



Train Me Today

the
Employee Handbook

HR Coach LLC
DbA

Train Me Today

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Welcome to Train Me Today

Train Me Today is a growing company. Our philosophy is to maintain an enthusiastic team of people that work well together and contribute positively to their own success and the success of the company. We foster team spirit and value your skills and contributions. We encourage open communication, your ideas, suggestions and input at all times. The consistent contribution of each employee is a vital part of the growth of the Company.

Thank you for choosing Train Me Today as your employer.

Sincerely,

Jacquelyn Thorp, Partner
CEO & Founder

Jeffrey A. Kinworthy
President & Principal/Owner

Mission Statement

The mission of Train Me Today is to present engaging, fun and highly relevant supervisor and HR educational programs that deliver results at the best prices.

We create success stories one class at a time.

About the Employee Handbook

This Employee Handbook is a guide to help you understand what the company expects from you and what you can expect from the company. The Handbook applies to all employees working for Train Me Today. It contains only general information and guidelines. It is not intended to be comprehensive. The policies outlined in this Handbook are based on the belief that common sense, good judgment, and consideration of the rights of others are paramount to our ability to serve our customers and ourselves.

For detailed policies and procedures, refer to the Human Resources Policy and Procedure Manual located in the Human Resources office.

Neither this Handbook nor any other document confers any contractual right, either expressed or implied, to remain in Train Me Today's employ, nor does it guarantee any fixed terms and conditions of your employment.

Train Me Today reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the president of Train Me Today.

Equal Employment Opportunity

It is the intent and resolve of Train Me Today to comply with the requirements and spirit of the law in the implementation of all facets of equal employment opportunity. In recruitment, selection, training, compensation, promotion, transfer, layoff, recall termination, dispute resolution and any other personnel action, there will be no discrimination on the basis of race, creed, color, gender, religion, sex, sexual orientation, age, national origin or ancestry, physical disability (including but not limited to disabilities arising from or related to AIDS and/or the HIV virus), mental disability, mental disability including genetic characteristics, marital status, registered domestic status, gender preference or veteran status or any other classification protected by law. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such

discrimination is unlawful. If you believe you have been subjected to any form of unlawful discrimination, it is imperative that you contact Michelle Pettit, President.

Employment At-Will

Employment at Train Me Today is employment at-will. The relationship between the employee and Train Me Today is for an unspecified term and considered employment at-will. This means that the terms and conditions of employment may be changed with or without cause and with or without notice, including but not limited to; termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. Status as an at-will employee cannot be changed except through a written agreement signed by the owner of Train Me Today. The employment relationship with any employee can be terminated at-will, either by the employee or Train Me Today, with or without cause or advance notice.

American's With Disabilities Act

Train Me Today is committed to providing all employees and applicant's with reasonable accommodations when it is possible and appropriate to do so. Employees or applicants with disabilities should provide the necessary specific accommodations to the President, Michelle Pettit or their supervisor. Employees must provide documentation which supports their request for accommodations.

For more detailed information, please refer to the Human Resources Policy and Procedure Manual.

Anti-Harassment, Discrimination and Retaliation Policy

Train Me Today is committed to providing employees with a positive work environment based on trust and mutual respect. Train Me Today will not tolerate harassment or any other conduct of an intimidating or personally offensive nature, including, but not limited to harassment based on pregnancy, childbirth or related medical conditions, race, religion, creed, color, disability, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual preference or sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful under Title VII of the Civil Rights Act and the California Fair Employment and Housing Act (FEHA). It also prohibits unlawful

discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

Sexual harassment includes but is not limited to, sexual advances, verbal or physical conduct of a sexual nature, visual objects of a sexual nature (i.e., signs, posters, and the like), requests for sexual favors, implying that sex is a condition of employment.

HR Coach LLC DBA Train Me Today will not tolerate any conduct prohibited under California Government Code Section 12950 by our employees or by anyone that our employees may come in contact with such as customers, vendors, miscellaneous people in the office, family members, etc.

Any employee who believes that they have been illegally harassed should immediately contact the CEO, Jacquelyn Thorp. In the event that they are uncomfortable talking with the CEO, they may reach out to any Senior Manager. Complaints may be left on the telephone system by pressing 0. Train Me Today will take immediate appropriate corrective action to make sure that the harassment stops.

In the event that an employee is not comfortable addressing the problem internally through HR Coach LLC DBA Train Me Today management, they may submit a complaint to a government agency for help.

Department of Fair Employment and Housing (California)

PHONE: 800-884-1684 (voice), **800-700-2320** (TTY)

Email: contact.center@dfeh.ca.gov

For Disability Accommodations

Email: accommodations@dfeh.ca.gov or call **844-541-2877**

Equal Employment Opportunity Commission

The EEOC has a contact page with several different phone numbers and email addresses you can use, depending on why you want to get in touch with the EEOC.

If you can't decide what category your inquiry would fall under, you can call the main toll-free number at **1-800-669-4000** or email info@eoc.gov.

The Company will not retaliate against any employee for submitting a complaint which they believe to be valid.

Harassment complaints will be treated as confidentially as possible. A fair, thorough, prompt and timely investigation that provides all parties with appropriate due process and reaches a reasonable conclusion based on the evidence collected will carefully be examined by a qualified Human Resources practitioner.

If you are accused of harassment, cooperate with the investigation as due process will be used.

If harassment occurs, Train Me Today will take prompt and appropriate remedial measures and corrective action.

You will be notified of the outcome of the investigation and any action that will be taken as a result in a timely closure depending on the circumstances and availability of witnesses.

For more detailed information, please refer to the company policy regarding harassment prevention and review the posting on the company bulletin board.

Electronic Communications including Voice Mail, E-Mail and Internet

Train Me Today' telephone and computer system permits employees to receive messages through the Company's computer system and in some cases the Internet. The system is an important asset of Train Me Today and has been installed at substantial expense to facilitate business communications. Although employees may be able to use pass codes to restrict access to messages that are left on the system, it must be remembered that the system is intended solely for business use and must be used in a professional manner (i.e. no profanity, jokes, etc.). Train Me Today reserves the right to monitor any communications made on its systems including but not limited to voice messages, e-mail and the Internet. Train Me Today reserves the right to obtain access to all messages left on or recorded on the system. Employees should not assume that such messages are confidential or that access by Train Me Today or its designated representative will not occur. Usage of

the systems should comply with all Train Me Today Policies and Procedures as described in the Human Resources Policies and Procedures Manual located in the Human Resources Office.

Benefits

Sick Leave Pay

Social Security

State Disability Insurance

Workers' Compensation

Unemployment Insurance

Paid Family Leave Insurance

Direct Deposit

Unpaid Holidays

Train Me Today is closed on the following holidays:

New Year Day

President's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day After Thanksgiving

The week of Christmas through New Year's Day

Leaves of Absence

- Jury duty/Witness duty
- Military leave
- Voting
- Time off for parent/teacher conferences
- Pregnancy Disability Leave
- Victims of Domestic Violence Leave
- Literacy Assistance
- Personal Leave

Housekeeping

You are expected to keep all areas where you are working on behalf of Train Me Today clean and orderly. All refuse should be deposited in trash cans provided for that purpose. Never stack material or in any other way block aisle ways, exits, fire extinguishers, doors, or other emergency equipment. Wipe down tables in the TMT training room after every class. Dispose of any food related trash in the dumpster outside of the office.

Standards of Conduct

Standards of Conduct have been established to identify examples of conduct that are impermissible and may lead to disciplinary action, including immediate termination. Generally, no conduct that is immoral, unethical or illegal will be tolerated. Although it is not possible to provide an exhaustive list of all types of impermissible conduct/performance, the following are examples:

- Insubordination, including improper conduct toward a supervisor or refusal to perform (appropriate and safe) tasks assigned by a supervisor.
- Possession, distribution, sale, use or being under the influence of alcoholic beverages, illegal or legal drugs while on Train Me Today property or while operating a vehicle or potentially dangerous equipment leased or owned by Train Me Today.
- Release of confidential information about Train Me Today or its customers.
- Theft or unauthorized removal or possession of property from Train Me Today, fellow employees, customers or anyone on Train Me Today property.
- Altering or falsifying any time-keeping record, intentionally falsifying another employee's time card, allowing someone else to complete your time card, removing any time-keeping record from the designated area without proper authorization or destroying such a record.
- Absence for one or more consecutive workdays without notice to your supervisor or department head, unless a reasonable excuse is offered and accepted by Train Me Today.
- Falsifying or making a material omission on an employment application or any other Train Me Today record.
- Misusing, destroying or damaging property of Train Me Today.

- Actual or threatened physical violence towards another employee.
- Bringing dangerous or unauthorized materials, such as explosives, firearms or similar items onto Train Me Today property.
- Misconduct.
- Unsatisfactory job performance.
- Violating safety or health rules or practices or engaging in conduct that creates a safety or health hazard.
- Failure to report a work-related injury to management.
- Wasting supplies or materials.
- Abusing telephone privileges or using your personal cell phone excessively on company time.
- Unlawful harassment or discrimination of another employee.
- Smoking on any of Train Me Today' common areas or within the building including work area, break rooms and rest rooms.
- Other conduct that is not in the best interest of Train Me Today.

Drug and Alcohol-Free Workplace

Train Me Today is committed to a drug and alcohol-free workplace. Our policy prohibits the use, sale, distribution, manufacture or possession of alcohol or drugs, paraphernalia, or any combination thereof, on any Company premises or worksite including Company vehicles and any private vehicle parked on the Company premises or worksite.

The Company will employ every legal means available to it to operate its business free of alcohol and drugs. Accordingly, where the law permits, we support and reserve the right to subscribe to drug testing for pre-employment, specific incidents, probable cause, fitness for duty and accidents. This list is not intended

to limit the events which would require a drug test and the Company reserves the right to test for alcohol and drug abuse for other lawful reasons.

Employees suspected of being under the influence of drugs or alcohol at work will be driven to a medical clinic for a drug and/or alcohol test. On-the-job drug or alcohol impairment may justify an immediate discharge.

We recognize that chemical dependencies are a private and personal concern for many individuals and may pose a sensitive and critical problem for some of our current employees. Therefore, we encourage any employee with a problem in this area to come forward and identify their problem to management. Such employees will not be disciplined for such self-identification. Employees that self-identify will be given unpaid time off to participate in a rehabilitation program unless it would result in an undue hardship to the organization to provide the time off. Should an employee refuse to take all tests necessary to make an objective determination of the employee's state including a drug and alcohol screen, termination of employment may occur.

Safety

You are required to comply with all of the safety rules and regulations of the Company at all times, whether on duty or off duty on Company premises. The following is a list of basic safety rules for all employees. For a complete set of safety rules, refer to the Company's Injury and Illness Prevention Program Manual which is maintained in the Human Resources Office.

- If injured on the job, no matter how slightly, immediately report the injury to your supervisor.
- Obey all signs - they are posted for your benefit. It is your responsibility to understand the visual or verbal warning systems and escape routes.
- Report unsafe conditions and unsafe acts to your supervisor.
- Horseplay pranks or practical jokes are strictly prohibited. Don't distract or interfere in any way with a person performing a job.

- Running and taking short cuts through work areas is not permitted. Always walk and always use aisle ways.
- Never remove guards or safety devices from machines.
- Fire prevention is everyone's responsibility. Smoking is not permitted in any of Train Me Today common areas or personal work stations. Use caution when using coffeepots. Turn off appliances when not in use.
- The operation of machinery or other Company vehicles by unauthorized persons is not permitted.
- California law requires the use of seat belts while operating a motor vehicle. You must wear a seat belt if the course and scope of your job responsibilities require you to operate a vehicle.

Employees are required to attend a safety orientation session before going to work.

Failure to adhere to any of the Company's safety policies is grounds for discipline, up to and including termination.

Work Permit

Any employee under the age of 18 must have a work permit from a school or a graduation certificate.

Hours of Work

Regular work hours vary. Your supervisor will work with you on available classes and your availability to teach those classes.

Unpaid meal breaks for non-exempt employees are at least 30 minutes for a work period of more than five hours except when a work period of not more than six hours will complete the day's work the meal period may be waived by mutual consent of the employer and the employee. Non-exempt employees are entitled to a 10-minute paid rest break during any 4-hour shift. Employees working 3.5 hours or less are not entitled to a break. All breaks, including meal breaks, are required

and must be properly documented on your time card. Upon occasion mandatory overtime work is required.

Attendance and Tardiness

Everyone's time is valuable. When you are late to a meeting, whether online or onsite, it is disrespectful to your team and to your company. When you are late to a client's it is bad business. A no show to a meeting is just rude and unacceptable without compelling reasons. Please be sure you leave in plenty of time to arrive to a client's location at least 30 minutes before the class begins so that you are able to set up and calmly begin your class. Please arrive to company meetings on time.

Not showing up to teach a class is a disaster. You must give your supervisor as much notice as possible when you are not available to teach a scheduled class. If there is an emergency situation where you are scheduled to teach a class and are not able to teach the class, please give as much notice as possible so that we may find another instructor to substitute for you.

Excessive absences or tardiness will be subject to corrective discipline. Excessive absences are counted when you have been absent more than 2 classes without compelling reasons. Excessive tardiness will be subject to corrective discipline when are repeatedly late causing meetings to start without you at your 3rd time.

Time Keeping

All non-exempt employees must account for work time and billable hours on a regular basis by completing a time sheet/billable hours sheet for your supervisor's review through T-sheets. The time card must accurately account for all hours worked and billable hours. You may work overtime only when authorized and approved in advance by your supervisor.

Pay Days

Pay days are every other Friday and checks are ready and available at the Train Me Today Human Resources Office. We offer Direct Deposit.

Dress Code

All TMT representatives must wear business attire in the course of work for Train Me Today. When attending a Train Me Today event, such as the HR Pro Conference, you are asked to wear blue slacks or dress jeans, blue sweater and red shirt. As a representative of the Company, while at work or the office, you are expected to dress and groom yourself in a manner consistent with the work environment.

Dress should be appropriate in line with the Train Me Today Mission Statement and Harassment Prevention Policy.

Please Note: If your supervisor determines, in his or her sole and absolute discretion, that you are dressed inappropriately to perform your job, you may be sent home (without pay, in the case of hourly employees) and/or be subject to disciplinary action.

Workplace Security and Violence Prevention

Train Me Today is committed to providing a workplace that is free from acts of violence and threats of violence. In keeping with this commitment, the employer has established a policy that provides “zero tolerance” for actual or threatened violence against co-workers, visitors, or any other persons who are either on our premises or have contact with employees in the course of their duties. Compliance with this policy is a condition of employment. Employees who deliberately violate any of its terms may be subject to disciplinary action, up to and including immediate termination of employment. Report any threat of safety or violence to your supervisor or the President.

Employee Acknowledgement

I have received and read a copy of the Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I have read the rules and regulations governing my conduct as an employee of Train Me Today and agree to abide by these rules and policies during my employment with this Company. I understand that except for employment at-will status, policies may be changed from time to time by the Company.

I understand that only the CEO of the company has the authority to enter into any agreement express or implied for employment for any specific period of time or to make any agreement for employment other than at-will and only in writing signed by the CEO.

I understand and agree that nothing in this handbook creates or is intended to create a promise of continued employment and that employment at Train Me Today is employment at-will.

My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between Train Me Today and myself covering the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representations concerning my employment with Train Me Today.

A representative of the Company has discussed its contents with me. I understand the rules and information contained in it and agree to adhere to its provisions.

Signature: _____ Date: _____

PRINT NAME: _____

Company Representative Signature: _____

Employer Copy

Receipt of Anti-Harassment, Discrimination and Retaliation Policy

I acknowledge that I have received a copy of the anti-harassment, discrimination and retaliation policy in the HR Coach LLC DBA Train Me Today Employee Handbook. I have reviewed the definition of unlawful harassment under the Fair Employment and Housing Act and Title VII.

I understand Train Me Today's position regarding the prevention of unlawful harassment, discrimination and retaliation, abusive conduct, gender harassment, the types of conduct that constitutes sexual harassment and abusive conduct, remedies available for harassment, strategies to prevent harassment, practical examples of sexual harassment, education on gender roles, the limited confidentiality of the complaint process, the employers obligation to conduct an investigation, what to do if I am personally accused of harassment and our company policy.

- I understand the reporting process should I become a victim of harassment or abusive conduct and what to do should I know of anyone who was harassed or a victim of abusive conduct.
- I understand my responsibilities as a supervisor to prevent harassment.
- I understand that it is my responsibility to read and comply with the company policy and the law.
- I have received a copy of the California pamphlet *Sexual Harassment*.
- I further understand that I should consult with senior management if I have any questions regarding what constitutes harassment or abusive conduct and how to handle a situation of harassment or abusive conduct.

Employee Signature: _____

Print Name: _____ Date: _____

Company Copy

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