EMPLOYEE HANDBOOK



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1.0 Welcome Letter

Welcome to Fuller Center!

We are excited to have you as a part of our team as we embark on our shared mission to support and empower families throughout South Florida. At Fuller Center, our core purpose is to provide accessible, high-quality childcare and holistic support services to families, ensuring they have the resources needed to thrive.

Your role here is critical to fulfilling our mission, and we deeply value the expertise, passion, and dedication you bring to our work.

Fuller Center is founded on the principles of innovation, integrity, and collaboration. We are a unified team working together toward a common goal: strengthening families and building a brighter future for our community. Whether you bring specialized skills, creative ideas, or a heart for service, your contributions are vital to the success of our organization.

We encourage you to explore the many opportunities for growth, engagement, and impact within our organization.

This Employee Handbook has been created to help guide you through your journey with us, outlining our organizational culture, core values, and the resources available to support your personal and professional development.

Thank you for choosing to be part of Fuller Center. Together, we will make a meaningful and lasting difference in the lives of the children and families we serve.
We are delighted to have you with the Fuller Center!



Eric Roby
Chief Executive Officer
eroby@fullercenterfl.org

2.0 Fuller Center Overview

2.1 Our Mission, Vision, Programs, and Expectations

Our Mission
To embrace, educate, and empower hardworking, underserved, and under-resourced families and children to achieve their full potential.

Our Vision
To be a leader in providing access and opportunities to children and families, fostering a strong and vibrant community.

Our Goals

1. Ensure all children have access to the resources they need to enter school prepared, experience success in school, grow into healthy adults, and become self-sustaining, positive contributors to our community.
2. Support families in creating safe, stable homes while actively engaging in the local economy, with the ultimate goal of breaking the cycles of generational poverty.

OUR CORE VALUES

Compassion, Dignity, Excellence, Flexibility, Honesty, Mutual Respect, Promotion of Harmony

Initiative, Teamwork, Relationship-Building, Critical Thinking

Founded in 1971, Fuller Center is a cornerstone of community transformation. We envision a world where all children can reach their full potential, and all families can thrive, creating an interconnected and vibrant community. To achieve this, we offer a range of educational and family support programs, including services for children from infancy to adolescence, and comprehensive resources for parents.

Our Programs

Infants:
Fuller Center is one of the few local agencies providing infant care, offering safe and nurturing care for infants as young as six weeks old. After reaching developmental milestones, children transition to our toddler program.

Pre-School/Toddler Program (Ages 1-3):
Our preschool program provides a safe and nurturing environment where children can explore, develop, and grow. Activities focus on fostering physical, social-emotional, and intellectual development.

Pre-Kindergarten (Pre-K) Program:
Our Pre-K program focuses on preparing children for school by enhancing their academic and social skills, including conducting health and developmental screenings to ensure each child is ready for elementary school.

Academy (K-4th Grade):
Our Florida Choice and Step-Up funded private school offer an individualized curriculum tailored to meet the learning needs of each student. Smaller class sizes provide a personalized learning environment to ensure academic success.

Out-of-School Time Programs:
We provide after-school programs, vacation day camps, and summer camps for over 250 children. These programs offer homework assistance, tutoring, enrichment activities, and recreation. Transportation is provided from local elementary and middle schools.

Health and Hunger Program:
Fuller Center provides two-thirds of the daily nutritional needs for our children. Meals are served Monday through Friday and include two balanced meals and a snack for younger children, and a snack and dinner for school-age children. A certified nutritionist oversees our menus, ensuring that children at risk for nutritional deficiencies are properly supported. Support is also provided for families who have additional food needs at home with a weekend food program and other supplemental food programs throughout the month.

Family Empowerment Services:
Our Family Empowerment Services, offered to all families who have children attending Fuller Center, help parents and guardians create stable, self-sustaining homes. These services include case management, parenting education, financial literacy, legal assistance, and more. We collaborate with community partners to provide support in areas such as nutrition, employment, health and wellness, and crisis intervention. Each child also undergoes multiple health screenings coordinated by Family Empowerment to understand the unique needs of each child. Additional therapies are provided on Fuller Center campuses utilizing 50+ community partners.

Community Engagement Programs:
Our community engagement programs empower youth and adults to become leaders in the community. These programs include:

- A Teen Program for youth ages 14–18, focused on leadership and soft skills development.
- A Mentoring Program that connects youth with community members and college students.
- The Living Our Legacy (LOL) Program, which offers meaningful volunteer experiences for those seeking to mentor youth.
- An Adopt-A-Class Program, which allows individuals or businesses to support a classroom for the school year, fostering regular interaction between students and supporters.

Expectations
As a Fuller Center employee, your first responsibility is to understand and perform your job duties accurately, efficiently, and professionally. You are expected to cooperate with your colleagues and administration in a manner that reflects the Center's commitment to excellence and collaboration.

The performance of your department impacts the entire organization, and therefore, every employee plays a critical role in ensuring tasks are completed to the highest standards. We encourage open communication with your supervisor regarding growth opportunities, concerns, or any ideas for improvement.

Once you have a solid understanding of your role, we encourage you to familiarize yourself with other services and activities within the Center. If you have questions or are unsure about any matter, please consult your supervisor.

Fuller Center maintains an open-door policy to address any concerns, questions, or suggestions in a professional and respectful manner.

2.2 Employee Handbook Purpose and Revisions

This Employee Handbook contains information about the employment policies and practices of the Fuller Center (or the "Company"). These policies reflect the Company's values, and we expect each employee to read this Employee Handbook carefully as it is a valuable reference helping each employee understand their job and their employment with the Fuller Center.

This Employee Handbook supersedes all previously issued Employee Handbooks. Except for the policy of at- will employment, the Fuller Center reserves the right to revise, delete, and add to the provisions of this Employee Handbook. All such revisions, deletions, or additions must be in writing. No oral statements or representations can change the provisions of this Employee Handbook.

This Employee Handbook is not a contract and does not constitute an express or implied contract guaranteeing continued employment for any employee. YOUR EMPLOYMENT IS AT-WILL. No manager or supervisor has any authority to enter into a contract of employment express or implied that changes or alters the fact that employment with the Fuller Center is at-will. Only the CEO or that person's authorized representative has the authority to enter into an employment agreement that alters the fact that employment with the Company is at-will, and any such agreement must be in writing signed by the CEO or an authorized representative.

Not all of the Company's policies and procedures are set forth in this Employee Handbook. We have summarized only some of the more important ones. If an employee has any questions or concerns about this Employee Handbook or any other policy or procedure, please ask your supervisor, your Human Resources representative, or another member of management.

Nothing in this Handbook or in any other document or policy is intended to violate any local, state or federal law. Nothing in this Handbook is intended to limit any concerted activities by employees relating to their wages, hours or working conditions, including the right to: communicate with others concerning wages, hours, benefits, and other terms or conditions of employment; self-organize, form, join or assist labor organizations; bargain collectively through representatives of the employees' choosing; engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection; refrain from engaging in such activities; or engage in any other conduct protected by Section 7 of the National Labor Relations Act. Furthermore, nothing in this Handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing

documents or other information to or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (“EEOC”), National Labor Relations Board (“NLRB”), Securities and Exchange Commission (“SEC”) or any other federal, state or local agency charged with the enforcement of any laws.

This Handbook may apply to employees working in a state with greater or different rights, and the Fuller center may provide a state-specific addendum to the Employee Handbook that provides information and policies applicable to employees working in that state. The Company complies with applicable laws, including state and local laws.

Voluntary Open-Door Policy

We recognize that employees may have suggestions for improving our work environment, as well as complaints about the work environment. Employees should feel free to contact their supervisors, another member of management, Human Resources with any suggestions and/or complaints.

While we provide employees with this opportunity to communicate their views, please understand that not every complaint can be resolved to the employee's satisfaction. Even so, we believe that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.

Please note that some Company policies, such as the Sexual and Other Prohibited Harassment policy, contain specific reporting procedures that should be followed by employees seeking to report violations of those policies. Employees should utilize this Voluntary Open-Door policy for reports and ideas that are not addressed through the Company’s specific reporting procedures.

3.0 Employment Policies

3.1 Equal Opportunity Employer

Equal Employment Opportunity (EEO) Policy
Fuller Center values and respects the unique backgrounds, perspectives, and talents of all individuals. We are committed to fostering a workplace that is inclusive, respectful, and free from discrimination. In alignment with our mission and values, we strive to create an environment where every employee has the opportunity to thrive, contribute meaningfully, and be treated with fairness and dignity, in compliance with all applicable federal, state, and local laws.

- **Non-Discrimination:** Fuller Center prohibits discrimination or harassment based on race, color, religion, gender, age, national origin, disability (physical or mental), veteran status, marital status, sexual orientation, genetic information, HIV status, or any other protected status under law. This policy applies to all aspects of employment, including recruitment, hiring, promotion, compensation, and termination.

- **Equal Opportunity for Veterans and Servicemembers:** Fuller Center fully complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and other applicable laws protecting veterans and servicemembers. Fuller Center does not discriminate against qualified individuals based on past, present, or future military service, veteran status, or military obligations. We are committed to providing equal employment opportunities, reasonable accommodations, and protection against retaliation for all veterans and service members
- **Genetic Information Nondiscrimination:** In compliance with the Genetic Information Nondiscrimination Act of 2008 (GINA), Fuller Center does not discriminate against employees or applicants based on genetic information. Fuller Center will not request, require, or use genetic information for employment decisions. Genetic information includes information about an individual's genetic tests, the genetic tests of family members, and the manifestation of a disease or disorder in family members.
- **Reasonable Accommodation:** We provide reasonable accommodations for qualified individuals with disabilities, as required by law, unless such accommodations would cause undue hardship. The Fuller Center also reasonably accommodates individuals with handicaps, disabilities, and bona fide religious beliefs. Employees or applicants in need of accommodations should contact the Human Resources Department. Any requests will be reviewed and approved by the CEO.
- **Retaliation:** Retaliation against individuals who file discrimination complaints or participate in investigations is strictly prohibited.
- **Compliance and Monitoring:** Fuller Center monitors personnel actions to ensure compliance with this policy and takes necessary affirmative action's when appropriate. Discrimination in any form is not tolerated, and all personnel are expected to adhere to this policy.

3.2 Employment At-Will

EMPLOYMENT WITH THE COMPANY IS AT-WILL, unless state law provides otherwise. This means that employment may be terminated for any or no reason, with or without cause or notice at any time by the employee or by the Company. Nothing in this Handbook or any oral statement shall limit the right to terminate at-will. This at-will employment policy is the sole and entire agreement between the employee and the Company regarding the fact that employment with the Company is at-will. No manager or supervisor has any authority to enter into a contract of employment express or implied that changes the fact that employment with the Company is at-will. Only the CEO or that person's authorized representative has the authority to enter into an employment agreement that alters the fact that employment with the Company is at-will, and any such agreement must be in writing signed by the CEO or an authorized representative.

3.3 Hiring and Employment

Fuller Center strives to recruit and retain qualified, dedicated staff who support the organization's mission. The accuracy of the information provided during the hiring process is essential. Any misrepresentation, falsification, or omission of data may result in exclusion from consideration or termination if hired.

3.4 Immigration Law Compliance

Fuller Center employs only U.S. citizens and non-U.S. citizens authorized to work in the United States. We comply fully with the Immigration Reform and Control Act of 1986 (IRCA) and all related regulations. Fuller Center does not discriminate based on national origin or citizenship

status. We use E-Verify to verify the eligibility of all new hires and register all new employees with the state of Florida, as required by law.

3.5 Employment Authorization Verification

New hires must complete Section 1 of Federal Form I-9 on their first day of paid employment.

3.6 Criminal Background Checks and Self-Reporting

Background checks may be conducted after a conditional offer of employment has been made. Employees must self-report any convictions or job related pending charges within 24 hours. All cases are reviewed individually and also are reviewed continually through the State of Florida's Clearinghouse database.

If an employee is incarcerated, someone must notify HR within 24 hours. Fuller Center reserves the right to determine if the absence will result in a leave of absence, suspension, or termination.

3.7 Driver's License and Driving Record

Employees whose duties require operating a motor vehicle (including personal vehicle use for work-related purposes) must maintain a valid Florida driver's license and a driving record that meets the standards set by Fuller Center's insurer. Any changes to the driving record must be reported to HR immediately. Failure to report such changes may result in disciplinary action, up to and including termination.

3.8 Employment Classifications

Employees at Fuller Center are classified as follows:

- **Full-Time Non-Exempt Employees:**
  Scheduled to work 30 or more hours per week, typically paid hourly, and eligible for overtime under the Fair Labor Standards Act (FLSA).
- **Part-Time Non-Exempt Employees:**
  Scheduled to work fewer than 30 hours per week, may have set or flexible schedules.
- **Floaters (Per Diem Pool):**
  Work on an as-needed basis to cover absences, not eligible for benefits if working less than 30 hours a week, and paid hourly.
- **Temporary Employees:**
  Hired for a specified, limited period, either full-time or part-time. Not eligible for benefits (except workers' compensation and Social Security).
- **Exempt Employees:**
  Typically, salaried employees who are exempt from overtime pay under federal and state law (e.g., executive, administrative, and professional employees). They are not eligible for overtime pay.

3.9 Anniversary Date

Your official anniversary date is the first day you report to work. This date is used to calculate benefits and entitlements as outlined in this handbook.

3.10 Credentials

Fuller Center is committed to ensuring that employees hold the required qualifications for their roles. Employees must maintain the necessary licenses, certifications, training, and continuing education to perform licensed or contracted work.

- Proof of re-credentialing, continuing education, and licenses must be submitted to HR upon receipt. These credentials will be verified annually and during regular file audits.

3.11 Introductory Period

The first 90 days of continuous employment are considered an introductory period. During this time, you will learn your job duties and become familiar with the Center's culture and operations. Your performance will be closely reviewed.

- The completion of the introductory period does not alter the at-will nature of employment.
- If terminated during this period, the employee will be paid for their final day worked, and benefits will cease per the applicable plan.

3.12 Job Duties

You will be provided with a written job description upon hire or when your job responsibilities change. Job descriptions may be updated over time, and you will be notified of any significant changes. Employees must be able to perform the essential functions outlined in their job description. Reasonable accommodations may be provided as needed.

If necessary, employees may be required to undergo a medical examination to determine their ability to perform job duties with or without accommodation.

The information in your personnel file is highly important, confidential, and securely stored to protect your privacy. To ensure accurate records and prevent issues with benefits, please promptly report any changes to your name, address, phone number, emergency contact, or other personal information to both your supervisor and Human Resources.
Access to your personnel file is restricted to authorized management personnel only. However, Fuller Center will comply with applicable laws and may grant access to your file to law enforcement officials, government agencies (local, state, or federal), or to you, as permitted by law. All requests to review an employee's personnel file should be directed to the Human Resources Director.

Confidential health or medical records are not included in your personnel file. Fuller Center safeguards these records and will only disclose them in the following circumstances: (1) as required by law; (2) with the employee's written consent to a personal physician; or (3) as necessary for workers' compensation claims.

Employees wishing to review their personnel file must contact the Human Resources Director to schedule an appointment.

3.14 Position or Location Changes

Fuller Center reserves the right to change an employee's position, duties, and work location (including remote work) at its discretion, if it better aligns with the organization's needs. Employees may be required to work at either campus as necessary.

4.0 Workplace Policies

4.1 Job Performance

All employees are expected to consistently perform their duties to a satisfactory level, meeting or exceeding the standards established by their supervisors and the Center. Employees who fail to meet performance expectations may face corrective actions, up to and including termination. Employees are encouraged to discuss performance expectations, goals, and progress with their supervisors regularly to ensure alignment with organizational standards.

4.2 Punctuality and Attendance

Fuller Center expects all employees to report to work reliably and on time. Frequent absenteeism, early departures, or late arrivals disrupt the operations of the Center and place an unnecessary burden on colleagues.

- **Tardiness**: Arriving more than 5 minutes late for your scheduled shift is considered tardy.
- **Absences**: If you are unable to work as scheduled, you must notify your supervisor as soon as possible, and ideally, no later than 60 minutes before the start of your shift. For absences lasting three or more consecutive days, a doctor's note is required.
- **Notification**: You are expected to promptly notify your supervisor and, if necessary, the HR department about any absence, tardiness, or early departure, including the expected duration of your absence.

Failure to report to work without notification may result in disciplinary action, including the potential classification of job abandonment, which may be considered voluntary resignation. Employees with disabilities who require accommodations in relation to attendance should contact HR for assistance, provided that such accommodations do not cause undue hardship for the organization.

4.3 Excessive Absenteeism

Excessive absenteeism, defined as missing more than one day per month, three days per quarter, or six days per year (unless the absence is due to an approved leave or emergency), may result in disciplinary action. These thresholds initiate a review process and do not constitute automatic disciplinary action.

- Repeated patterns of absenteeism, tardiness, or early departures—regardless of the total number of days—can also lead to disciplinary action.
- Failure to notify your supervisor or HR about an absence may be considered job abandonment, which may result in termination.
- All absences are protected by the Americans with Disabilities Act (ADA) and are all looked as guidelines, not automatic discipline. Employees with disabilities who require accommodations for excessive absenteeism should work with HR to explore options.

4.4 Performance Evaluations

Performance evaluations provide an opportunity for employees and their supervisors to discuss job responsibilities, strengths, areas for improvement, and goals. Evaluations typically occur:

- **After the Introductory Period**: At the conclusion of your initial period of employment or when you transition into a new role, and Annually.

Fuller Center strives to recognize and reward employees for exceptional performance. However, any raises, bonuses, or other monetary incentives are at the sole discretion of the organization and may be influenced by budget constraints, funding, or revenue shortfalls.

Employees are encouraged to seek ongoing feedback from supervisors, not just during formal evaluations.

4.5 Compensation Reviews
Compensation reviews at Fuller Center are based on a variety of factors, including:

- Educational qualifications
- Years of experience
- Job performance
- Internal equity
- Market conditions
- Center's budget

These reviews are conducted regularly to ensure that employee compensation remains competitive with industry standards.

4.6 Dress Code and Personal Appearance
All employees are expected to present themselves professionally and appropriately for their role, adhering to a clean, well-groomed appearance.

- **General Guidelines**:
    - **Administrative staff**: Business casual attire is generally required. More formal business attire may be necessary for specific meetings or events.
    - **Classroom, kitchen, and maintenance staff**: Must wear clothing appropriate for their role. Fuller shirts are preferred, and all clothing should be clean, in good condition (no holes or stains), and appropriately sized.
    - **Shoes**: Non-slip, closed toed shoes with backs, professional footwear is expected. Flip-flops, sandals, or crocs are not permitted. High heels over 3 inches are prohibited for safety reasons.
    - **Personal hygiene**: Must be maintained at all times. Strong body odors or excessive use of perfume/cologne are inappropriate. Hair must be neat, clean, and styled in a way that does not obstruct vision. Fingernails must be clean, well-groomed, may not exceed ¼ of an inch, and may not be pointy, if your job requires you to be working with children at any time.
- **Reasonable Accommodation**: If you require accommodations for medical reasons or religious observances related to clothing, please contact HR to arrange appropriate accommodations.

4.7 Courtesy and Behavior
Fuller Center expects all employees to demonstrate professionalism, courtesy, and respect toward colleagues, clients, donors, volunteers, and other community members.
Your behavior reflects not only on your department but also on the Center as a whole. A helpful, respectful attitude is essential for maintaining positive relationships with others, both inside and outside the organization.

Employees are expected to maintain a cooperative and collegial demeanor at all times.

4.8 Organization, Workspace, and Personal Property

Employees must maintain a clean, safe, and orderly workspace. Waste should be disposed of properly, and personal items should be stored securely. Fuller Center is not responsible for the loss, theft, or damage of any personal property brought into the workplace.

- **Personal items**: Employees are discouraged from bringing valuables to work. Any personal property (e.g., purses, electronics) should be secured and not left unattended.
- **Workspace**: Employees are expected to keep their workspaces clean and organized to ensure both efficiency and safety.

4.9 Workplace Privacy and Right to Inspect

To protect the safety and security of all individuals at Fuller Center, the organization reserves the right to inspect any area on its campuses or at related events, including desks, vehicles, and personal property (such as bags, briefcases, purses, or electronic devices).These searches are job-related, and excludes personal medical and legally protected content. If a search occurs it is due to safety, compliance concerns and investigations.

- **Inspection of electronic devices**: This may include reviewing data such as emails, texts, images, and documents. Failure to cooperate with such inspections may result in disciplinary action.

4.10
Conflict Resolution

The organization is committed to maintaining a respectful, professional, and collaborative work environment. Differences of opinion and workplace disagreements may occur; however, employees are expected to address conflicts in a constructive and respectful manner.

Employees are encouraged to first attempt to resolve concerns directly with the individual involved through open and professional communication. If a resolution cannot be reached, or if an employee is uncomfortable addressing the issue directly, the matter should be brought to a supervisor, manager, or the Human Resources Director for assistance. If the complaint involves the employee's supervisor, the employee should schedule an appointment with Human Resources Director. to discuss the issue that gave rise to the complaint within five working days of the date the incident occurred.

Management and Human Resources will review concerns promptly, fairly, and confidentially to the extent possible. Retaliation against any employee who raises a concern or participates in a conflict resolution process is strictly prohibited.

All employees are expected to cooperate in good faith during the resolution process and to maintain professionalism at all times.

4.11

Electronic Monitoring, Privacy Disclosure and Internet Safety

To ensure the security of its systems, protect confidential information, and maintain operational integrity, Fuller Center reserves the right to monitor, access, and review employee use of its technology systems at any time, with or without notice. This includes, but is not limited to:

- Email communications
- Internet browsing activity
- Use of company-owned devices
- Phone calls made through company systems
- Remote system access and device usage

Employees should have **no expectation of privacy** when using Fuller Center equipment, systems, or networks. All data transmitted, received, or stored on Fuller Center's systems is the property of Fuller Center. Failure to cooperate with such inspections may result in disciplinary action.

Use of Fuller Center systems constitutes consent to this monitoring and access.

Internet Safety & Content Filtering Summary (CIPA Compliance)

Our organization maintains an internet content filtering solution designed to meet the core requirements of the Children's Internet Protection Act (CIPA) by restricting access to inappropriate and malicious internet content while allowing legitimate educational and business use.

Content Categories Blocked

The following categories are actively blocked:

- Adult Content
- Pornography
- Non-Sexual Nudity
- Child Abuse Content
- Dating
- Gambling & Lotteries
- Games (including Roblox)
- Weapons
- Illegal Activities
- Illegal Downloads
- Illegal Drugs

- Hacking
- Filter Avoidance / Circumvention Tools
- Encrypted DNS
- Hate Speech
- Terrorism & Violent Extremism
- Sex Education
- Astrology
- Paranormal
- Religion
- Extreme Content

Threat Protection

The web filter also blocks known security threats including:

- Malware Sites
- Phishing Sites
- Botnets
- Spyware & Adware
- Spam Sources

This helps protect users and devices from malicious websites and cyber threats.

URL-Based Filtering

In addition to category filtering, specific websites and domains are explicitly blocked, including:

- Roblox
- AnyDesk (remote access software)
- Various known DNS servers and IP addresses associated with blocked services

Allowed Websites

Specific websites are exempted from filtering where required for educational, healthcare, business, software management, or operational purposes, including:

- Microsoft Windows Update
- Google services
- Pediatric Partners
- ITSupport247 remote management services
- Webroot security services
- Amazon AWS/CloudFront services
- Payroll and HR platforms
- Other approved business applications required for daily operations

Policy Purpose

The filtering policy is designed to:

- Prevent access to obscene or harmful material.
- Protect users from malware, phishing, and other cyber threats.
- Restrict access to websites that present security, legal, or productivity risks.
- Allow access only to approved business and educational resources when exceptions are necessary.

CIPA Alignment

The implemented filtering controls address the primary technical requirements of CIPA by:

- Blocking visual depictions that are obscene or harmful to minors.
- Preventing access to child sexual abuse material.
- Restricting access to inappropriate internet content.
- Protecting users from malicious and unsafe websites through threat filtering.

4.12

Recording, Transcription & AI Capture of Meetings

To protect the privacy of children, families, donors, employees, and the organization, Fuller Center **strictly prohibits** the audio, video, digital, or AI-assisted recording or transcription of meetings, conversations, or workplace activities **without prior written approval** from the CEO or the Human Resources Director, and the consent of all participants.

This prohibition includes, but is not limited to:

- Smartphones and tablets
- Smartwatches and wearable devices
- Laptops and personal computers
- Voice assistants (e.g., Siri, Alexa, Google Assistant)
- AI tools and meeting bots (e.g., ChatGPT Voice, Otter, Copilot, Fireflies)
- Smart glasses or other recording-enabled devices

Florida law requires all-party consent for recording; Fuller Center requires organizational approval **in addition** to legal consent.

Prohibited Recording Environments

Recording or AI capture of any kind—authorized or unauthorized—is **strictly prohibited** in the following situations due to heightened privacy and legal risk:

- Classrooms or any area where children are present
- Human Resources, disciplinary, or investigatory meetings
- Donor, partner, or funder meetings
- Executive sessions of the Board or its committees
- Family Empowerment or case-management conversations
- Finance, audit, or personnel-related discussions

AI-enabled tools must be disabled during these meetings.

AI Tools and Transcription Applications

Any tool that listens, captures, transcribes, analyzes, summarizes, or stores spoken content is considered a **recording device**.

Use of AI for note-taking, transcription, or meeting summaries requires:

- Written approval from the CEO or the Human Resources Director, **and**
- The informed consent of all participants

AI tools may **never** be used in meetings involving:

- Human Resources matters
- Children or families
- Donors or funders
- Legal, compliance, or confidential discussions

Online Meeting Platforms

Platforms such as Zoom, Microsoft Teams, Google Meet, or similar tools may not:

- Record meetings

- Auto-transcribe content
- Use AI meeting summaries or bots, without prior written approval. If approved, the meeting host must notify all participants at the start of the meeting.

Enforcement
Unauthorized recording, transcription, or AI capture is a serious violation of Fuller Center policy and may result in disciplinary action, up to and including termination of employment.
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Florida law requires all-party consent for recording; Fuller Center requires organizational approval **in addition** to legal consent.

4.13 Remote Work Policy

The Fuller Center's remote work policy outlines the conditions under which employees may work from home, either as directed by the Center or when requested by the employee.

- **Request and Approval**: Employees must obtain prior approval from their supervisor before working remotely. Some positions may not be eligible for remote work.
- **Duration**: Remote work is generally temporary and will be reviewed periodically. Ongoing remote work will be assessed based on business needs and employee performance.
- **Expectations**: Employees working remotely are expected to maintain the same level of professionalism, productivity, and communication as if they were working on-site. This includes adhering to the agreed-upon work schedule, checking emails, and being available during business hours.
- **Work Environment**: Employees must maintain a safe and conducive work environment at home. Any work-related injuries must be reported immediately according to Center procedures.
- **Equipment**: The Center will provide necessary equipment (e.g., laptop, headset). Employees are responsible for the care of this equipment and must report any damage, loss, or malfunction immediately.
- **Compliance**: Employees working remotely must comply with all policies outlined in the employee handbook, including confidentiality, data protection, and security protocols.

In addition to the professional expectations outlined in the Remote Work Policy, employees working remotely are required to follow strict cybersecurity practices to protect Fuller Center's confidential, client, donor, and organizational information.

Cybersecurity Expectations for Remote Work:

- **Secure Internet Connection**: Employees must work from a secure Wi-Fi network with password protection. Public, unsecured Wi-Fi (such as in coffee shops, airports, or hotels) should not be used for work-related activities unless connected through a Fuller Center-approved Virtual Private Network (VPN).
- **Device Security**: Employees must use only authorized Fuller Center devices for work whenever possible. Personal devices must have up-to-date antivirus and firewall protection if used for business purposes.
- **Data Protection**:
    - Confidential or sensitive information must not be saved on personal devices without encryption and prior approval from the IT department.
    - Employees must ensure that documents containing confidential information are properly closed, logged out, or locked when not actively in use.
- **Password Management**: Employees must maintain strong passwords and not share login credentials. Passwords should meet Fuller Center's complexity requirements and should be changed periodically.
- **Email and Communication**:
    - Work-related email accounts must be accessed securely.
    - Suspicious emails, attachments, or phishing attempts must be reported immediately to the IT department.
    - Sensitive information should not be transmitted via unsecured methods.
- **Physical Security**:
    - Devices should be stored securely when not in use.
    - Hard copies of documents containing sensitive information should be stored safely and shredded when no longer needed.
- **Reporting Requirements**:
    - Employees must immediately report any suspected data breach, loss of device, or cybersecurity incident to their supervisor and the IT department.
    - Employees should also report any unauthorized access or suspicious system behavior promptly.

Failure to adhere to these cybersecurity practices may result in disciplinary action, up to and including termination, and could expose the employee to personal liability in case of gross negligence.

4.14 Conduct and Employment Outside Work

While Fuller Center does not seek to interfere with employees' off-duty activities, any off-duty conduct that negatively affects the organization's reputation, business interests, or job performance.

- **Outside Employment**: Employees must obtain prior approval from their supervisor before engaging in any outside employment (including self-employment) if it conflicts with their responsibilities at Fuller Center, affects their job performance, or interferes with the organization's business interests.

4.15 Personal Phone Calls

Personal phone calls should be kept to a minimum and should not interfere with work duties. Teachers and counselors should refrain from using personal cell phones while supervising children, unless the call is urgent or critical. Efforts will be made to forward incoming calls to your direct line if needed.

4.16 Solicitations and Distributions

Employees are prohibited from soliciting or distributing non-organization-related items or literature in work areas during working hours, which refers to the time spent performing job duties, not including breaks or meal periods. Solicitations may occur during breaks but must not take place in work areas. Prior administrative approval is required for selling items, soliciting funds, or requesting contributions.

Individuals who are not employed by Fuller Center are prohibited from soliciting or distributing literature on Fuller Center campuses unless explicitly authorized by Fuller Administration.

4.17 Communications

Fuller Center uses various communication channels, including email, text messages, flyers, newsletters, bulletin boards, and this employee handbook, to share important information about policies, training, procedures, benefits, and events.
Employees are expected to check their work email daily—both at the start and end of the workday—and review bulletin boards and other internal communications regularly.

Bulletin boards are maintained in key locations across the campus to display information approved by management. Political materials, personal views, advertisements, or unrelated sentiments are prohibited. No information may be posted without prior approval from the HR Director.

4.18 Accepting a Subpoena

If you are asked to accept a subpoena on behalf of Fuller Center, it's important to handle it professionally and in compliance with legal requirements. Here are the steps to take:

- **Verify the Subpoena**
  - Ensure the subpoena is addressed to the organization, not to you personally (unless it's for your own testimony or documents).
  - Check key details, such as the issuing court/agency and the nature of the requested documents or testimony.
- **Do Not Ignore the Subpoena**
  - A subpoena must be accepted and addressed; ignoring it could result in legal consequences.
- **Accepting the Subpoena**
  - Subpoenas are typically delivered in person. If the Subpoenas is for you, accept the document professionally.
    - If required, sign for receipt (your signature acknowledges receipt, not agreement).
    - Record the date and time of receipt for compliance.
  - If the Subpoena is for the Organization, please re-direct to the CEO for acceptance. Employees should not sign subpoenas for the organization.

- **Notify the Appropriate Person**
  - Immediately inform your supervisor or CEO.
- **Maintain Confidentiality**
  - Forward the subpoena to the appropriate personnel for handling.
- **Do Not Provide Legal Advice**
  - Do not offer legal opinions. Notify CEO, HR or legal representatives for guidance.
- **Follow-up if Necessary**
  - If you are instructed to respond to the subpoena (e.g., providing documents), follow directions carefully.
- **Objections or Issues**
  - If the subpoena seems improper, your supervisor or legal team will handle the objection process.

Key Points:

- Be professional when accepting subpoenas.
- Notify CEO or HR immediately and follow procedures.
- Handle legal documents discreetly.
- Subpoenas for the organization should be accepted by the CEO

4.19 Confidential Information

Fuller Center is committed to protecting the confidentiality of its operations, client, donor, and partner information. Employees must handle all confidential or proprietary information with the utmost discretion and refrain from discussing or sharing it outside the organization, unless for legitimate business purposes.

Employees are obligated to comply with legal and professional standards regarding confidentiality. Information related to clients, donors, or case details should only be shared with authorized personnel within the scope of work responsibilities.

Any inquiries, including phone calls or visits from individuals identifying themselves as relatives or friends, should be directed to the appropriate staff member.

Employees must ensure that client privacy is maintained at all times. Communication with children or families, in person or electronically, requires prior approval from the Center Director.

4.20 Cameras and Recording Devices

To promote the safety and security of employees, children, families, and visitors, Fuller Center utilizes video surveillance equipment in certain public and common areas on its campuses. Cameras may monitor areas such as entrances, hallways, lobbies, parking lots, and other non-private spaces.

Video surveillance is used solely for security purposes and to protect the property and individuals of Fuller Center. Cameras are **not** placed in areas where employees or visitors have a reasonable expectation of privacy, such as restrooms.

Employees and visitors should be aware that activities in public areas may be monitored and recorded at any time. By entering Fuller Center property, individuals consent to such monitoring.

To ensure the security of Fuller Center's premises and the confidentiality of its activities, unauthorized photography, video, or audio recording of employees, children, or campus activities is strictly prohibited.

Use of Photographs, Videos, and Recordings
Fuller Center may record virtual meetings or campus activities for use in publications, social media, or other organizational content. Employees consent to the use of photographs, videos, and recordings taken during their employment for these purposes without compensation. Parental consent is required for children before any photos, videos, or recordings are made.

4.21 Media Interactions
All media inquiries must be coordinated through the CEO or the Chief Development Officer. Employees should refrain from speaking to the media or providing information regarding Fuller Center without prior authorization. Unauthorized media interaction may result in disciplinary action, including termination.

4.22 Interaction with Media
If approached by media outlets (radio, newspapers, TV, etc.), employees must refer all inquiries to the CEO, or Chief Development Officer. Responding to media inquiries without authorization is prohibited and may lead to disciplinary action.

4.23 Relations with Other Constituents
Fuller Center's success depends on strong relationships with various stakeholders, including employees, donors, board members, partners, and the broader community. All employees are expected to represent Fuller Center with professionalism and courtesy.
As ambassadors of the Center, employees must:

- Act competently and professionally.
- Treat all individuals with respect.
- Respond promptly to inquiries with clear, professional communication.
- Serve as role models for children, parents, and colleagues.

4.24 Visitors
Employees may receive occasional visitors (e.g., family members) with prior approval from their supervisor. Visitors should not disrupt work, and generally, personal visits during work hours are discouraged. Unattended children are not allowed in the facility. Visitors may not enter employee-only areas without authorization.

4.25 Use of Equipment
All Fuller Center property, including desks, computers, telephones, and other office equipment, must be used appropriately and maintained in good condition. Employees who lose, steal, or misuse Fuller Center property may be held personally liable for repair or replacement costs and may face disciplinary action.

Employees may use agency property for occasional, non-work-related purposes, but only with prior approval. Fuller Center reserves the right to inspect, investigate, or search any files or documents maintained on its property. Employees are not entitled to privacy regarding information stored or transmitted on Fuller Center equipment.

4.26 Use of Technology and the Internet

Fuller Center provides technology resources, including email, internet access, and mobile devices, to support business operations. These resources must primarily be used for agency business. Personal use of these resources should be minimal and must not interfere with work duties.

- **Acceptable Uses:**
  Technology resources are provided to support Fuller Center's mission and services. Employees must use these resources primarily for work-related activities.
- **Unacceptable Uses:**
  Employees may not use agency resources for personal gain, interfere with operations, or engage in inappropriate activities (e.g., playing games, downloading non-work-related files, accessing offensive content, or using unauthorized software).
    - Violations may result in disciplinary action, including termination, and may involve law enforcement if illegal activities are detected.

4.27 Copyrighted Materials

Employees must not copy, distribute, or use copyrighted materials (e.g., software, articles, images) without proper authorization. Violations may result in legal and disciplinary action.

4.28 Security of Information

Employees must ensure that Fuller Center's confidential information is safeguarded. All electronic communications containing confidential information should be marked with:
UNAUTHORIZED USE OR DISCLOSURE IS STRICTLY PROHIBITED.

4.29 Fuller Center Software Policy

Employees must use only authorized software on agency systems. Unauthorized software may expose Fuller Center to security risks and legal issues. Agency computer hardware and software are valuable assets and should only be used for agency business. Employees are prohibited from installing or using unauthorized software on Fuller Center equipment. All software requests must be approved by the CEO. Fuller Center is responsible for managing software to prevent viruses and ensure compliance with software licenses and copyright laws. Unauthorized copying or use of software could result in legal consequences, including fines or imprisonment.

4.30 Social Media Policy

Employees should ensure their social media activities align with Fuller Center's policies, including maintaining confidentiality, respect, and professionalism. Social media activity must not interfere with work duties or disparage the Center or its stakeholders. Employees are prohibited from using social media during work hours unless work-related and authorized. Violations may result in disciplinary action.

- **Employee Guidelines for Social Media:**
    - Social media activity must comply with Fuller Center policies, including confidentiality, respect for dignity, and non-discrimination.
    - Do not identify yourself as an employee of Fuller Center in personal social media profiles.

- Do not link to Fuller Center's website or use its logos on personal social media profiles.
- Do not discuss Fuller Center's business or co-workers on social media.
- Fuller Center equipment should not be used for creating or maintaining personal websites or social media.
- Do not disparage Fuller Center or its stakeholders on social media.
- Excessive use of social media during work hours is prohibited.
    - Violations may result in disciplinary action, up to and including termination.

4.31 Your Responsibilities
Each employee is responsible for the content they create, send, or store on Fuller Center systems. Violations of this policy must be reported to Human Resources. Unauthorized access to files, programs, or systems is prohibited. Violations may result in disciplinary action, up to and including termination, and legal action when necessary.

4.32 Telephones
Fuller Center relies on the dedication and focus of its employees during work hours to achieve its mission. Personal telephone calls, whether incoming or outgoing, detract from this focus and may disrupt the essential work of the agency.

- **Personal Calls:** Employees who make personal calls using the Agency's telephones may be considered to have misappropriated agency property and will be subject to appropriate disciplinary action.
- **Supervisory Oversight:** Supervisors will monitor and address excessive non-job-related use of telephones.
- **Personal Calls During Work Hours:** Personal phone calls during working hours should be kept to a minimum and are discouraged, except in cases of emergency.

Cell Phones**:** For safety reasons, employees should pull off the road and come to a complete stop before using a cell phone to report work-related injuries or illnesses.

- **Use During Work Duties:** Cell phones should not be used while performing work duties, such as during meetings or while working with children in classrooms or on playgrounds (except during nap time or breaks).

4.33 Use of Stationery & Mail Services
All Fuller Center stationery, envelopes, postage and other materials are for business use only and should not be used for personal correspondence. Employees should use the Fuller Center letterhead for business-related communications only and must sign their name and title.

Employees should refrain from sending or receiving personal mail through Fuller Center's mail services. All mail will be opened by two employees to ensure proper handling.

4.34 Expense Reimbursement
All agency expenses must be approved by the supervisor in advance to be eligible for reimbursement. Unauthorized purchases made with Center credit cards or accounts are the responsibility of the employee who incurred the charge.

For reimbursement and accounting purposes, employees must complete an expense form when using Fuller Center credit cards, accounts, or their personal funds for purchases. The form must include:

- A list of items purchased
- The purpose or use of the purchase
- The budget line item to which the purchase should be charged
- All receipts associated with the purchase

The completed expense form, along with the receipts, must be submitted to the supervisor for approval. Supervisors are responsible for reviewing the expense form, signing it, and submitting it to the finance department for final processing.

4.35 Parking

All employees must park their vehicles in designated parking areas reserved for general employees. If you are unsure where to park, please consult your supervisor or Human Resources. Courtesy and common sense should be exercised to prevent accidents, personal injury, and damage to vehicles. If an employee causes damage to another vehicle while on campus, they must immediately report the incident to HR, providing the license plate numbers of both vehicles and any other relevant details.

4.36 Operation of Vehicles

Employees who drive for Fuller Center business, whether in a personally owned or leased vehicle, must avoid engaging in unauthorized activities or travel.

A valid driver's license and current auto insurance must be maintained while operating a vehicle on or off Fuller Center property. Employees driving on Fuller Center business must also maintain an acceptable driving record. It is the responsibility of each employee to drive safely and comply with all traffic, vehicle safety, and parking laws.

- **Citations:** If an employee receives a citation for a motor vehicle violation while driving on agency time, they are responsible for reporting it to Human Resources and paying any related fees. Employees may contest the citation, but if a court appearance is required, it must be done during personal time, vacation time, or unpaid time.
- **Driving During Work:** Employees must refrain from texting or using cell phones while driving. If necessary, they should pull over to a safe location to make a phone call or send a text message.
- **Reporting Changes:** Any changes in driving status, driving record, or insurance must be reported to Human Resources immediately.
- **Use of Agency Vehicles:** Only authorized employees may use Fuller Center-owned or leased vehicles for agency-related activities. These vehicles may not be used for personal business. Employees must hold a commercial driver's license to operate agency buses. Employees with an unacceptable driving record will be suspended from driving.

If driving is a required part of an employee's job and they become unable to drive, it may result in suspension or termination if they are unable to perform the duties of their position.

4.37 Center Closure or Modification Due to a Force Majeure Event

In the event of circumstances beyond the control of Fuller Center, including, but not limited to, fire, natural disasters (such as hurricanes, tornadoes, or floods), extreme inclement weather, explosions, war, government action, acts of terrorism, risk of infectious disease, pandemics, or shortages or disruptions of essential utilities (such as electricity, water, etc.), the Center reserves the right to close and/or modify its operations.

During such events, employees are expected to fully perform their duties and responsibilities, as directed and communicated by Administration.

4.38 Consequences for Policy Violations

The Fuller Center believes in addressing performance and conduct concerns in a fair and constructive manner. When appropriate, the Center may use progressive discipline to correct behavior or performance issues. Corrective actions may include, but are not limited to:
Verbal counseling > Written warning> Final written warning> Suspension (with or without pay)> (a possible Performance Improvement Plan – PIP) >Termination of employment.

The type and level of corrective action will depend on the nature and severity of the situation. While the Fuller Center may use progressive discipline, **the organization reserves the right to determine the appropriate level of discipline in each situation and may skip steps or proceed directly to termination when circumstances warrant.** The use of progressive discipline will depend on the specific circumstances and may vary from situation to situation

Nothing in this policy alters the at-will employment relationship. Employment with the Fuller Center remains at will, meaning that either the employee or the organization may terminate the employment relationship at any time, with or without cause and with or without notice.

5.0 Compensation and Performance

5.1 Wage and Salary Policies

Fuller Center regularly conducts wage and salary studies to ensure competitive compensation for staff in comparable positions within the community. These studies are based on published data from nonprofit advocacy groups, chambers of commerce, educational institutions, and various local, state, and federal management reports.

Salary consideration also takes into account factors including educational attainment, and years of experience, performance, internal equity, market factors, and budgetary constraints.

Discussion of Wages and Workplace Expectations

The Fuller Center recognizes and respects employees' rights under applicable federal law, including the National Labor Relations Act (NLRA).

Employees have the right to discuss their wages, compensation, benefits, and other terms and conditions of employment with other employees or third parties, as permitted by law. The Company will not prohibit, interfere with, restrain, or retaliate against employees for engaging in lawful discussions regarding wages or other terms and conditions of employment.

Nothing in this policy is intended to restrict employees from exercising rights protected under federal law, including the right to engage in protected concerted activity for mutual aid or protection.

While employees may discuss wages and working conditions, employees are expected to:

- Maintain professional and respectful communication with coworkers;
- Avoid disruptive conduct during working time that interferes with job duties or business operations;
- Refrain from harassment, discrimination, or knowingly false statements;
- Protect confidential business information unrelated to employee wages or working conditions, including trade secrets, proprietary information, and confidential student/client information where applicable.

5.2 Working Hours and Schedule

Fuller Center's standard work hours are from 7:30 am to 5:30 pm, Monday through Friday. Employees are assigned a specific work schedule and are expected to adhere to it. Employees should remain in their designated work area during scheduled hours. If it is necessary to leave the work area, employees must notify their supervisor to ensure adequate coverage.

Changes to work schedules may be required to meet organizational needs. The standard workday is eight (8) hours, and the standard workweek is forty (40) hours, excluding meal and rest breaks.

Employees are entitled to a ½-hour, unpaid lunch break. Additionally, employees may combine their two 15-minute breaks if desired. Direct care staff are required to model or eat with the children during mealtimes and are considered to be working during this time.

5.3 Salary Pay Policy

Exempt employees are paid a salary in accordance with applicable laws. Exempt employees are generally entitled to their full salary for any week in which work is performed, with deductions allowed in certain circumstances, such as full days of absence for personal reasons. Vacation or Paid Time Off (PTO) can be applied to time away from work to ensure employees receive 40 hours of pay per week.

Non-exempt (hourly) employees have schedules determined by their supervisor. If there are questions, employees should ask their supervisor or the Director of HR.

5.4 Timekeeping Procedures

- Employees are required to clock in no more than five minutes before starting work and clock out no later than five minutes after stopping work, unless authorized by their supervisor.
- Non-exempt employees must clock out if leaving campus for personal business or lunch and clock back in upon return.
- Time records must be approved by the supervisor. Altering or falsifying time records is prohibited and may result in disciplinary action, including termination.

- Exempt employees must clock in and out each day and report any full-day or half-day absences to the supervisor.

Employees must ensure the accuracy of their recorded time. Any errors should be reported immediately to your supervisor or Human Resources.

5.5 Paid Time Off (PTO) and Work Schedule Policy
This policy outlines the guidelines for the use of Paid Time Off (PTO) and work schedule expectations for all employees. It ensures consistency in attendance, compliance with the Fair Labor Standards Act (FLSA), and adherence to Florida employment regulations.

- **Work Schedule Expectations**
    - **Adherence to Scheduled Hours:**
        - All employees are expected to work their designated schedules as assigned.
    - **Supervisor Approval for Schedule Changes:**
        - Employees must obtain prior written approval from their supervisor for any deviations from their assigned work schedule, including:
            - Working additional hours beyond the scheduled shift.
            - Leaving work earlier than the scheduled end time.
            - Arriving later than the scheduled start time.
    - **Prohibition of Unapproved Schedule Adjustments:**
        - Employees are not permitted to adjust their work hours (e.g., working extra hours on one day to leave early on another) without explicit supervisor approval.
    - **Documentation:**
        - All approved schedule changes must be documented in writing and maintained by the supervisor.

- **Non-Exempt Employees**
    - **Compensation:**
        - Non-exempt (hourly) employees are compensated for actual hours worked.
    - **PTO Usage for Partial-Day Absences:**
        - If a non-exempt employee works less than their scheduled hours on a given day:
            - They are required to use available PTO to cover the remaining hours.
            - If PTO is exhausted, available vacation days must be used.
            - In the absence of both, the unworked hours will be unpaid and considered to be excessive absenteeism.
    - **Notification Requirement:**
        - Employees must inform their supervisor as soon as possible if they anticipate not completing their scheduled shift, but no later than 60 minutes before scheduled shift.
    - **Excessive Absenteeism:**
        - Frequent or unexcused absences may impact performance evaluations and could lead to disciplinary action, up to and including termination.

- **Exempt Employees**
    - Compensation:
        - Exempt (salaried) employees are expected to fulfill their job responsibilities regardless of hours worked.
    - PTO Usage for Full-Day Absences**:**
        - For full-day absences due to personal reasons or illness:
        - Employees are required to use available PTO.
        - If PTO is exhausted, available vacation days must be used.

PTO Usage for Partial-Day Absences:

For partial-day absences (e.g., working 4 hours or less):

Employees are required to use PTO in increments as defined by company policy (e.g., 4-hour blocks).

- If PTO is exhausted, available vacation days must be used.
- If both are exhausted, the employee will still receive their full salary, but the absence may be addressed through performance evaluations or disciplinary measures.
- Fuller Center will apply this policy in compliance with federal and state regulations

- **General Provisions**
    - **Leave Balance Management:**
        - Employees are responsible for monitoring their PTO and vacation balances.
        - Supervisors will provide support, but it is the employee's duty to ensure sufficient leave is available for planned absences.
    - **Documentation:**
        - All absences and schedule changes must be recorded accurately in the company's timekeeping system.
        - Failure to report absences or unauthorized schedule changes may result in corrective action, up to and including separation of employment.
    - **Policy Review:**
        - This policy is subject to periodic review and may be at the discretion of Fuller Center.

5.6 Overtime

Employees may be scheduled to work overtime if required. All overtime must be authorized in advance by your supervisor. If prior approval is not possible, employees should notify their supervisor as soon as possible. Unauthorized overtime may result in disciplinary action.

Non-exempt employees will be paid time-and-a-half for hours worked beyond 40 hours per week, in accordance with state and federal law. Exempt employees are expected to work the necessary time to complete their responsibilities but are not entitled to overtime pay.

5.7 Payment of Wages

All Fuller Center employees are paid bi-weekly via direct deposit into their personal checking and/or savings accounts. The standard workweek runs from Monday through Sunday, and there are regularly 26 pay periods each year.

- **Early Pay Requests:**
  If an employee requires early payment of their paycheck due to an upcoming leave of absence, vacation, or any other reason, a formal request must be submitted to the CEO at least **five (5) business days in advance** for approval. The CEO will review the request and determine whether an exception can be made.
- **Corrections and Adjustments:**
  Any corrections or adjustments to compensation due to overpayment or underpayment will be processed in the payroll following the report of the error. Employees are encouraged to review their paychecks for accuracy and promptly report any discrepancies to Human Resources.
- **Direct Deposit Setup:**
  At the time of hire, the Payroll Specialist will assist employees in setting up their direct deposit information. It is the responsibility of each employee to notify the Human Resources Department of any changes to their bank account information as soon as possible to avoid delays in payroll processing.
    - Employees are expected to ensure the accuracy of all bank account details provided to the Human Resources Department to facilitate timely and accurate payment.

5.8 Paycheck Deductions

Fuller Center is required by federal and state law to make certain deductions from each employee's paycheck. These deductions include, but are not limited to:

- Federal Income Tax
- Social Security and Medicare Taxes (FICA)
- State Unemployment Taxes
- Other deductions required by law (such as wage garnishments ordered by a court)

The amount of federal and state tax deductions will vary based on your earnings and the information you provided on your W-4 form (federal tax withholding) and any applicable state withholding form.
In addition to legally mandated deductions, employees may have other voluntary or optional deductions, such as contributions to retirement plans or benefits, if applicable.

6.0 Benefits

6.1 Time-Off Policy

Fuller Center offers a generous time-off policy to both full-time and part-time employees. The CEO reserves the right to modify vacation and time-off benefits at any time, based on the organization's needs.

Agency Holidays:
The agency will be closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day

- Thanksgiving Day (and the Friday following)
- Christmas Day

Additionally, the agency will observe three (3) additional agency-wide holidays each year, typically the day before or after Christmas, the day before or after New Year's Day, and Martin Luther King Jr. Day. These dates will be determined annually and communicated by the agency in January for the upcoming year.

Holiday Pay Guidelines:
The agency will be closed between Christmas and New Year's Day. The days not included in the above-listed holidays are considered paid time off for full-time and part-time employees at their regular rate of pay.

- **Non-exempt employees** required to work on an agency holiday will be compensated at **time and one-half** their regular hourly rate.
- **Exempt employees** required to work on an agency holiday will be granted a day off, which must be used within the same fiscal year or will be forfeited.
- **Regular part-time employees** who are scheduled to work during an agency holiday will be compensated for their scheduled hours at their regular rate.
- **Temporary, per-diem, or on-call employees** are not eligible for holiday pay, as they are compensated at the rate specific to their job classification.

Eligibility for Holiday Pay:
To be eligible for holiday pay, employees must work their full scheduled shift (8 hours) on the day preceding and following the holiday, except in cases of authorized absences (e.g., prescheduled vacation time, jury duty, bereavement leave, or medical leave supported by documentation from a physician).

Holiday Pay Exclusion for Overtime Calculations:
Holiday pay will not be counted toward the calculation of overtime hours or overtime premiums.

6.2 Personal Time Off (PTO)

- **Eligibility:**
  Full-time and part-time employees are eligible for paid personal time off (PTO) to address illness, doctor's appointments, and personal matters.
  - Temporary or seasonal program employees are not eligible for PTO.
- **PTO Granted Rates:**
  - **Full-time employees** are granted 10 days of PTO annually (equivalent to 3 hours per pay period).
  - **Part-time employees** are granted 5 days of PTO annually (equivalent to 1.5 hours per pay period worked).
- **Requesting PTO:**
  Employees must request PTO in writing, whenever possible, and obtain approval from their supervisor. Unused PTO does not roll over to the following year and will be forfeited. However, unused PTO may be converted to **Saved Time - Emergency Leave (STEL)**, which may be banked up to a maximum of 12 weeks (480 hours). STEL may only be used for qualifying **FMLA** leave or other short-term medical or family emergencies, as approved.

- **Forfeiture of STEL:**
  If an employee leaves the agency, they forfeit any STEL hours they have banked.
- **Non-conversion of PTO:**
  PTO cannot be paid out in cash. PTO will not be added during any leave of absence, nor during any period of suspension. PTO cannot be used once an employee has submitted their resignation or notice of termination.
- **Notice for Absences:**
  Employees must notify their supervisor on each day of illness or personal absence unless prior arrangements have been made. A doctor's note may be required after 3 consecutive days of absence. A medical release may be required upon return from a major medical event.
- **Grandfathered PTO Benefits:**
  Employees who were employed prior to January 1, 2008, and have unused PTO accumulated at a full-time rate will be paid for the first 500 hours upon termination. Any additional hours will be paid at 50%. PTO added after January 1, 2013, may only be used for FMLA and will be forfeited upon termination.

6.3 Earned Vacation Time

- **Eligibility for Vacation Time**
  New employees are not eligible for vacation time during their first year of employment, other than the 10 agency holidays, days the agency is closed, and any accrued personal time.

- **Vacation Time Accrual**
  Vacation days are earned based on the month of hire and become available for use on January 1st of the following year, as follows:

Month Hired	Vacation Days
January	5 Days
February	5 Days
March	4 Days
April	4 Days
May	3 Days
June	3 Days
July	2 Days
August	2 Days
September	1 Day
October	1 Day
November	0
December	0

- **Vacation Days Based on Tenure:**
  Regular full-time employees are granted vacation days on January 1st based on years of service:

2 - 3 Years	5 Days
4 - 6 Years	10 Days
7 – 9 Years	15 Days

10+ Years	20 Days (Maximum)

- **Part-time Employees:**
  After completing one year of steady employment, part-time employees accrue vacation days based on the following accumulation rates:

2 – 5 Years	1.5 Hours Per Pay Period	5 Days
6+ Years	3 Hours Per Pay Period	10 days

- **Vacation Requests**
  All vacation requests should be submitted as early as possible. Vacation days must be used by December 31st of each year. Requests will be considered on a first-come, first-served basis, subject to staff coverage needs. Unused vacation days will not carry over to the following year and will be forfeited if not used by year-end. Employees who terminate their employment will be compensated for any unused vacation time. Employees whose employment is involuntarily terminated may not be compensated for any unused vacation time.

- **Holiday Vacation Request Policy**
  - **Submission Window:**
    Employees must submit vacation requests for or around high-demand periods during a designated submission period.
    - For the first week of school, requests must be submitted between **May 1st and May 31st.**
    - For time off during, before, or after winter holidays (Thanksgiving, Christmas, New Year's), requests must be submitted between **September 1 and September 30**.
    - For Palm Beach County and Broward County School District's Spring Break period, requests must be submitted between **January 1 and January 31**.
  - **Review Period:**
    Management will **review all requests at once** after the submission window). Requests submitted outside the window will be considered **only after** the timely requests have been processed.
  - **Approval Criteria:**
    Requests will be reviewed based on the following factors:
    - **Business needs** (minimum staffing requirements)
    - **Employee seniority** *(only, if necessary, as a tiebreaker)*
    - **Previous years' holiday schedules** *(rotating priority to avoid the same employees always getting preferred days off)*
    - **Departmental coverage needs**

  Note: First-come, first-serve **will not** be the primary method of approval.

- **Fair Rotation System:**
  To ensure fairness, employees who received holiday time off the previous year may have **lower priority** the following year, especially during peak holiday times (e.g., Christmas Eve, Christmas Day, New Year's Eve, New Year's Day).

- **Communication of Decisions:**
  Management will notify employees of approved/denied requests within **two weeks** after the submission window closes.
- **Compliance:**
  This policy will comply with all applicable federal laws (e.g., Title VII, FMLA if applicable) and Florida state labor laws. Accommodations will be made for legally protected reasons (e.g., religious observances under Title VII).
- **Exceptions:**
  - Emergency situations (e.g., medical issues) may override normal procedures.
  - Requests under protected leaves (e.g., FMLA) will be handled separately from this process.

- **Long Vacation Requests**
  Vacation requests extending beyond two weeks must be approved by the CEO due to potential operational disruptions caused by extended absences.

6.4 Bereavement Leave

In the event of the death of an immediate family member, employees are eligible for up to three (3) eight-hour days of paid bereavement leave for local services and five (5) eight-hour days for out-of-state services. Paid bereavement leave is only granted for scheduled workdays. Employees may request additional leave without pay or use vacation/PTO for extended bereavement time. Immediate family is defined as:

- Parent or legal guardian, Stepparent, Sibling, Spouse, Domestic Partner, Children, Stepchildren, Grandparents, Grandchildren, Mother-In-Law, Father-In-Law, Aunt, Uncle, or the parents of the Domestic Partner.

6.5 Jury Duty

Regular full-time employees are entitled to up to five (5) days of paid jury duty per calendar year. If you are called for jury duty, you must notify your manager immediately and submit a copy of your jury notice to the Human Resources Department. The court's check must be signed and submitted to the Human Resources to receive full payment for the jury duty days. During jury leave, employees are expected to report to work on days the court is not in session and check with their manager if the court session lasts less than four (4) hours.

6.6 Voting

Employees are encouraged to participate in local, state, and federal elections. Typically, voting can occur before or after working hours. However, if voting during non-working hours presents a hardship, employees may request time off with prior approval from their supervisor.

6.7 Professional Development

The Agency is dedicated to providing employees with proper and ongoing training. The specifics and duration of required training will vary based on the employee's department, position, and experience level. Employees are responsible for earning and maintaining the necessary certifications, licenses, and credentials required for their position. If new credentials are mandated by funders or contractors, the Agency will make appropriate training opportunities available.

6.8 Incentive for Certified Educators

To retain highly qualified, certified early childhood educators with at least a bachelor's degree in early childhood education or a related field, the Agency offers an additional five (5) days of

vacation annually. These additional days must be used on non-school days in Palm Beach County, when mandatory training sessions are not scheduled, and the child-to-teacher ratio is low. Prior approval from the employee's supervisor is required for the use of these days.

6.9 Tuition Discount

Employees who are paying full tuition rates for their children to attend Fuller Center, will receive a 25% discount for **all children** enrolled. Those who qualify under the Early Learning Coalition (ELC) program will still be eligible to receive the 25% discount on the portion they pay.

This discount privilege applies solely to:

- Employee's children.
- Employee's grandchildren.

Employees are eligible to receive this discount on the first day of employment. The employee discount will cease on the last day of employment. Any exceptions to this policy will be at the sole discretion of the CEO.

- **Violation of the Employee Discount Policy**
  Failure to adhere to the Employee Discount Policy and Procedure may result in disciplinary action, up to and including termination.

6.10 Cash Advances

On occasion, and at the discretion of the CEO, an employee may request a cash advance to address a financial hardship. The following guidelines apply:

- Employees must submit a written request for a cash advance to the HR Director, outlining the nature of the hardship. The request must be approved by the CEO before any arrangements are made.
- Upon CEO approval, HR will make individual arrangements for the disbursement of the cash advance. Terms, including the repayment schedule, will be discussed and agreed upon.
- Corporate credit cards may not be used to obtain cash advances. All cash advance requests must follow the procedures outlined above.

6.11 Space/Time for Nursing Mothers

If an employee needs this accommodation, they are to meet with Human Resources for arrangements.

6.12 Employee Assistance Program (EAP)

Recognizing that personal challenges may impact your well-being and job performance, Fuller Center offers a voluntary and confidential Employee Assistance Program (EAP). The EAP is available to help employees and their eligible family members address a range of personal issues, including but not limited to: substance abuse, family or marital problems, emotional distress, and legal or financial concerns. This employer-paid benefit is offered at no cost to employees or their families.

Additional information can be obtained from Human Resources. Employees are encouraged to schedule appointments during non-working hours. All EAP discussions, meetings, and records are kept confidential, as permitted by law.

6.13 401(k) Plan

After completing one year of service and working at least 1,000 hours, you will be eligible to participate in the Fuller Center's 401(k) retirement plan. Specific details of the plan will be provided to you once you are eligible. Below is an outline of the program:

- Contributions to the plan are tax-deferred, meaning you will not pay income tax on your savings until you retire or withdraw from the plan.
- You have a range of investment options within the fund.
- Participants must be at least 18 years of age.
- Fuller Center makes an annual matching contribution to your 401(k) account.
- **Vesting Schedule:**

2 Years	25% Vested
3 Years	50% Vested
4 Years	75% Vested
5 Years	100% Vested

6.14 Insurance Benefits and Eligibility

Full-time employees may be eligible for group coverage effective on the first of the month following 60 days of employment. If the employee is eligible for full-time benefits through the Agency, it is the employee's responsibility to complete all necessary insurance enrollment applications, provided to you by the HR Department, one month prior to their effective date of coverage and submit them to the Human Resources Department. Failure to timely complete and submit insurance enrollment forms when newly eligible for such insurance may result in the employee having to wait until the Agency's Annual Open Enrollment to become covered or enroll in insurance coverage through the Agency.

Employees covered under a group health plan with the Agency will receive an Insurance Benefit Booklet summary plan description and a Group Medical Identification Card. The Benefit Booklet and summary plan descriptions will detail insurance coverage amounts and medical coverage information.

Dental and/or vision coverage is also available. Dependent coverage may also be requested. The employee pays for adding dependent coverage through payroll deductions. New dependents (marriage, newborn and adopted children) must generally be added within the first thirty (30) days of eligibility, and/or generally within 30 days of an insurance-special qualifying life.

In the event of employment separation for any reason, group health, vision and dental coverage in which the employee and his/her dependents are enrolled, will end on the last day of the month in which the employee actively works (for example, if the last day worked is June 20th, then coverage ends on June 30th). Payout of accrued unused vacation does not in any way extend the length of time during which insurance ends.

6.15 Termination of Group Insurance

Your group insurance coverage will terminate under any of the following circumstances:

1. When the insurance policy itself is terminated.
2. If you fail to make the required contribution to the premium when due.

3. When you no longer meet the eligibility requirements for coverage under the terms of the group insurance plan.

Coverage will end on the last day of the month in which you separate from Fuller Center. Some benefits may be extended under COBRA.

6.16 COBRA (Consolidated Omnibus Budget Reconciliation Act)

If you are enrolled in Fuller Center's group health, dental and/or vision care plans, you and your covered dependents will have the opportunity to continue such coverage under COBRA after leaving the organization.

- Up to 18 months for covered employees, as well as their spouses and their dependents, when workers otherwise would lose coverage because of a termination or reduction of hours,
- Up to 29 months is available to employees who are determined to have been disabled at any time during the first 60 days of COBRA coverage and applies as well to the disabled employee's nondisabled qualified beneficiaries.
- Up to 36 months for spouses and dependents facing a loss of employer-provided coverage due to an employee's death, a divorce or legal separation or certain other "qualifying events".

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within thirty (30) days of the occurrence of the event. The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

6.17 HIPAA (Health Insurance Portability and Accountability Act)

Fuller Center complies with all HIPAA rules as amended April 14, 2003 and as currently in effect. Information on HIPAA and how it may apply to your coverage is detailed and is available in benefit plan documents. For a copy of such information or plan documents, or for further information, contact Human Resources.

6.18 Unemployment Compensation

Fuller Center contributes to the Florida Unemployment Compensation Trust Fund on behalf of its employees.

6.19 Social Security

Fuller Center matches each employee's Social Security contribution as set forth by Federal Law. You may be eligible to receive these benefits upon your retirement and/or perhaps in other circumstances in accordance with the Social Security laws.

6.20 Workers' Compensation

If you are injured or become ill on the job, you may receive, at no cost to you, workers' compensation insurance benefits, which may include medical care, compensation, and vocational rehabilitation. You may be required to take a drug and alcohol test. If you test positive for alcohol or illegal drugs at the time of your injury, you may not be entitled to workers' compensation benefits under this program as per the law, and you may be terminated from employment. If the injury is caused by your knowing refusal to use safety appliances or obey safety rules, Worker's Compensation disability benefits can be reduced by 25% as per the law. Any accrued unused vacation or sick time may be used in conjunction with Worker's Compensation benefits but not to exceed 100% of their pay.

To receive the benefits of workers' compensation benefits, you must:

- Report any work-related injury to your supervisor and to Human Resources immediately.
- Complete a written claim form and timely return it to Human Resources.
- Seek medical treatment (Agency approved and directed) and follow-up care if required.
- Comply with the Agency's policy on Drug Free Workplace.
- Follow Safety Guidelines.

State law imposes legal consequences on the abuse of workers' compensation benefits. Fuller Center will report any concerns of false or fraudulent claims to the workers' compensation insurance carrier for investigation. Any person who makes or causes to be made any material statement or representation, known to be false or fraudulent, for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a crime and subject to criminal and civil penalties.

Requests for Medical Information

Employees may be asked to provide information from their physicians to the extent permitted by applicable law, including but not limited to, in certain instances of recurrent absence or when an employee requests certain leaves of absence or when an employee has an unplanned and unapproved absence for 3 or more consecutive shifts due to a purported medical condition.

Unless otherwise prohibited by applicable law, the Company may request medical documentation supporting an employee's unplanned and unapproved absence for three or more consecutive shifts.

Any and all medical information must be sent to the Human Resources Department. No information is to be provided directly to an employee's immediate supervisor or department head. Only the Human Resources Department will have the authority to determine if the medical information provided is sufficient. The Human Resources Department will not inform the supervisor of an employee's condition, unless warranted by law, and will inform the supervisor only whether an absence is excused, whether leave should be granted, or whether an employee may return to work.

Information to support insurance claims must be submitted directly to the insurance administrator by the employee.

7.0 Business Travel and Corporate Credit Card Policies

7.1 Business Travel

Employees will be reimbursed for reasonable business travel expenses when pre-approved by the CEO. Examples of reimbursable expenses include mileage, meals, and lodging. The Agency does **not** reimburse for any alcohol-related expenses.

- **Meal Reimbursement**
  Meals are reimbursed up to a maximum of $50 per day for staff during out-of-area work-related traveling; it does not include alcohol. Upon completion of the business trip, employees must submit a completed travel expense report with itemized receipts within 10

days of return. For training events, the report must also include an agenda and any handouts provided.

- **Fraudulent Reporting**
  Submitting false or misleading information on travel expense reports is a serious violation. Employees may not request reimbursement for expenses that were not incurred or were unrelated to business. Failure to follow the business travel policy may result in disciplinary action, including termination.

7.2 Agency Credit Cards

Fuller Center may issue agency credit cards to Senior Management and staff members, as designated by the CEO with the authorization of the Finance Committee. These agency credit cards are intended solely for purchases or expenses directly related to the performance of their official duties and responsibilities.

- **Tracking and Usage**
  All corporate credit cards issued for agency purposes must be logged in and out on a **Credit Card Tracking Log** to ensure proper tracking and accountability.

Corporate credit cards are strictly to be used for **Fuller Center-related purchases** or for expenses incurred on behalf of the organization. **Personal transactions are strictly prohibited** on these agency credit cards. In the event of misuse, Fuller Center reserves the right to recover any funds from the cardholder.

- **Documentation Requirements**
  All purchases made with a corporate credit card must be accompanied by appropriate documentation and forwarded to the CFO or finance department within **five (5) days** of the transaction. Any purchases for which supporting documentation is not provided will be considered personal expenses, and the cardholder will be held personally responsible for reimbursing Fuller Center. If the necessary documentation is provided, the employee may be reimbursed for the transaction.

7.3 Entertainment and Recreational Expenses

No expenses related to entertainment, amusement, or recreation will be reimbursed unless the expense is directly related to **Fuller Center's business,** such as activities for the programs (e.g. field trips/ enrichment activities), and prior written approval from either the **Chief Financial Officer (CFO)** or **Chief Executive Officer (CEO)** has been obtained.

8.0 Accommodations and Leave

8.1 Leave of Absence Policy

Fuller Center may grant a leave of absence (LOA) under certain circumstances in accordance with applicable law and the Agency's internal policies. Employees must notify their supervisor in writing as soon as they become aware of the need for leave.

- Notification: Employees are required to keep the Human Resources (HR) Department informed throughout their leave, including providing updated contact information and notifying HR of any changes in the expected return date.
- Leave Conditions: Employees granted a leave must comply with all terms and conditions associated with the leave, including the prohibition of accepting other employment or

applying for unemployment insurance during the leave period. Accepting other employment during a leave of absence will be considered voluntary resignation from Fuller Center.

- Accruals and Benefits: Paid time off (PTO) and holidays do not accrue during a leave of absence. Upon return, employees will be credited with the full employment status they held prior to the leave.
- Performance and Disciplinary Actions: Any performance review, counseling, or disciplinary action (including discharge) that was scheduled before the leave may be deferred until the employee's return. However, the Agency reserves the right to proceed with such actions once the leave ends.
- Obligations: Employees are expected to meet job performance expectations while on leave and adhere to all Agency policies and procedures.

8.2 Your Rights Under the Family and Medical Leave Act (FMLA)

Family and Medical Leave

The Company will grant family and medical leave in accordance with the requirements of applicable federal and state law in effect at the time the leave is granted. Although the federal and state laws sometimes have different names, the Company refers to these types of leaves collectively as "FMLA Leave." In any case, employees will be eligible for the most generous benefits available under applicable law.

Employee Eligibility

To be eligible for FMLA Leave benefits, employees must: (1) have worked for the Company for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months as of the start of the leave; and (3) work at a location where at least 50 employees are employed by the Company within 75 miles, as of the date the leave is requested. Eligibility requirements may differ for employees who have been on a protected military leave of absence. If employees are unsure whether they qualify, they should contact Human Resources**.**

Reasons for Leave

Federal and state laws allow FMLA Leave for various reasons. Because employees' legal rights and obligations may vary depending upon the reason for the FMLA Leave, it is important to identify the purpose or reason for the leave. FMLA Leave may be used for one of the following reasons, in addition to any reason covered by an applicable state family/medical leave law:

- The birth, adoption or foster care of an employee's child within 12 months following birth or placement of the child (Bonding Leave);
- To care for an immediate family member (per the FMLA Law) with a serious health condition (Family Care Leave);
- An employee's inability to work because of a serious health condition (Serious Health Condition Leave);
- A "qualifying exigency," as defined under the FMLA, arising from a spouse's, child's, or parent's "covered active duty" (as defined below) as a member of the military reserves, National Guard or Armed Forces (Military Emergency Leave); or

- To care for a spouse, child, parent or next of kin (nearest blood relative) who is a "Covered Servicemember," as defined below (Military Caregiver Leave).

Definitions

- **"Child"** for purposes of Bonding Leave and Family Care Leave, means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA Leave is to commence. "Child," for purposes of Military Emergency Leave and Military Caregiver Leave, means a biological, adopted or foster child, stepchild, legal ward, or a child for whom the person stood in loco parentis, and who is of any age.
- **"Parent"** for purposes of this policy, means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the person. This term does not include parents-in- law. For Military Emergency leave taken to provide care to a parent of a deployed military member, the parent must be incapable of self-care as defined by the FMLA.
- **"Covered Active Duty"** means (1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (2) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation as defined by applicable law.
- **"Covered Servicemember"** means (1) a member of the Armed Forces, including a member of a reserve component of the Armed Forces, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty while on active duty that may render the individual medically unfit to perform their military duties, or (2) a person who, during the five (5) years prior to the treatment necessitating the leave, served in the active military, Naval, or Air Service, and who was discharged or released therefrom under conditions other than dishonorable (a "veteran" as defined by the Department of Veteran Affairs), and who has a qualifying injury or illness incurred or aggravated in the line of duty while on active duty that manifested itself before or after the member became a veteran.
- **"Spouse"** means the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into, or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place were entered into and could have been entered into in at least one State. This includes common law marriage and same sex marriage in places where these marriages are recognized.
- **"Key employee"** means a salaried FMLA-eligible employee who is among the highest paid 10 percent of all the employees employed by the employer within 75 miles of the employee's worksite.

Length of Leave

The maximum amount of FMLA Leave will be 12 workweeks in any 12-month period when the leave is taken for: (1) Bonding Leave; (2) Family Care Leave; (3) Serious Health Condition Leave; and/or (4) Military Emergency Leave. However, if both spouses work for the Company and are eligible for leave under this policy, the spouses will be limited to a total of 12 workweeks off between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave. The applicable “12-month period” utilized by the Company is a rolling 12-month period measured backward from the date an employee uses FMLA leave. Under this method the 12-month period is measured backward from the day the employee uses any FMLA leave.

The maximum amount of FMLA Leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of 26 workweeks in a single 12-month period. A "single 12-month period" begins on the date of the employee's first use of such leave and ends 12 months after that date.

If both spouses work for the Company and are eligible for leave under this policy, the spouses will be limited to a total of 26 workweeks off between the two when the leave is for Military Caregiver Leave only or is for a combination of Military Caregiver Leave, Bonding Leave and/or Family Care Leave taken to care for a parent.

To the extent required by law, some extensions to leave beyond an employee’s FMLA entitlement may be granted when the leave is necessitated by an employee's work-related injury or illness or by a “disability” as defined under the Americans with Disabilities Act and/or applicable state or local law. Certain restrictions on these benefits may apply.

Intermittent or Reduced Schedule Leave

Under some circumstances, employees may take FMLA Leave intermittently, which means taking leave in blocks of time, or by reducing the employee's normal weekly or daily work schedule. An employee may take leave intermittently whenever it is medically necessary to care for a family member with a serious health condition, or because the employee has a serious health condition and is unable to work. Military Emergency Leave may also be taken intermittently.

Leave taken intermittently may be taken in increments of no less than 15 minutes, unless otherwise prohibited by applicable law. Employees who take leave intermittently or on a reduced work schedule basis for a planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt the Company’s operations. Please contact Human Resources prior to scheduling planned medical treatment. If FMLA Leave is taken intermittently or on a reduced schedule basis due to foreseeable planned medical treatment, we may require employees to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave.

If employees have been approved for intermittent leave and they request leave time that is unforeseeable, they must specifically reference either the qualifying reason for leave or the need for FMLA leave at the time they call off.

If an employee’s request for intermittent leave is approved, the Company may later require the employee to obtain recertification of their need for leave. For example, the Company may

request recertification if it receives information that casts doubt on an employee's report that an absence qualifies for FMLA Leave.

To the extent required by law, some extensions to leave beyond an employee's FMLA entitlement may be granted when the leave is necessitated by an employee's work-related injury/illness or a "disability" as defined under the Americans with Disabilities Act and/or applicable state or local law. Certain restrictions on these benefits may apply.

Notice and Certification

Bonding, Family Care, Serious Health Condition and Military Caregiver Leave Requirements

- Employees are required to provide: When the need for the leave is foreseeable, 30 days advance notice or such notice as is both possible and practical if the leave must begin in less than 30 days (normally this would be the same day the employee becomes aware of the need for leave or the next business day);
- When the need for leave is not foreseeable, notice within the time prescribed by the Company's normal absence reporting policy, unless unusual circumstances prevent compliance, in which case notice is required as soon as is otherwise possible and practical;
- When the leave relates to medical issues, a completed Certification of Health-Care Provider form within 15 calendar days (for Military Caregiver Leave, an invitational travel order or invitational travel authorization may be submitted in lieu of a Certification of Health-Care Provider form);
- Periodic recertification (upon request); and
- Periodic reports during the leave.

Certification forms are available from Human Resources. At our expense, we may require a second or third medical opinion regarding the employee's own serious health condition or the serious health condition of the employee's family member. In some cases, we may require a second or third opinion regarding the injury or illness of a Covered Service Member. Employees are expected to cooperate with the Company in obtaining additional medical opinions that we may require.

When leave is for planned medical treatment, employees must try to schedule treatment so as not to unduly disrupt the Company's operation. Please contact Human Resources prior to scheduling planned medical treatment.

Recertification After Grant of Leave

In addition to the requirements listed above, if an employee's FMLA Leave is certified, the Company may later require medical recertification in connection with an absence that the employee reports as qualifying for FMLA Leave. For example, the Company may request recertification if (1) the employee requests an extension of leave; (2) the circumstances of the employee's condition as described by the previous certification change significantly (e.g., employee absences deviate from the duration or frequency set forth in the previous certification; employee's condition becomes more severe than indicated in the original certification; employee's encounter complications); or (3) the Company receives information that casts doubt upon the employee's stated reason for the absence. In addition, the Company may request recertification in connection with an absence after six months have passed since the employee's original certification, regardless of the estimated duration of the

serious health condition necessitating the need for leave. Any recertification requested by the Company will be at the employee's expense.

Military Emergency Leave Requirements

Employees are required to provide:

- As much advance notice as is reasonable and practicable under the circumstances;
- A copy of the covered military member's active-duty orders when the employee requests leave and/or documentation (such as Rest and Recuperation leave orders) issued by the military setting forth the dates of the military member's leave; and
- A completed Certification of Qualifying Exigency form within 15 calendar days, unless unusual circumstances exist to justify providing the form at a later date.

Certification forms are available from Human Resources.

Failure to Provide Certification and to Return from Leave

Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of the leave. If an employee fails to return to work at leave's expiration and has not obtained an extension of the leave, the Company may presume that the employee does not plan to return to work and has voluntarily terminated their employment.

Compensation During Leave

Generally, FMLA Leave is unpaid. However, employees may be eligible to receive benefits through state- sponsored programs or the Company's sponsored wage-replacement benefit programs. Employees may also choose to use accrued vacation and sick leave, to the extent permitted by law and the Company's policy. All payments of wage-replacement benefits and accrued paid leave will be integrated so that employees will receive no greater compensation than their regular compensation during this period. The Company may require employees to use accrued vacation and sick leave to cover some or all of the FMLA Leave, unless otherwise prohibited by law. The use of paid benefits will not extend the length of a FMLA Leave.

Benefits During Leave

The Company will continue making contributions to employee group health benefits during their leave on the same terms as if employees had continued to actively work. This means that if employees want their benefits coverage to continue during their leave, they must also continue to make the same premium payments that they are now required to make for themselves or their dependents. Employees taking Bonding Leave, Family Care Leave, Serious Health Condition Leave, and Military Emergency Leave will generally be provided with group health benefits for a 12-work week period. Employees taking Military Caregiver Leave may be eligible to receive group health benefits coverage for up to a maximum of 26 workweeks. In some instances, the Company may recover premiums it paid on the employee's behalf to maintain health coverage if the employee fails to return to work following a FMLA Leave.

The employee's length of service as of the leave will remain intact but accrued benefits such as vacation and sick leave may not accrue while on an unpaid FMLA Leave. FMLA Leave will run concurrent with any other applicable leave law, as well as the employee's receipt of

workers' compensation, short-term disability or long-term disability benefits, if applicable, to the extent permitted under applicable law.

Job Reinstatement

Under most circumstances, employees will be reinstated to the same position they held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. However, employees have no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee would have been laid off if they had not gone on leave or, if the employee's position was eliminated during the leave, then the employee will not be entitled to reinstatement.

Prior to being allowed to return to work, an employee wishing to return from a Serious Health Condition Leave may be required to submit an acceptable release from a health care provider that certifies the employee can perform the essential functions of the job as those essential functions relate to the employee's serious health condition. For an employee on intermittent FMLA leave, such a release may be required if reasonable safety concerns exist regarding the employee's ability to perform their duties, based on the serious health condition for which the employee took the intermittent leave.

Key employees may be subject to reinstatement limitations in some circumstances. If employees are considered a "key employee," those employees will be notified of the possible limitations on reinstatement at the time the employee requests a leave of absence.

Confidentiality

Documents relating to medical certifications, recertifications or medical histories of employees or employees' family members will be maintained separately and treated by the Company as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to supervisors and managers, first aid and safety personnel or government officials.

Fraudulent Use of FMLA Prohibited

An employee who fraudulently obtains FMLA Leave from the Company is not protected by FMLA's job restoration or maintenance of health benefits provisions. In addition, the Employee who misuses or fraudulently obtain FMLA leave may be subject to disciplinary action, up to and including termination."

Nondiscrimination

The Company takes its FMLA obligations very seriously and will not interfere, restrain or deny the exercise of any rights provided by the FMLA. We will not terminate or discriminate against any individual for opposing any practice, or because of involvement in any proceeding related to the FMLA. If an employee believes their FMLA rights have been violated in any way, they should immediately report the matter to Human Resources.

Additional Information Regarding FMLA

A Notice to Employees of Rights Under FMLA (WHD Publication 1420) is attached to this Handbook.

Employees should contact Human Resources as to any FMLA questions they may have.

State Law

A number of states have family leave laws that provide leave benefits which exceed those available to employees under the FMLA. Employees should contact Human Resources for additional information.

8.3 Military Leave (Active and Reserve Service)
Employees are entitled to unpaid leave for military service under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Upon reemployment, employees may be entitled to the continuation of seniority and benefits for prior service. Temporary employees may not be eligible for reinstatement, and reinstatement may not be required in some circumstances. Failure to return to work after military leave within the required timeframe may result in termination of employment.

Civil Air Patrol Leave
Eligible employees who are members of the Civil Air Patrol will be allowed up to 15 days of unpaid leave annually for the purpose of participating in Civil Air Patrol training or missions. Employees will not be required to use accrued vacation, sick leave or any other type of accrued leave prior to taking unpaid Civil Air Patrol leave but may choose to use such benefits.

Employees are eligible for leave if they are senior members of the Florida Wing of the Civil Air Patrol with at least an emergency services qualification and have worked for the Company for at least 90 days prior to the start of leave.

The Company will not terminate, reprimand or otherwise penalize a Civil Air Patrol member because of his or her absence due to the use of Civil Air Patrol leave.

Employees must promptly notify Human Resources of their intent to return to work following the completion of Civil Air Patrol leave.

Employees returning from Civil Air Patrol leave will receive the seniority they had as of the date their leave began, and any other rights and benefits they would receive as a result of such seniority. Employees returning from Civil Air Patrol leave will also receive any additional seniority they would have attained if they had remained continuously employed, and any other rights and benefits they would receive as a result of such seniority.

After an employee returns from protected service, Fuller cannot terminate them except for cause for a specific period, depending on their length of service:

- **180 days** following reemployment if the leave period was **31–180 days**, or
- **1 year** following reemployment if the leave period was **more than 180 days**

8.4 Personal Leave of Absence
Fuller Center may grant an unpaid personal leave of absence for up to one month after one year of service. Employees must submit a written request to HR. Reinstatement is not guaranteed, but employees will be offered the same or comparable position upon return, depending on availability.

8.5 Domestic Violence Leave Employees who are victims of domestic violence may take up to three (3) days of unpaid leave to:

- Seek protection orders or attend legal proceedings.
- Obtain medical care or counseling.

Seek alternative housing or secure their home. Employees may use vacation or personal time to receive pay during this leave. Confidential documentation from law enforcement or medical professionals may be required.

8.6 Religious Accommodation

Fuller Center respects and recognizes the diversity of employees' religious beliefs. Employees may request an accommodation when their religious belief conflicts with an employment requirement. Fuller Center will evaluate the request and determine a reasonable accommodation that does not pose an undue hardship. If you require a religious accommodation, speak to your supervisor or HR.

8.7 Pregnancy Accommodation Policy

Fuller Center is committed to complying with all applicable federal and state laws concerning the accommodation of pregnancy, childbirth, or related medical conditions. In accordance with the Pregnancy Discrimination Act, Americans with Disabilities Act (ADA), and the Florida Civil Rights Act, Fuller Center will provide reasonable accommodations to employees who are affected by pregnancy, childbirth, or related medical conditions, so long as the accommodation does not impose an undue hardship on the organization.

Employees may request accommodations such as, but not limited to:

- More frequent breaks
- Modified work schedules
- Assistance with manual labor
- Temporary transfer to a less strenuous position
- Leave for prenatal care or recovery

Requests for accommodation should be submitted to Human Resources. A dialogue will be initiated to identify reasonable accommodations, and documentation from a healthcare provider may be requested. Fuller Center prohibits retaliation against employees who request pregnancy-related accommodations.

Lactation Accommodation

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. Employees needing breaks for lactation purposes may use ordinary paid rest breaks or may take other reasonable break time when needed. If possible, the lactation break time should run concurrently with scheduled meal and rest breaks already provided to the employee. If the lactation break time cannot run concurrently with meal and rest breaks already provided or additional time is needed for the employee, the lactation break time will be unpaid for non-exempt employees, unless otherwise required by law.

In Florida, lactation breaks are generally unpaid. While federal law under the Fair Labor Standards Act (FLSA) requires employers to provide reasonable break time for nursing mothers to express milk, it does not mandate that these breaks be paid. Employers are only

required to pay for breaks if they are already compensated for other breaks. Therefore, if a lactation break is not part of a paid break.

Employees will be relieved of all work-related duties during any unpaid break. Where unpaid breaks or additional time are required, employees should work with their supervisor or Human Resources regarding scheduling and reporting the extra break time. Where state law imposes more specific requirements regarding the break time or lactation accommodation, the Company will comply with those requirements.

Because exempt employees receive their full salary during weeks in which they work, all exempt employees who need lactation accommodation breaks do not need to report any extra break time as "unpaid."

The Company will provide employees with the use of a room or a private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from coworkers and the public. The Company will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk. This location may be the employee's private office, if applicable.

The Company will otherwise treat lactation as a pregnancy-related medical condition and address lactation- related needs in the same manner that it addresses other non-incapacitating medical conditions, including requested time off for medical appointments, requested changes in schedules and other requested accommodations.

Employees should discuss with Human Resources the location for storage of expressed milk. In addition, employees should contact Human Resources during their pregnancy or before their return to work to identify the need for a lactation area.

For employees working in a jurisdiction that has a mandatory lactation accommodation law, the Company will comply with all legal requirements, including providing greater or different benefits than those indicated here.

The Company strictly prohibits retaliation against employees for taking break time or using the location provided to express breast milk, or for taking any action in an attempt to require the Company to comply with this policy.

9.0 Conduct Policies

9.1 General Standards of Conduct

Employees are expected to adhere to Fuller Center's policies and maintain respectful behavior towards colleagues and those we serve. Violations of these rules may result in disciplinary action, up to termination.

The Company expects employees to follow basic, common-sense rules of conduct that will protect everyone's safety and security, as well as the Company's legitimate business interests. It is not possible to list all the forms of prohibited behavior, but below are examples of unacceptable behavior that may lead to disciplinary action, up to and including termination of employment, in the discretion of the Company. The following list is not all inclusive.

- Falsification of employment records, employment information, or work-related information of the Company;
- Recording the work time of another employee, allowing any employee to record another employee's work time, or allowing falsification of any timecard, whether yours or another employee;
- Theft or the deliberate or careless damage of the Company's property or the property of any employee, visitor or other third party involved in the Company's business operations;
- Use or removal of materials, supplies, tools or products of the Company, a visitor, or third party involved in the Company's business operations without advanced permission from management;
- Violation of the Company's Business Equipment and Information Systems, including sending personal emails during working time;
- Eating, drinking, using a cellular device or smoking in an unauthorized area while on duty;
- Suggesting or indicating that a tip is required or expected for service performed;
- Failing to report any lost or found items immediately;
- Participating in any form of gambling or the lottery inside the work area during working time;
- Provoking a physical fight or engaging in physical fighting in the work environment, during working time, at a work event, or on premises owned or occupied by the Company;
- Carrying firearms, weapons or dangerous substances at any time, on premises owned or occupied by the Company, unless otherwise permitted by applicable law.
- Using abusive, violent, or threatening language at any time in the work environment, during working time, at a work event, or while on premises owned or occupied by the Company;
- Absence of three (3) consecutive scheduled workdays without prior notice to the Company, unless otherwise protected by law;
- Failing to obtain permission from your manager to leave work or be offline during scheduled working time (not including legally required meal and rest breaks) unless the reason is legally protected;
- Failing to observe working schedules, including meal and rest breaks;
- Abusing or misusing paid sick leave (for employees subject to mandatory sick leave laws, please refer to the provisions of the applicable policy or posing concerning sick leave);
- Working overtime without authorization or refusing to work assigned hours;
- Violating any policy, rule or procedure of the Company;
- Refusal to perform assigned duties as requested by a supervisor unless unsafe or contrary to Company policies or procedures;

- Use, consumption or possession of intoxicating beverages or illegal drugs on the Company premises, during working hours, or otherwise violating the Company's Drug and Alcohol-Free Workplace Policy;
- Discrimination or harassment in violation of our EEO or Sexual and Other Prohibited Harassment Policy against any employee, client, contractor, visitor, or other individual involved in the operations of the Company based upon race, religion, age, sex, national origin, disability or any other protected characteristic under applicable law; and
- Committing a fraudulent act or intentional breach of trust under any circumstances.

Please note this list is not all-inclusive and the Company may take disciplinary action to address other types of conduct or performance issues or rule violation in its sole discretion. The Company reserves the right to determine which type of disciplinary action to issue an employee.

This statement of prohibited conduct does not alter or limit the policy of at-will employment. Either the employee or the Company may terminate the employment relationship at any time for any reason, with or without cause, and with or without notice. As previously set forth in this Employee Handbook, only the CEO of the Company or that person's authorized representative has the authority to enter into an employment agreement that alters the fact that the employment relationship is at-will, and any such agreement must be in writing signed by the CEO of the Company or an authorized representative.

This policy in no way prohibits employee affiliations or activities that are protected under applicable state and federal laws, including but not limited to any activity that is protected under Section 7 of the National Labor Relations Act, which includes the right of employees to organize collectively and to speak with others about their terms and conditions of employment.

9.2 Raising Concerns & Grievances (Open-Door Policy)

At Fuller Center, employee concerns are taken seriously, and we are committed to addressing them effectively. Employees are encouraged to raise any concern regarding unfair, unsafe, or stressful conditions without fear of retaliation.

Steps to Address Concerns:

1. Discuss with Your Supervisor: Address concerns about working conditions, policies, or actions with your supervisor.
2. Escalate if Necessary: If unresolved, escalate to your supervisor's manager or Human Resources, either in writing or through a meeting request.
3. Further Escalation to CEO: If still unresolved, submit a written summary of your concern to the CEO, including details and resolution attempts.
4. Board of Directors: If unresolved after the CEO review, submit the concern in writing to the Board of Directors for a final decision.

Reports can be confidential or anonymous, though providing contact information may help resolve issues faster.

Investigation Process: Acknowledgment: All reports will be acknowledged and investigated promptly.

- Investigation: A thorough, impartial investigation will be conducted.

- Resolution: Corrective action will be taken if claims are substantiated.

9.3 Protection Against Retaliation:

- Retaliation against those who report misconduct in good faith is prohibited.
- False or malicious reports may result in disciplinary action, up to termination.

Whistleblower Protection Policy

Fuller Center is committed to conducting its operations ethically and in compliance with all applicable laws. In accordance with the Florida Whistleblower Act (Sections 448.101–448.105, Florida Statutes), employees who report suspected violations of laws, regulations, or policies in good faith are protected from retaliation.

Employees are encouraged to promptly report:

- Suspected violations of any federal, state, or local law
- Gross mismanagement, gross waste of funds, or gross neglect of duty
- Actions that pose a substantial and specific danger to public health or safety

Reports may be made to a direct supervisor, the Human Resources Department, the CEO, or the Board of Directors, following the procedures outlined in the "Raising Concerns & Grievances" section.

Fuller Center prohibits retaliation, discrimination, or adverse employment action against any employee who, in good faith, discloses protected information or participates in an investigation. Employees who believe they have been retaliated against should report it immediately to Human Resources or the CEO.

False or malicious reporting is subject to disciplinary action.

9.3 Non-Harassment Policy:

Fuller Center maintains a zero-tolerance policy for workplace harassment, including sexual harassment, based on protected status. Harassment includes verbal or physical conduct that creates an intimidating, hostile, or offensive work environment or interferes with an individual's work performance. Examples of prohibited harassment include but are not limited to:

- Disparaging remarks or slurs.
- Derogatory written or graphic materials.
- Displaying hate symbols or materials.
- Offensive jokes, comments, or physical actions.

Employees are encouraged to report harassment to Human Resources or the CEO, regardless of whether they are the target or a witness.

9.4 Drug-Free Workplace and Testing Policy

Drug-Free Workplace Statement

Fuller Center maintains a drug-free workplace in accordance with federal law and Florida’s Drug-Free Workplace Program. Maintaining a safe and productive work environment is critical to our mission of serving children and families.

Testing Program Overview
Fuller Center requires drug and/or alcohol testing under the following circumstances:

- **Pre-Employment**: After an offer of employment, but before the applicant begins work duties.
- **Reasonable Suspicion**: When reasonable suspicion exists that an employee has alcohol, an illegal drug, an intoxicant, or a controlled substance in their system while on the job or is otherwise in violation of this policy. Reasonable suspicion may be based on appearance, behavior, speech, attitude, mood, or odor.
- **Discovery of Substances**: When an employee is found in possession of alcohol, an illegal drug, an intoxicant, or a controlled substance in violation of Fuller Center policy, or when such items are found in an area controlled by the employee (such as a desk, locker, or vehicle).
- **Post-Accident/Incident**: When an accident, near-miss, or incident occurs involving violation of safety rules, careless acts, injury requiring medical attention, or property damage, and there is reasonable suspicion of substance use.
- **Post-Rehabilitation**: After an employee has participated in a rehabilitation program.

Searches and Inspections
The Company wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives or other improper materials. To this end, the Company prohibits the control, possession, transfer, sale or use of such materials on its premises to the extent permitted by applicable law. We require the cooperation of all employees in administering this policy.

Desks, lockers and other storage devices are provided for the convenience of employees but remain the sole property of the Company. Employees have no reasonable expectation of privacy for items placed therein. Accordingly, desks, lockers and other storage devices, as well as any articles found within them, can be inspected by any agent or representative of the Company at any time, either with or without prior notice, unless prohibited by applicable law.

As an employer, the Company is charged with the duty to protect employees and others from injuries at the hands of employees who pose a known risk of bodily harm to others. Accordingly, to ensure the safety and security of those individuals, and to protect our legitimate business interests, we reserve the right to, upon reasonable suspicion, question and inspect or search any employee or other individual entering or leaving company premises or job sites. The inspection or search may include any packages or items that the individual may be carrying, including briefcases, handbags, back packs and shopping bags. Any non-exempt employee present during any search or inspection, the employee must report the time spent during the search or inspection as working time.

These items are subject to inspection and search upon reasonable suspicion at any time, with or without prior notice. Employees may be required to consent to reasonable inspection of their personal property and/or person while on duty or on the Company's premises. to the extent permitted by applicable law. Any inspection of an individual's person will be limited to a self-inspection, whereby they will be requested to self-inspect their personal property or person by displaying the contents of any packages and/or turning out their pockets, etc., in the presence of a representative of the Company, typically a management employee of the same sex or gender.

For the purposes of this policy, reasonable suspicion is defined as specific and articulable facts, taken together with rational inferences from those facts, that the individual is in possession of drugs, contraband, or other illegal materials.

Testing Procedures
Drug and alcohol testing will be conducted by licensed laboratories following applicable legal standards. All testing will follow strict chain-of-custody procedures to ensure sample integrity. Test results are confidential and will be maintained as medical records, disclosed only on a strict need-to-know basis and as required by law.

Employees who test positive for alcohol, illegal drugs, intoxicants, or controlled substances will be provided an opportunity to confidentially explain or contest the results through a Medical Review Officer (MRO) process before any final employment action is taken.

Weapons in the Workplace

The Company strictly prohibits employees, or any other person providing services to the Company or located on the Company's premises, from possessing weapons of any kind at the workplace. The workplace includes any property owned or leased by the Company or occupied by groups of company employees or persons providing services to the Company. Unless this prohibition is contrary to state or local law. Nothing in this policy is intended to violate Florida's Parking Lot Protection Act or other applicable firearm laws.

Employees are not permitted to transport or store weapons in vehicles owned or leased by the Company and used by the employee for work purposes. This policy prohibits the possession of concealed weapons as well as weapons carried openly.

This prohibition specifically includes guns, rifles, and firearms of any type, including those for which the holder has a legal permit. Other examples of prohibited weapons include, but are not limited to, knives, ammunition, bombs, bows and arrows, clubs, slingshots, blackjacks, metal knuckles and similar devices that by their design or intended use are capable of inflicting serious bodily injury or lethal force.

Consequences for Violations
Employees found to be in violation of this policy—including a positive test result, refusal to test, possession of prohibited substances, or failure to cooperate with searches—may face disciplinary action up to and including immediate termination. Fuller Center may also notify appropriate law enforcement authorities if necessary.

Conviction for the sale, distribution, manufacture, or possession of illegal drugs or controlled substances off Fuller Center property may also result in disciplinary action, including termination, as it reflects adversely on the organization and its operations.

Prescription and Over-the-Counter Drugs
Employees using prescription or over-the-counter medications that may impair their ability to perform job duties safely must notify Human Resources. The employee may be asked to provide a physician's statement confirming that the prescribed medication will not impair the employee's ability to safely perform their job duties. Employees are not required to disclose the specific medication or the underlying medical condition.

Commitment to Compliance and Individual Rights
Nothing in this policy is intended to interfere with individual rights under the Americans with Disabilities Act (ADA), the Florida Civil Rights Act, or any other applicable federal, state, or local law. Fuller Center is committed to upholding confidentiality, fairness, and the rights of individuals throughout the testing and disciplinary process.

9.5 Sexual Harassment
Sexual harassment refers to unwelcome or inappropriate behavior of a sexual nature that creates a hostile, intimidating, or offensive environment. It can include physical actions, verbal comments, or visual displays that affect an individual's ability to work or create a negative atmosphere.
Examples include:

- Unwanted sexual advances or requests for sexual favors.
- Making lewd or suggestive comments, jokes, or gestures.
- Displaying sexually explicit materials or images.
- Unwanted physical contact or touching.
- Retaliation for rejecting advances or reporting harassment. Sexual harassment can involve any gender and can be perpetrated by supervisors, coworkers, or even clients. It is prohibited by law. Sexual Harassment is not tolerated at Fuller Center, and we will address it promptly. Employees should report any incidents to HR or management for investigation and resolution

9.6 Sexual Abuse & Molestation Policy
Fuller Center has a zero-tolerance policy for sexual abuse or molestation. This includes any form of sexual assault, exploitation, grooming, or inappropriate sexual behavior. All employees, volunteers, and contractors are expected to maintain professional conduct and ensure the safety and well-being of others, particularly vulnerable individuals.

Any suspicion or report of sexual abuse or molestation must be reported immediately to Human Resources, the CEO, or the appropriate authorities. All allegations will be investigated thoroughly, and strict disciplinary actions, including termination, will be taken if abuse is confirmed.

Retaliation against anyone who reports abuse is strictly prohibited. Fuller Center is committed to creating a safe environment and preventing any form of abuse within the organization.

Training and Screening:
Employees must complete mandatory abuse identification and reporting training and undergo background checks.

9.7 Child Abuse and Reporting Policy (Including Child-on-Child Abuse)
Definition of Child Abuse (Florida Statutes Section 39.01):
Child abuse encompasses a broad range of harmful behaviors, including:

- **Physical Abuse:** Intentional infliction of physical harm, such as hitting, beating, or burning.
- **Emotional Injury:** Verbal abuse or behavior that harms a child's emotional or mental well-being.
- **Neglect:** Failure to provide adequate care, supervision, or resources necessary for the child's well-being.

- **Sexual Abuse:** Any sexual activity involving a child, including molestation, exploitation, or exposure to inappropriate content.
- **Abandonment:** When a parent or caregiver leaves a child in an unsafe environment or fails to maintain a relationship with the child.
- **Exploitation:** Taking advantage of a child for illegal activities such as child labor or sex trafficking.
- **Child-on-Child Abuse:** Includes physical, sexual, or emotional abuse committed by one child against another. This can involve bullying, sexual harassment, inappropriate touching, or physical violence between children.

Child Abuse Reporting Requirements:

- **Who Must Report:** All individuals, including mandatory reporters (e.g., teachers, healthcare providers, social workers, and law enforcement), are required by law to report suspected child abuse, neglect, or abandonment. This includes any incidents of child-on-child abuse that may harm the well-being or safety of a child.
- **How to Report:** Reports should be made immediately by calling the Florida Abuse Hotline at **1-800-962-2873** or reporting online through the Florida Department of Children and Families (DCF) website.
- **What Happens After a Report:** Upon receiving a report, DCF will investigate the allegations. They will assess the immediate safety of the child and may take steps to protect the child, such as initiating a safety plan or emergency removal if necessary.
- **Failure to Report:** Failing to report suspected child abuse, including child-on-child abuse, is a criminal offense in Florida and can result in fines or imprisonment, especially for mandatory reporters. Employees are also subject to internal disciplinary action.

Fuller Center requires all employees and volunteers to adhere to this reporting policy. Any suspected instance of child abuse, including child-on-child abuse, must be reported immediately. Employees should report such incidents to a supervisor, Human Resources, or directly to DCF. We are committed to fully cooperating with investigations and taking all necessary actions to ensure the safety of children and others in our care.

Retaliation against anyone who reports abuse, including child-on-child abuse, is strictly prohibited. Fuller Center will also ensure appropriate interventions and support are provided to both the victim and the child who is accused of committing the abuse.

This policy ensures a safe and supportive environment for all children and vulnerable individuals in our care and protects them from all forms of abuse, including those that may occur between children.

Insubordination

All employees are expected to follow reasonable and lawful directives from their supervisor or any member of the administration. Insubordination may occur when an employee:

- Fails to comply with a verbal or written instruction,
- Demonstrates non-verbal resistance,
- Unreasonably delays or refuses to complete assigned tasks.

The above is not an all-inclusive list. Insubordination may result in disciplinary action, up to and including termination.

9.8 Code of Ethics

Fuller Center expects all employees to adhere to the following code of ethics, in conjunction with the codes of ethics that apply to each profession. Our code of ethics includes the following:

- The health, safety and well-being of children are our primary concerns and priorities and are of the utmost importance.
- Enrichment and support for each child is always the goal for the children we serve
- Children and their guardians will have informed consent and participation in decisions related to service and care.
- Fuller Center does not conduct clinical studies or research with clients. However, if this situation ever arises, we will comply with statutory guidelines and clients and/or guardians have the right to refuse to participate.
- Privacy and confidentiality are of significant importance at Fuller Center. All possible protections for the children, in accordance with HIPAA guidelines, will be implemented consistently. (Please refer to the policy on confidentiality.)
- Fuller Center has fiscal systems in place to monitor the relationship between the use of services and financial arrangements. Many services are based on contracts that specify the relationship between the services and the financial arrangements.
- Children and guardians have the right to file grievances at any time they do not agree with services. (Please refer to the Grievance policy and procedure.)

9.9 Business Conduct

Employees must decline or return any gift or gratuity valued in excess of fifty dollars ($50) from any client, vendor, supplier, donor, or other person doing business with Fuller Center. In doing so, please explain that Fuller Center prohibits employees from accepting gifts or gratuities to ensure that business decisions, transactions, and services are provided on an objective and professional basis.

9.10 Conflict of Interest

The purpose of this Conflict-of-Interest Policy is to protect the integrity and reputation of Fuller Center and ensure that all employees' actions and decisions are made with the Organization's best interests in mind. This policy is designed to prevent situations where an employee's personal or financial interests could interfere with their professional responsibilities or create an appearance of impropriety.

Definition of Conflict of Interest

A conflict of interest arises when an employee has a personal, financial, or professional interest that could affect, or appear to affect, their ability to make impartial decisions in the best interest of Fuller Center. Conflicts may include, but are not limited to:

- **Financial Interests**: Any direct or indirect financial benefit to the employee or their immediate family members, such as business transactions, ownership stakes, or compensation arrangements.
- **Business Relationships**: Any personal or family relationships that could influence decisions, especially if the employee or their family members have a material business relationship with any vendor, contractor, or other organization that works with Fuller Center.
- **Non-Financial Personal Interests**: Personal interests (such as family, friendships, or other affiliations) that may affect decision-making or lead to biased judgment in matters relating to Fuller Center

Employee Responsibilities

- **Disclosure**: Employees must immediately disclose any potential or actual conflicts of interest to their supervisor or Human Resources in writing. This includes any situation where their personal or financial interests may affect their work with Fuller Center.
- **Recusal**: Employees who have disclosed a conflict of interest are expected to recuse themselves from decision-making processes related to the conflict and to refrain from influencing decisions on the matter.

Evaluating and Addressing Conflicts of Interest

Upon disclosure, the supervisor or Human Resources will assess whether the conflict of interest exists and determine an appropriate course of action. Possible actions may include:

- Requesting the employee to remove or divest from the conflicting interest, if applicable.
- Reassigning the employee from any involvement in decisions or projects related to the conflict.

If the conflict cannot be resolved or managed appropriately, disciplinary action may be taken, up to and including termination of employment.

Failure to Disclose

Failure to disclose a conflict of interest or to comply with the terms of this policy may result in disciplinary action, up to and including termination.

9.11 Confidential Information

It is the policy of Fuller Center to ensure the operations, activities, salary information, and business affairs of the Agency and our clients are kept confidential to the greatest possible extent. If, during the course of your employment, you acquire confidential or proprietary information about Fuller Center, its clients, donors, and vendors, such information is to be handled in strict confidence and not to be discussed with, copied, or disseminated to outsiders or co-workers except in accordance with business requirements

9.12 Drug and Alcohol Policy

Fuller Center is committed to maintaining a safe, productive, and efficient work environment. The use of drugs or alcohol on the job or in the workplace undermines this goal and jeopardizes the safety and well-being of all employees. Fuller Center maintains a strict zero tolerance policy regarding drug and alcohol abuse. This policy applies to all employees and covers all company premises, work activities, and company events.

Prohibited Acts

Fuller Center prohibits the following behaviors:

- Possession or use of alcohol, illegal drugs, intoxicants, or controlled substances while at work, on company property, or during work-related activities.
- Driving a company vehicle while under the influence of alcohol, illegal drugs, intoxicants, or controlled substances.
- Distribution, sale, manufacture, or purchase of illegal drugs, intoxicants, or controlled substances while on duty or on company premises.
- Positive test results for alcohol or drugs from any required or random drug or alcohol test.
- Refusal to submit to testing or failure to release test information when requested.

- Reporting to work or being at work while impaired by prescription or over-the-counter drugs that could affect job performance or safety.
- Violating any other rules or policies related to alcohol and drug use.

Testing program
Fuller Center may require drug and/or alcohol testing under the following conditions:

- Pre-employment: After an offer of employment, but before employment begins.
- Reasonable suspicion: If an employee is suspected of being under the influence based on behavior, appearance, speech, attitude, or other observable signs.
- Possession or violation: If an employee is found in possession of alcohol, drugs, or controlled substances, or if they are found in an area where such substances are present.
- Post-incident: After accidents, near-misses, or safety violations where reasonable suspicion exists that an employee's actions may have been influenced by alcohol or drugs.
- After rehabilitation: If an employee returns to work after participating in a rehabilitation program.

The drug testing policy is available on the Policy and Procedure drive for all employees. Employees suspected of violating this policy are subject to inspection and search of their personal belongings and Fuller Center property, with or without notice. Violations may result in immediate removal from the workplace, disciplinary action, and potential referral to law enforcement authorities. Criminal convictions involving controlled substances or alcohol, whether on or off duty, may lead to disciplinary action, up to and including termination.

Accommodations for Employees Seeking Treatment
Fuller Center is supportive of employees seeking treatment for substance abuse, whether for alcohol or drugs. Employees wishing to seek treatment should request an unpaid leave of absence for rehabilitation. The center will make reasonable accommodations for employees seeking treatment, but continued employment depends on the individual's ability to perform their job duties effectively and safely. Employees who continue to violate the substance abuse policy after treatment may not be given a second opportunity for rehabilitation and may face termination.

Drug Free Workplace
Fuller Center follows local, state, and federal laws regarding the confidentiality of drug and alcohol test results and any related treatment programs. Refusal to submit to a drug or alcohol test or testing positive during employment may also lead to the loss of eligibility for workers' compensation or unemployment benefits.

For any questions or concerns regarding this policy, employees should contact the Human Resources Director.

Note: In some cases, such as business lunches, dinners, or client/donor events, moderate alcohol consumption may be acceptable with prior approval from the CEO. Employees are expected to remain responsible, professional, and sober at all times.

9.13 Smoking Policy
Smoking while performing assigned duties or while dealing with clients is not permitted. Fuller Center complies with the Florida Clean Indoor Air Act. Employees may not smoke in any public area of the buildings, including the kitchen, storerooms and restrooms. Employees may smoke

on breaks outside the building, away from foot traffic areas, in the designated areas. Supervisors should be consulted to determine proper smoking areas.

9.14 Nepotism and Employment of Relatives and Close Associates

Fuller Center is committed to fostering a fair and equitable workplace by minimizing the potential negative impacts of nepotism, favoritism, and conflicts of interest. This policy provides guidelines for the hiring, reporting, and supervision of employees who are related to or have close personal relationships with one another.

- **Non-Discrimination:**
  Fuller Center does not reject job candidates solely due to their familial or close personal relationships with current employees. However, the organization recognizes that such relationships may raise concerns regarding favoritism or conflicts of interest. We aim to minimize these risks while ensuring a fair and transparent hiring process.

- **Hiring of Relatives and Close Associates:**
  Relatives or individuals with close personal relationships to current employees may be considered for employment, provided they are the best-qualified candidates for the position. Employee referrals are also permitted, subject to the hiring process's standards and procedures.

- **Supervisory and Reporting Relationships:**
  Employees who are related to or have a close personal relationship (including romantic relationships) must not be in a supervisory or reporting relationship with one another. Employees are prohibited from making decisions that affect the hiring, promotion, or transfer of relatives or individuals with whom they have a close personal relationship.

- **Hiring Committees:**
  Employees who have a relative or close personal relationship with a candidate under consideration must recuse themselves from participating in hiring decisions or serving on hiring committees for those positions.

- **Disclosure Requirement:**
  Employees must disclose any familial or close personal relationships if they are in a supervisory, hiring, or decision-making role involving that individual. Failure to disclose such relationships may result in disciplinary action.

- **In Case of Relationship Development:**
  If employees in a reporting relationship become related or enter a close personal relationship during their employment, one of the employees must be transferred to a different role or department. Management will determine the appropriate course of action, ensuring that no discrimination or conflict of interest arises in the transfer decision.

- **Professionalism in the Workplace:**
  Employees are expected to maintain professionalism at all times when working with relatives or close associates. If issues arise, employees should seek guidance from their supervisor or HR.

Failure to disclose relationships or engage in favoritism may result in disciplinary action, up to and including termination, depending on the severity of the situation**.**

9.15 Emergency Management Plan

Fuller Center has developed a comprehensive Emergency Management Plan that complies with applicable regulations and ensures the safety and well-being of employees, clients, and property during emergencies such as hurricanes, natural disasters, or other crises. This plan outlines the necessary steps to be taken before, during, and after such events and includes program-specific instructions for each department.

Objectives of the Emergency Management Plan:

- Ensure the immediate safety of staff and clients.
- Protect the physical, mental, and emotional well-being of all individuals involved.
- Maintain operations with minimal or no interruption.
- Restore normal operations as quickly as possible, if necessary.

Lead Team Staff Members:

Certain employees are designated as essential personnel during emergencies. These employees are critical to the agency's operations, particularly during emergencies like hurricane watches or warnings. Essential staff must confirm their availability and preparedness to fulfill their duties during such events. Emergency work schedules may differ from regular hours.

9.16 Communicating the Emergency Plan

- The **Emergency Management Plan** is available on the Policy and Procedure drive for all employees.
- The **HR Department** is responsible for maintaining up-to-date employee contact information. Employees are required to submit their current contact details to HR and inform HR of any changes immediately.
- Employee contact information is stored in the **ProCare** database, which is to be kept current by employees. In case of phone service interruptions due to weather, employees should contact their supervisor for further instructions.
- **Employee Responsibility:** Ensure contact information is accurate. Failure to update contact information may delay emergency communications.

9.17 Security

Fuller Center strives to provide a secure environment for employees and property. Employees must remain vigilant and immediately report any suspicious activity or persons to their supervisor or a member of the management team. Prompt reporting helps maintain a safe workplace.

Theft: Fuller Center does not tolerate theft. Employees may occasionally request approval from their supervisor to make personal copies, purchase a stamp, or borrow supplies. Unauthorized removal of Fuller Center property or another employee's belongings is strictly prohibited and will result in disciplinary action, up to and including termination.

Fraud, Dishonesty, and False Statements: The falsification of any documents related to the center (e.g., job applications, medical history, time records, invoices) is prohibited. Employees who observe such misconduct are required to report it immediately to their supervisor or HR.

9.18 Health and Safety

Fuller Center is committed to complying with all health and safety regulations to ensure the well-being of employees and visitors. We rely on employees to be proactive in identifying and addressing potential hazards.

Employee Responsibilities:

- Follow safe operating procedures and report unsafe conditions or hazards immediately to the Director of Operations, HR Director, or Center Director.
- Report any injuries or accidents, no matter how minor, to your supervisor and HR immediately. An incident report, including a First Report of Injury, must be completed in a timely manner.

Communicable Diseases
Fuller Center is responsible for providing a safe and healthy environment for employees, parents, children, volunteers, community partners and visitors. Certain communicable diseases may require a period of time away from the Center in order to protect the health and safety of others. A full description of these guidelines is available in the policy drive available for all employees and in the parent handbook, which is updated annually.

Workplace Safety Guidelines:
Employees are required to adhere to the workplace safety guidelines and attend safety training. Failure to follow safety procedures or negligent behavior that jeopardizes health or safety may result in disciplinary action, up to and including termination.

9.19 OSHA and Hazardous Materials
Fuller Center will inform employees about hazardous materials used in the workplace, including:

- The chemicals used and their locations.
- Associated physical and health hazards.
- Protection measures to prevent exposure.
- Steps to take in the event of exposure.

Safety Training:
All staff will receive training on First Aid, Bloodborne Pathogens, and other facility safety protocols at orientation. Employees must sign a document confirming they have received this training and are familiar with Child Abuse reporting procedures.

9.20 Violent Crime and Emergency Response
Fuller Center prioritizes the safety of employees, children, and visitors. In situations involving an escalated individual, the following steps should be followed:

- **Emergency Response:** If an unsafe situation occurs, the individual with access to a phone will page “Dr. Armstrong” over the intercom. If unable to do so, someone will go to the main office to issue the page.
- **Immediate Action:** All non-essential staff should move to the identified area for assistance. Staff with children should escort them to their classrooms or a safe zone.
- **Contact Law Enforcement:** If the situation escalates, **911** should be called immediately. Staff should not intervene physically unless necessary and should ensure the safety of children and others.

Lockdown Procedures:

- During a lockdown, staff should immediately move to their assigned classrooms or safe zones.
- Keep doors locked, lights off, and phones on silent.
- In case of evacuation, staff should follow instructions to designated safe locations.

Parental Notification:
Parents will be notified via the ProCare system. Parents are required to provide updated emergency contact information. During a lockdown, no one will be permitted to enter or leave the building until law enforcement has cleared the situation.

10.0 Separation Policies

10.1 Voluntary Separations

If you decide to leave your employment with Fuller Center, we ask that you provide at least two (2) weeks' written notice to your supervisor and Human Resources. This notice allows us to make the necessary adjustments to operations. The following guidelines apply upon your voluntary resignation:

- **Return of Property:**
  You are required to return all property owned by Fuller Center (e.g., computers, keys, cell phones, credit cards, etc.) prior to your departure.
  Failure to return property, or returning it in damaged condition, will result in a payroll deduction to cover repair or replacement costs before your final paycheck is issued.

Vacation Time:
Any unused vacation time will be paid out in accordance with local, state, and federal regulations. Personal time off (PTO) may not be used after resignation and is not eligible for payout.

10.2 Involuntary Separations

As an at-will employer, Fuller Center reserves the right to terminate the employment relationship at any time, with or without cause or notice. In the event of involuntary termination, the following applies:

- **Return of Property:**
  Employees must return all Fuller Center property (e.g., keys, electronics, credit cards) to their immediate supervisor or the Human Resources Director before departure. Failure to return property will result in a payroll deduction for the unreturned items.
- **Payroll Deduction:**
  Employees agree to a payroll deduction for any unreturned property at fair market value.

10.3 Reductions in Force

Due to business conditions, economic downturns, loss of funding or grant, or other factors, it may be necessary for Fuller Center to restructure or reduce staff. If layoffs occur:

- **Selection Process:**
  Fuller Center retains full discretion to select which employees will be laid off based on business needs.

- **Reduction in Benefits:**
  In times of financial strain, the organization may reduce employee benefits, including vacation time. Fuller Center retains discretion to determine which employees will be affected.

10.4 Resignation Process

- **Notice of Resignation:**
  The written resignation notice must be submitted to the Human Resources Director with a copy to the Center Director or your Direct Supervisor.
- **Exit Interview:**
  All employees who resign may be asked to complete an exit interview to provide feedback on the agency and review its policies.
- **Final Pay and Benefits:**
  Your final paycheck will be issued on the next scheduled payroll date. Unused vacation time will be paid out, but PTO will not extend past your final working day.
- **Return of Property:**
  All Fuller Center property (keys, computers, credit cards, etc.) must be returned to your supervisor or HR Director before your last day. Failure to return property will result in deductions from your final paycheck or direct billing for the unreturned items.
- **Resignation Before End of Notice Period:**
  If the agency decides to end the employee's resignation period early, the employee will be compensated for the remaining time.

10.5 Separation Allowance

In certain cases, the CEO may authorize a separation allowance of two weeks' income for employees with at least one year of service, provided the termination was not due to misconduct or cause.

- **Eligibility:**
  Separation allowances are at the sole discretion of the CEO and are typically not provided if the termination is due to inappropriate actions, safety violations, or misconduct. Separation allowances may require a separation agreement.
- **Voluntary Resignation:**
  Employees who voluntarily resign are generally not eligible for a separation allowance.

10.6 Exit Interviews

Before leaving Fuller Center, you may be asked to participate in a voluntary exit interview. This interview serves to:

1. **Provide Feedback:**
   The exit interview allows the agency to obtain your feedback on the work environment and any suggestions for improvement.
2. **Resolve Administrative Matters:**
   During the exit interview, you will also receive information on your final paycheck, benefits, and any necessary arrangements for benefit continuation (such as COBRA for health insurance).
3. **Benefits Continuation:**
   Your health, dental, and vision insurance will continue through the end of the month in

which your termination occurs. You may be eligible for benefit continuation through COBRA.

4. **Address Contact Information:**
   Please verify your current address for the mailing of your W-2 form at the end of the year.

10.7 References

All reference requests for current or former employees must be directed to Human Resources. No other staff member or manager is authorized to provide employment references. Human Resources will only provide a job title and date of employment.

Employee Acknowledgment of Receipt

I, the undersigned employee, acknowledge that I have received a copy of the **Fuller Center Employee Handbook**, either in printed form or through access provided via the QR Code. I understand that the handbook contains important information regarding the organization's policies, rules, and business practices.

I understand that the handbook is intended for informational purposes only and does not create a contract of employment, expressed or implied. I further understand that my employment with the Fuller Center is **at-will**, meaning that either the Fuller Center or I may terminate the employment relationship at any time, with or without cause and with or without notice.

I understand that the policies, procedures, and benefits described in the handbook may be modified, amended, or discontinued by the Fuller Center at any time.

I agree to comply with the policies and procedures outlined in the handbook, including the organization's **drug testing policy** and other applicable workplace policies.

I acknowledge that it is **my responsibility to read and understand the contents of the Employee Handbook**.

I understand that if I experience or witness unlawful discrimination, harassment, or retaliation, I am expected to report the matter immediately to **Human Resources Director or the CEO**, so that the organization may review and address the concern promptly.

Employee Name: (Print) _____

Employee Signature: _____

Date: _____

Witness (Print) : _____

Witness Signature: _____

Date: _____

Employee Photo and Video Consent Form

Consent and Release:

I hereby grant **Fuller Center** (the agency) and its representatives the right to take photographs, videos, or audio recordings of me during work-related activities and to use these materials for lawful business purposes, including but not limited to:

- Marketing materials (brochures, flyers, websites, social media)
- Internal communications (newsletters, intranet)
- Training materials
- Public relations activities

I understand that:

- These images, videos, and recordings may be edited, copied, exhibited, published, or distributed by the agency.
- I waive any rights of compensation or ownership to the resulting materials.
- I waive the right to inspect or approve the finished product wherein my likeness appears.
- The agency will not sell the materials to third parties without my separate, express consent.
- I may revoke this authorization at any time in writing; however, the revocation will not apply to materials already produced or published.

I acknowledge that my participation is **voluntary** and that no negative consequences will result from refusing to consent.
I understand that this consent is binding under applicable **Florida** and **United States** laws.

Signature: _____

Print Name: _____

Date Signed: _____

If the employee is under 18 years of age, a parent or guardian must also sign:

Parent/Guardian Name: _____

Signature of Parent/Guardian: _____

Date: _____