handbook, Studio of MoveMINT, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the Studio or its personnel policies and practices.



## General Handbook Acknowledgment

This Employee handbook is an important document intended to help you become acquainted with Studio of MoveMINT. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Studio's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee handbook.

**I have received and read a copy of SOM's Employee handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Studio at any time.**

**I further understand that my employment is terminable at will, either by myself or the Studio, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.**

**I understand that no representative of SOM other than Studio Owner may alter "at will" status and any such modification must be in a signed writing.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Studio's Employee handbook.**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.



## Receipt of Sexual Harassment Policy

It is Studio of MoveMINT's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Studio. It is to ensure that at the Studio all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to the Studio Owner. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Studio will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels that he or she has been subjected to any such retaliation, the employee should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

**I have read and I understand SOM's Sexual Harassment Policy.**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.



## Receipt of Non-Harassment Policy

It is Studio of MoveMINT's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Studio Owner. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Studio will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

**I have read and I understand SOM's Non-Harassment Policy.**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.



# STUDIO OF MOVEMINT

## Confirmation of Receipt of Handbook

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.