



COLLEGE OF BIOMEDICAL EQUIPMENT TECHNOLOGY

11550 IH-10 West, Suite 190
San Antonio, TX 78230
(866) 866-9027 Toll-Free
(210) 233-1102 Office

Employee Handbook

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Welcome to CBET!

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with our company and answer many of your initial questions.

As an employee of CBET, you are very important. Your contribution cannot be overstated. CBET strives to operate with integrity and provide educationally sound, high-quality degree, vocational, and professional development training programs to our students. CBET also maintains fair and ethical business practices with respect to marketing, advertising, enrollment, financial practices, and education. Our goal is to provide high-quality services to our students and to do so more efficiently and economically than our competitors. By satisfying our students' needs, we ensure they will continue to do business with us and will recommend us to others.

You are an important part of this process because your work directly influences our company's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely

William Bassuk

President and CEO

TABLE OF CONTENTS

Equal Employment Opportunity	7
Americans with Disabilities Act	7
Employee Relations Philosophy	7
No Harassment	7
Categories of Employment	9
Immigration Reform and Control Act	9
New Employee Orientation	10
Suggestions and Ideas	10
Talk to Us	10
Payday	10
Paycheck Deductions	11
Garnishment/Child Support	11
Direct Deposit	11
Performance Reviews	11
Job Descriptions	12
Promotions	12
Overtime	12
Holidays	12
Vacation	12
Full-time Employees	13
Sick Days	13
Jury Duty	13
Military Leave	13
Social Security	14
Professional Development	14
Confidentiality of Student Matters	14
Care of Student Records	14
Social Security Number Privacy and Protection of Personal Information	15
Attendance and Punctuality	15
Work Assignments	15
Standards of Conduct	16

Access to Personnel Files	16
Computer Software Licensing	17
Student and Public Relations	17
Non-Solicitation	17
Distribution	18
Changes in Personal Data	18
Care of Equipment	18
Non-Fraternization	18
Travel/Expense Accounts	19
Personal Property	19
Natural Disasters	19
Acceptable Use of Electronic Communications	20
Electronic Communications:	20
Personal Use of Our Systems:	20
Social Media	21
Security of Electronic Devices	23
Reference Checks	23
Protecting Company Information	24
Document Retention	24
Conflict of Interest/Code of Ethics	24
Employee Code of Ethics	25
Contact with the Media	25
If You Must Leave Us	25
Each Employee's Responsibility	26
Workplace Searches	26
In an Emergency	27
Substance Abuse	27
Receipt of Employee Handbook and Employment-At-Will Statement	29

ABOUT US

MISSION STATEMENT

The College of Biomedical Equipment Technology's (CBET) mission is to provide Healthcare Technology Management (HTM) education, training, and career services consistent with the evolving needs of employers in the healthcare industry.

VISION

The College of Biomedical Equipment Technology will provide nationally recognized biomedical equipment and healthcare technology management educational and professional opportunities that meet the needs of our students and are responsive to the needs of the healthcare community.

VALUES

Our core values guide us to accomplish our mission and achieve our vision:

Committed to Delivering a World-Class Education on Demand: We are committed to providing education, training, and career services in an online format, emphasizing applied instruction focused on biomedical equipment, led by skilled faculty with real-world experience.

Committed to Lifelong Learning and the Professional Development of our Students: Our commitment to our student extends beyond the limits of the classroom. Through continuing careers services, mentorship, and support, we foster lifelong learning and professional development designed to strengthen the relationship we share with our students, alumni, and partners in the healthcare industry.

Committed to our Strategic Partners: We partner with business and industry to keep pace and better understand global healthcare technology and cyber security trends. Through our strategic alliances, we ensure our curriculum and instruction prepare our graduates to compete successfully in a rapidly evolving and increasingly technical healthcare environment.

Committed to Community: We believe in fostering a learning community in which the values, goals, and learning styles of students are recognized and supported. We are committed to the belief that diversity strengthens learning and actively seek opportunities to leverage the experiences, perspectives, and ideas of our students.

Committed to Integrity and Excellence in Education: We believe in the importance of maintaining the highest ethical standards and integrity in all that we do. We also expect the same in our students and incorporate professional business ethics and communications in our courses of instruction.

Overview of the Handbook

This Employee Handbook contains information about the employment policies and practices of CBET. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and CBET. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. CBET retains the right to make decisions involving employment as needed to conduct its work in a manner that is beneficial to the employees and CBET. This Employee Handbook supersedes and replaces all prior Employee Handbooks and any inconsistent verbal or written policy statements.

Except for the policy of at-will employment, which can only be changed by the President of CBET in a signed written contract, CBET reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the President of CBET. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations concerning any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific period.

OUR COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR CBET MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF CBET IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED— WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF CBET.

Equal Employment Opportunity

Our company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis [“protected class”] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform service member status; or any other protected class under federal, state, or local law.

You may discuss equal employment opportunity related questions with the President or any other designated member of management.

Americans with Disabilities Act

CBET is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify your department director of the need for accommodation. Upon doing so, your department director may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. CBET will not seek genetic information in connection with requests for accommodation. All medical information received by CBET in connection with a request for accommodation will be treated as confidential.

Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

To maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open, and problems can be discussed and resolved in a mutually respectful atmosphere. We consider individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

No Harassment

We prohibit harassment of one employee by another employee, supervisor or third party for any reason based upon an individual’s race; color; religion; genetic information; national origin; sex (including same-sex); pregnancy, childbirth, or related medical conditions; age; disability; or any other category protected under federal, state, or local law (“protected class”).

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with a member of management or one of

the contacts listed in this policy. At a minimum, the term “harassment” as used in this policy includes any of the following activities about an individual’s protected class:

- Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.
- Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We also absolutely prohibit retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

All members of management are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with any member of management, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees are covered by this policy. We prohibit harassment, discrimination, or retaliation of our employees in connection with their work by non- employees. Immediately report any harassing or discriminating behavior by non-employees, including vendors, students, and employees of contractors or subcontractors. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

Due to the serious nature of harassment, discrimination, and retaliation, you must report your concerns to President William Bassuk

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If an employee makes a report to any person listed above and that person either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other persons on the list above to receive complaints. You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and then take prompt, appropriate remedial action. CBET will protect the confidentiality of employees reporting suspected violations to the extent possible consistent with our investigation.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

We are serious about enforcing our policy against harassment. Persons who violate this or any other company policy are subject to discipline, up to and including discharge. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.

Categories of Employment

- INTRODUCTORY PERIOD: Full-time and part-time employees are on an introductory period during their first 60 days of employment.
- During this time, you will be able to determine if your new job is suitable for you, and the CEO will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period since you are an at-will employee both during and after your introductory period.
- FULL-TIME EMPLOYEES regularly work at least a 30- hour workweek.
- FULL-TIME FACULTY MEMBERS regularly work at least a 30-hour workweek.
- PART-TIME EMPLOYEES work less than 30 hours each week.
- INDEPENDENT CONTRACTORS that work less than 30 hours each week will receive a 1099.
- In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."
- NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.
- EXEMPT EMPLOYEES are not entitled to overtime pay and may also be exempt from minimum wage requirements under applicable federal and state laws

Upon hire, the CEO will notify you of your employment classification.

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our company is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited period, the individual will be required to submit proof of renewed employment eligibility before the expiration of that period to remain employed by CBET.

New Employee Orientation

Upon joining our company, you were given this copy of our Employee Handbook. After reading this Employee Handbook, please sign the receipt page and return it to the corporate administrator.

If you lose your copy of the Employee Handbook, or if it becomes damaged in any way, please notify the corporate administrative assistant as soon as possible to obtain a replacement copy.

Suggestions and Ideas

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted to the CEO. After we investigate your suggestion, you will be notified whether it is feasible to be put into practice.

Talk to Us

We encourage you to bring your questions, suggestions, and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your department director so that the problem can be settled by examination and discussion of the facts. We hope that your department director should be able to satisfactorily resolve most matters.

If you still have questions after meeting with your department director or if you would like further clarification on the matter, request a meeting with the CEO. (S)he will review the issues and meet with you to discuss workable solutions.

Finally, if you still believe that your problem has not been fairly or fully addressed, request a meeting with the President.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time, you do not feel comfortable speaking with your department director or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.

Payday

- You will be paid biweekly on Friday for the period that ends previous Saturday.
- When our payday is a holiday, you normally will be paid on the last working day before the holiday.

- Please review your paycheck for errors. If you find a mistake, report it to the School Director. The School Director will assist you in taking the steps necessary to correct the error.

Paycheck Deductions

CBET is required by law to make certain mandatory deductions from your paycheck each pay period. Mandatory deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage, and Tax Statement.

CBET will not make deductions to an employee's pay which are prohibited by state or federal law or regulation, including those established by the United States Department of Labor.

If questions or concerns about any pay deductions arise, discuss and resolve them with the payroll administrator.

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

Garnishment/Child Support

When an employee's wages are garnished by court order, our company is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our company will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Direct Deposit

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program. Direct deposit enrollment forms may be obtained from the payroll administrator.

Performance Reviews

Your performance is important to CBET. Once each year, on or about your anniversary date, the CEO or designee will review your job progress within our company and help you set new job performance plans.

New employees will generally be reviewed at the end of their introductory period.

Our performance review program provides the basis for a better understanding between you and the CEO, concerning your job performance, potential, and development within CBET.

Job Descriptions

CBET maintains a job description for each position in CBET. The job description outlines the essential duties and responsibilities of the position. When the duties and responsibilities of a position change, the job description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see the CEO.

Promotions

We believe that career advancement is rewarding for both the employee and CBET. We will promote qualified employees to new or vacated positions whenever possible. Job openings may be announced verbally. If you are interested in applying for one of these positions, notify the CEO and speak to the person indicated on the notice.

Overtime

There may be times when you will need to work overtime so that we may meet the needs of our students. Although you will be given advance notice when feasible, this is not always possible. If you are a non-exempt employee, you must have all overtime approved in advance by the CEO.

Non-exempt employees will be paid at a rate of time and one-half their regular rate of pay for hours worked more than 40 hours in a workweek unless state law provides a greater benefit in which case, we will comply with the state law. Only actual hours worked count toward weekly computing overtime.

Holidays

Our company normally observes the following holidays during the year:

- New Year's Day
- Martin Luther King, Jr. Day Presidents Day
- Memorial Day Independence Day Labor Day Thanksgiving Day
- Day After Thanksgiving Christmas Day

If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday.

In addition to the holidays listed above, full-time employees and full-time faculty members will earn one floating holiday a year to be taken at your discretion. Floating holidays may not carry over to the next year, nor are they paid out upon termination.

Full-time employees are eligible for paid holidays immediately upon hire.

Non-exempt employees must work their scheduled workday before and after the holiday to be paid for the holiday unless they are absent with prior permission from the CEO.

Vacation

Full-time employees and faculty are eligible for paid vacation time.

Full-time Employees

Immediately upon hire, you will accrue 3.08 hours of vacation each pay period, up to a maximum of 2 weeks of vacation. Vacations may be not taken during your introductory period. After five years, and each year after that, you will accrue 4.62 hours of vacation each pay period, up to a maximum of 3 weeks of vacation.

Sick Days

Full-time employees are eligible for paid sick days each year. Eligible employees earn 0.5 days for each month worked during the year, up to a maximum of six days. These sick days may be taken after your introductory period.

Exempt employees will receive sick pay in compliance with state and federal wage and hour laws.

You may use accrued sick time to care for your sick child.

Sick days cannot be carried over to the following year. Sick days can only be used for days that the employee is scheduled to work.

Employees are not paid in lieu of taking the actual time off.

Employees are not paid for earned but unused sick days upon discharge.

Jury Duty

Employees summoned for jury duty are granted an unpaid leave to serve.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws. We reserve the right to request proof of jury service issued by the Court upon return. Make arrangements with the CEO as soon as you receive your summons.

When permitted by state law, we expect you to return to your job if you are excused from jury duty during your regular working hours.

Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation (if any) may be used for this leave if the employee chooses, but CBET will not require the employee to use a vacation. Military orders should be presented to the corporate

administrative assistant and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to CBET unless military necessity makes this impossible. You must notify the corporate administrative assistant of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Social Security

During your employment, you and CBET both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

Professional Development

Our company believes in supporting the individual growth of its employees. To encourage employee development, our company offers a professional development reimbursement program to eligible employees who attend job-related seminars.

To participate in this program, you must be a full-time employee or a full-time faculty member.

Approval from the Director of Education must be received before registration for the seminar. Our company may pay a portion of approved job-related seminars.

To keep our company informed of new developments, we ask that you share any additional information presented at the seminar with the rest of the staff.

Confidentiality of Student Matters

Our professional ethics require that each employee maintain the highest degree of confidentiality when handling student matters.

To maintain this professional confidence, no employee shall disclose student information to other students, friends, or members of one's own family.

Care of Student Records

The impression that students have of our company is based, in part, on the way we care for their records. If we are careless with their files and records, students may conclude that we have the same attitude toward our technical work. As professionals, we must respect the confidence in which we are entrusted and ensure that student files are handled with care.

When possible, obtain all material from student files and then return the material to the files. The material should be returned in the same condition or better than when it was received.

Under no circumstances will outside requests for student material be fulfilled unless prior written permission is received from the student, or if required by law.

Social Security Number Privacy and Protection of Personal Information

To ensure to the extent practicable the confidentiality of our employees' and applicants' Social Security Numbers (SSNs) and confidential personal information, no employee may acquire, disclose, transfer, or unlawfully use the SSN or personal information of any employee except in accordance with company policy. The release of employee SSNs, driver's license numbers, or financial account numbers to external parties is prohibited except where required by law. Internal access to employee SSNs, driver's license numbers, or financial account numbers is restricted to employees with a legitimate business need for the information.

Employee SSNs and personal information may be collected in the ordinary course of business for identity verification or to administer benefits and in accordance with state and federal laws. Records that include Social Security numbers and personal information will be maintained in accordance with federal and state laws.

Any documents that include employee SSNs or personal information which are to be discarded must be destroyed by shredding paper documents and running a data scrubbing program before disposing of electronic storage media.

Any violation of this policy will result in disciplinary action up to and including discharge.

Where this company policy and operating procedures may conflict with state law, the state law shall supersede this policy.

This policy will not be enforced to prevent employees from discussing their wages or other terms of employment with each other or third parties.

Attendance and Punctuality

Attendance and punctuality are crucial factors for your success within our company. We work as a team, and this requires that each person is in the right place at the right time.

If you are going to be late for work or absent, notify your immediate supervisor as far in advance as is feasible under the circumstances, but no later than two hours before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for two days without notifying CBET, it is assumed that you have voluntarily abandoned your position with CBET, and you will be removed from the payroll.

Work Assignments

Work assignments will be distributed by your department director. When possible, you will be advised of future assignments in advance, so you will have ample time to prepare for the assignment.

Once you have begun an assignment, you will report directly to your department director for all matters relating to its completion.

Standards of Conduct

Each employee must observe and follow CBET's policies and maintain proper standards of conduct always. Failure to adhere to CBET's policies will result in corrective disciplinary measures. Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and discharge. The appropriate disciplinary action imposed will be determined by CBET. CBET does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of CBET's policies or safety rules; failing to work cooperatively with management, co-workers, students and others who do business with CBET; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in company activities or in company vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; inappropriate or violent physical contact; harassment; discrimination or retaliation in violation of CBET's EEO and No Harassment policies; performing outside work or use of company property, equipment or facilities in connection with outside work while on company time; poor attendance or poor performance. These examples are not all-inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors. Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

Access to Personnel Files

Employees or an agent designated by the employee can inspect parts of the employee's personnel files once a year, in the presence of a company official. Parts subject to inspection include the employee's job application, wage or salary information, notices of commendations, warnings or another discipline, authorization for a deduction or withholding of pay, fringe benefit information, leave records and employment history with CBET. The records may be inspected at reasonable times during regular business hours and in the office where the records are kept. Employees or their designated agent may take notes regarding the contents of the file. Employees or their designated agent may place a statement in the file if they find an error in the file.

Employees shall provide a signed authorization designating a specific individual who is authorized to inspect their personnel file. The signed authorization shall be for a specific date and shall indicate either the purpose for which the inspection is authorized or the particular parts of the employee's personnel file that the designated agent is authorized to inspect.

Upon request, you may inspect your personnel file once each year. Inspections will be held on company premises in the presence of a company official. Contact the CEO to arrange a time to

view these records. You will be permitted to review records related to your qualification for employment, compensation, and disciplinary action. You are not permitted access to any letter of reference maintained by CBET. If you disagree with the accuracy of any statement in the records and no correction can be agreed upon, you may submit an explanatory statement, which will be attached to the records.

Computer Software Licensing

CBET purchases or licenses the use of various computer software programs. Neither CBET nor any of CBET's employees have the right to duplicate this computer software or its related documentation. Unauthorized duplication of computer software is a federal offense, punishable by up to a

\$250,000 fine and up to five years in jail.

CBET does not condone the illegal duplication of software. You must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well.

Employees learning of any misuse of software or related documentation within CBET shall notify a member of management. Employees who reproduce, acquire, or use unauthorized copies of computer software will be subject to discipline, up to and including discharge.

Student and Public Relations

Our company's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that students have toward our company may be determined for an extended period by the actions of one employee. It is sometimes easy to take a student for granted, but if we do, we run the risk of losing not only that student but his or her friends or family who may also be students or prospective students.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

Non-Solicitation

CBET believes employees should have a work environment free from interruptions of a non-work-related nature, as work time is for work. When you are to be working, you should focus on your duties and not engage in activities that would interfere with your work or the work of others. For the purpose of this policy, solicitation includes, but is not limited to, for collection of any debt or obligation, for raffles of any kind or chance taking, or for the sale of merchandise or business services, the attempt to sell any product or service (e.g. selling or collecting for Tupperware®, Avon® products, churches, schools, Girl Scout cookies, etc.). Such interruptions

can be both detrimental to the quality of work and efficiency and may not be respectful of others job responsibilities and right not to be interrupted.

Employees may not engage in solicitation for any purpose during his/her work time, which includes the working time of the employee who seeks to solicit and the employee who is being solicited. Although solicitation is not encouraged, it is permitted as long as it is limited to the employee's break and lunchtime and kept out of active working areas. Nothing in this policy is intended to restrict an employee's statutory rights, including discussing terms and conditions of employment.

Distribution

Distribution by employees of any type (materials, goods, paper) is prohibited in work areas at any time, whether the employees are on working time. Electronic distribution is subject to CBET's Acceptable Use of Electronic Communications policy and may not occur during the employee's working time. Non-employees are prohibited from distributing materials to employees on company premises at any time. Literature that violates CBET's EEO and No Harassment policies includes threats of violence or is knowingly and recklessly false is never permitted. Nothing in this policy is intended to restrict an employee's statutory rights, including discussing terms and conditions of employment.

Changes in Personal Data

To aid you and your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and beneficiaries should be given to the School Director promptly.

Care of Equipment

You are expected to demonstrate proper care when using CBET's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to the CEO at once.

Non-Fraternization

The faculty and staff of CBET that assist in meeting its mission of providing a quality higher education for its students. As an educational institution, CBET is committed to maintaining an environment in which its students, faculty members, administrators, and staff members are safe. Students should be assured that the relationships they develop with faculty and staff members will always be built upon the highest ethical precepts of the educational profession.

In order to promote the efficient and fair operation of CBET and to avoid any misunderstandings, complaints of favoritism, supervision problems, security problems, morale problems, questions regarding academic achievement, and possible claims of sexual harassment, all faculty and staff members, including, but not limited to, teachers, counselors, administrators, support staff, and

volunteers, are expected to maintain the highest professional, moral and ethical standards in their conduct with students. As such, faculty and staff members are strictly prohibited from fraternizing with students who are currently enrolled at CBET on either a part or full-time basis, including, but not limited to, dating, pursuing to date, pursuing or having romantic or sexual relationships with students, or pursuing or having any type of employment relationship with students.

Faculty and staff who violate this policy will be subject to discipline, up to and including termination of employment.

Any person with knowledge or suspicion of an improper relationship between faculty or staff and a student must immediately report the conduct to either the CEO or School Director.

Travel/Expense Accounts

CBET will reimburse employees for reasonable expenses incurred through pre-approved business travel or entertainment. All cash advances must be accounted for, and expense receipts are required.

The following business expenses will be reimbursed: Travel Expense

- Automobile/Mileage
- Lodging Tips
- Business Meals (in accordance with our per diem rates; room service excluded)

See the CEO regarding additional reimbursable business expenses.

From time to time, CBET will issue a corporate credit card to certain key employees for business-related expenses. These employees must follow the corporate credit card program policies or risk losing access to the program.

Personal Property

CBET is not responsible for loss or damage to private property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

Natural Disasters

Natural disasters, including earthquakes, hurricanes, mudslides, floods, and fires, are to be expected from time to time. Although driving may be difficult in some areas due to damaged freeways and streets, when caution is exercised the roads are normally passable or alternate routes are available. Except in severe cases, we are all expected to work our regular hours. Time taken off due to natural disasters while the business remains open is to be used as vacation or a sick day.

Acceptable Use of Electronic Communications

This policy contains guidelines for electronic communications created, sent, received, used, transmitted, or stored using CBET's communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic communications" include, among other things, messages, images, text data or any other information used in e-mail, instant messages, text messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone, iPad or similar devices), pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "systems."

Acceptable Uses of Our Systems: Employees may use our systems to communicate internally with co-workers or externally with students and other business acquaintances for business purposes.

Electronic Communications:

All electronic communications contained in company systems are company records and property. Although an employee may have an individual password to access our systems, the systems and communications belong to CBET. The systems and electronic communications are accessible to CBET at all times, including periodic unannounced inspections. Our systems and electronic communications are subject to use, access, monitoring, review, recording, and disclosure without further notice. Employee communications on our system are not confidential or private.

CBET's right to use, access, monitor, record and disclose electronic communications without further notice applies equally to employee-provided systems of equipment used in the workplace, during working time, or to accomplish work tasks.

Personal Use of Our Systems:

Personal communications in our systems are treated the same as all other electronic communications and will be used, accessed, recorded, monitored, and disclosed by CBET at any time without further notice. Since all electronic communications and systems can be accessed without advance notice, employees should not use our systems for communication or information that employees would not want to be revealed to third parties. Personal use of our system should be limited to non- working time. Personal use of our system must be conducted in such a manner that it does not affect smooth system operation or use a disproportional amount of the system's functional capacity.

Proprietary Business Information: Proprietary business information means confidential and proprietary information related to CBET's trade secrets, business models, business services, sales agreements, pricing information, drawings, designs, blueprints, manufacturing processes,

student lists, inventions, recipes, formulas, vendor agreements, patient records, strategic business or marketing plans, expansion plans, contracts, non-public financial performance information and other information that derives economic value by being protected from public consumption or competitors may only be used on company systems. Proprietary business information may not be downloaded, saved, or sent to a personal laptop, personal storage device, or personal email account under any circumstances without advance written approval from a member of management. Proprietary business information does not restrict employee rights to discuss their wages, hours, or other terms of employment.

Prohibited Uses of Our Systems: Employees may not use company systems in a manner that is unlawful, wasteful of company resources, or unreasonably compromises employee productivity or the overall integrity or stability of CBET's systems. These tools are provided to assist employees with the execution of their job duties and should not be abused. Examples of prohibited uses include, among other things, sexually explicit messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs; or any other message or image that may violate company policies.

Also, employees may not use our company systems:

- To download, save, send or access any discriminatory, obscene, or malicious or knowingly false material;
- To download, save, send or access any music, audio or video file unless business related;
- To download anything from the internet (including shareware or free software) without the advance written permission of the CEO;
- To download, save, send or access any site or content that CBET might deem “adult entertainment;”
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of CBET or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights;
- In connection with the violation or attempted violation of any law; and
- To transmit proprietary business information or client material such as pricing information or trade secrets.

Electronic Forgery: An employee may not misrepresent, disguise, or conceal his or her identity, or another’s identity in any way while using electronic communications; make changes to electronic communications without clearly indicating such changes; or use another person’s account, mailbox, password, etc. without prior written approval of the account owner and without identifying the actual author.

Intellectual Property Rights: Employees must always respect intellectual property rights, such as copyrights and trademarks.

System Integrity, Security, and Encryption: All systems passwords and encryption keys must be available and known to CBET. You may not install password or encryption programs without the written permission of the CEO. Employees may not use the passwords and encryption keys belonging to others.

Applicable Laws: Numerous state and federal laws apply to electronic communications. The company complies with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and subject to fine and imprisonment for violation of applicable laws.

Consequences of Policy Violations: Violations of this policy may result in disciplinary action up to and including immediate termination of an employee's employment as well as possible civil liabilities or criminal prosecution. Where appropriate, CBET may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

Social Media

“Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s weblog or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with CBET.

You are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our problem-solving procedure than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as maliciously false, obscene, threatening or intimidating, that defames students, competitors, vendors or employees or that might constitute harassment or bullying. Examples of such conduct might include posts meant to put someone in fear for their physical safety or psychological well-being; posts designed to cast someone in a false light to the public; posts that invade a person’s reasonable expectation of privacy; or posts that could contribute to a hostile work environment on the basis of race, age, gender, national origin, color, disability, religion or other status protected by federal, state or local law.

Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. The Internet is immediate; nothing that is posted ever

truly “expires.” Never post any information or rumors that you know to be false about CBET, fellow employees, students, and people working on behalf of CBET or competitors.

Do not create a link from your blog, website, or other social networking sites to CBET's website without identifying yourself as a company employee. Express only your private opinions. Never represent yourself as a spokesperson for CBET or make knowingly false representations about your credentials or your work. If CBET is a subject of the content you are creating, be clear, and open about the fact that you are an employee and make it clear that your views do not represent those of CBET. It is best to include a statement such as “The postings on this site are my own and do not necessarily reflect the views of CBET.” You must refrain from using social media while on working time.

Employees are encouraged to report violations of this policy. CBET prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Where applicable, CBET complies with state laws concerning access to an employee's social networking account, including restrictions concerning employer requests for an employee's username and password.

Nothing in this policy is designed to limit an employee's right under Section 7 of the National Labor Relations Act, including discussing wages or other terms of employment.

Security of Electronic Devices

Each employee provided with a laptop computer, iPad, iPhone, smart phone, tablet, or similar device is responsible for the physical security of that device. All devices acquired for or on behalf of CBET are company property. The device must be locked up and stored in a secure location when it is not in the immediate possession of the authorized user. Also, the user must return the device immediately upon the request of CBET. You must notify their CEO immediately if the device is lost, stolen, misplaced, or damaged. All work created or performed on the device is company property. The device is subject to inspection by CBET at any time without further advance notice. The device must be used in a manner that complies with all company policies including the Acceptable Use of Electronic Communications, Equal Employment Opportunity, No Harassment, Confidentiality of Student Matters, Care of Student Records, and Protecting Company Information. Violations of this policy may be grounds for disciplinary action up to and including discharge.

Reference Checks

Our company will not honor any oral requests for references. All requests must be in writing and on company letterhead. Generally, we will only confirm our employees' dates of employment, salary history, and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of our company. If you receive a request for reference information, please forward it to the CEO.

Protecting Company Information

Protecting our company's information is the responsibility of every employee. Do not discuss CBET's confidential business or proprietary business matters, or share confidential, personal employee information (such as social security numbers, personal banking or medical information) with anyone who does not work for us such as friends, family members, members of the media, or other business entities.

Confidential information does not include information about the terms and conditions of an employee's employment, including wages. Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

All telephone calls regarding a current or former employee's position/compensation with our company must be forwarded to the CEO.

CBET's address shall not be used for the receipt of personal mail.

Document Retention

CBET maintains a formal document retention policy and procedure. The CEO will explain how that policy applies to you and the work that you perform. You must retain all work products in the manner required and for the time required by our policy. Never destroy or delete any work product until the retention periods specified by CBET's policy have been satisfied. Failure to comply with CBET document retention policy and procedure may result in discipline up to and including discharge.

Conflict of Interest/Code of Ethics

A company's reputation for integrity is its most asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with CBET, or any of its students, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

CBET adheres to the highest legal and ethical standards applicable in our business. CBET's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of CBET shall conduct their personal affairs such that their duties and responsibilities to CBET are not jeopardized and legal questions do not arise concerning their association or work with CBET.

Below is a list of the general code of ethics for all employees:

Employee Code of Ethics

1. I will comply with all regulations and laws established by federal and state Department of Education entities and adhere to the standards of the school's accrediting commission concerning student recruitment and enrollment.
2. I will never knowingly make any misleading or false representation to applicants
3. I will not use financial aid or assistance as an inducement to enrollment.
4. I will observe all policies and procedures established by the school.
5. I will commit no action that would be detrimental to any person's ability to enroll because of gender, race, creed, color, or national origin.
6. I will state appropriately and clearly to applicants, the accreditations, licensing, memberships, and approvals according to the school.
7. I will provide applicants only with information authorized by the school regarding career services and placement opportunities for students and graduates.
8. I will not make any statement or take any action that might demean the value or integrity of another school, training method, their employees or programs offered.
9. I agree that I will not promise or infer at any time that the school guarantees employment to students or graduates.
10. I will not place, recreate, disseminate, and publish in print or electronically, any advertising unless authorized in writing by the school.

Contact with the Media

All media inquiries regarding CBET and its operations must be referred to the President. The authorization to make or approve public statements on behalf of CBET rests solely with the President. No employees, unless specifically designated by the President, are authorized to make statements on behalf of or as a representative of CBET.

If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide the CEO with at least two weeks' advance written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with CBET.

Employees, who are rehired following a break in service for more than one year, other than an approved leave of absence, must serve a new initial introductory period whether such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

Our company does not provide a "letter of reference" to former employees. Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.

All company property, including this Employee Handbook, must be returned at the end of employment. Otherwise, CBET may act to recoup any replacement costs and seek the return of company property through appropriate legal recourse.

You should notify CBET if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

Each Employee's Responsibility

Safety can only be achieved through teamwork at our company. Each employee, supervisor, and manager must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify the CEO of any emergency. If you are injured or become sick at work, no matter how slightly, you must inform the CEO immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on CBET's property is forbidden.
3. Use, adjust, and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions.
6. If you are not sure of the safe procedure, don't guess; just ask the CEO.
7. Know the locations, contents, and use of first aid and firefighting equipment.
8. Wear personal protective equipment in accordance with the job you are performing.

A violation of a safety precaution is an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Workplace Searches

To protect the property and to ensure the safety of all employees, students, and CBET, CBET reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes or any other possessions or articles carried to and from CBET's property. Also, CBET reserves the right to search an employee's office, desk, files, locker, equipment, or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of CBET, and are issued for the use of employees only during their employment. The inspection may be conducted at any time at the discretion of CBET.

Persons entering the premises who refuse to cooperate in an inspection conducted under this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of CBET's security procedures or any other company rules and regulations.

In an Emergency

The CEO should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. In the absence of the CEO, contact the nearest company official.

Should an emergency result in the need to communicate information to employees outside of business hours, the CEO will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify the CEO when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of the CEO or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by the CEO to await further instructions or information.

Please direct any questions you may have about CBET's emergency procedures to the CEO.

Substance Abuse

CBET has vital interests in ensuring a safe, healthy, and efficient working environment for our employees, their co-workers, and the students we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with CBET the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is under a doctor's orders, and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

Also, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on company paid time, on company premises, in company vehicles, or while engaged in company activities. Our employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during working hours, including meal and break periods. This does not include the authorized use of alcohol at company-sponsored functions or activities.

Your employment or continued employment with CBET is conditioned upon your full compliance with the preceding substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any employee who violates this policy who is subject to discharge, may be permitted in lieu of discharge, at CBET's sole discretion, to

participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.

Consistent with its fair employment policy, CBET maintains a policy of non-discrimination and reasonable accommodation concerning recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. CBET will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence, and other measures consistent with CBET's policies and applicable federal, state, or local laws.

CBET further reserves the right to take all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of company-issued lockers, desks or other suspected areas of concealment, as well as an employee's private property when CBET has reasonable suspicion to believe that the employee has violated this substance abuse policy.

Receipt of Employee Handbook and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the CBET Employee Handbook, and I understand that it contains information about the employment policies and practices of CBET. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that CBET retains the right to make decisions involving employment as needed to conduct its work in a manner that is beneficial to the employees and CBET. I understand that this Employee Handbook supersedes and replaces all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the President of CBET in a signed written contract, CBET reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the President of CBET. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations concerning any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time.

THIS COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, CBET OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF CBET IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF CBET.

I understand that this Employee Handbook refers to current benefit plans maintained by CBET and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Vacation Policy in this Employee Handbook. Initials Date

I have read and understand all the code of ethics, as it relates to my job responsibilities in this Employee Handbook. Initials Date

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling. Initials Date

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask the CEO or a member of management. Initials Date

Employee Signature

Date