Employee Handbook

2026

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Welcome to the Team!

Welcome to MT Training Center (herein after referred to as "Company"). We hope that you enjoy your position with us and that it will prove beneficial to both you and the Company. We offer our best wishes for your future success. We hope you will be just as proud to be a member of our organization as we are to have you.

Mission:

Our mission at MT Training Center is to empower individuals through high-quality vocational education and training that fosters professional growth, skills development, and lifelong learning. We are committed to providing accessible, hands-on programs that meet the evolving needs of the workforce while promoting inclusivity and diversity. By fostering an engaging and supportive learning environment, we aim to equip our students with the knowledge, confidence, and experience necessary to succeed in their chosen careers, ultimately contributing to our community's economic vitality and success.

Vision

Our vision at MT Training Center is to be a leading provider of innovative and responsive vocational education that transforms lives and communities. We aspire to create a dynamic learning environment where individuals of all backgrounds can acquire the skills and knowledge necessary to excel in their careers and adapt to the changing job market. By fostering connections with industry partners, we seek to ensure our programs are relevant, impactful, and aligned with the future of work, ultimately empowering our graduates to achieve their personal and professional aspirations..

Educational Philosophy

MT Training Center is designed to provide quality training to those individuals interested in vocational training. The breadth and depth of knowledge is accumulated through classroom lecture and textbook studies. Technical proficiency is achieved through instructor assisted laboratory hours and "hands-on" training. Our goal is to assist students with little or no background in the field, and to provide the requisite training necessary for entry-level positions. At the same time, we hope to refine the skills of students who possess more advanced knowledge, allowing those individuals to excel in their chosen field..

Company Policy

The Company is dedicated to providing students and consumers with consistently high-quality service and to provide our employees with equal opportunities for advancement.

Purpose of this Handbook

This handbook is for the information and use of all employees of the Company. It contains the policies of the Company relating to hours, wages, employee benefits and conditions of employment, and provides a reference manual that should be followed by the Company and its employees. Company policies are operating practices and procedures of the Company. These policies have been established for the benefit of the employees and management in order to provide the best working conditions possible.

THE LANGUAGE OF THIS HANDBOOK AND THE RULES AND POLICIES STATED WITHIN ARE NOT INTENDED TO CREATE, NOR DO THEY CONSTITUTE, A CONTRACT IMPLIED OR

EXPRESSED BETWEEN THE COMPANY AND ANY OF ITS EMPLOYEES. THE POLICIES AND PROCEDURES ARE NOT UNCHANGEABLE. IF CIRCUMSTANCES ARISE THAT WARRANT CONSIDERATION OF A CHANGE IN POLICIES OR PROCEDURES, EMPLOYEES SHOULD BRING SUCH CIRCUMSTANCES TO THE ATTENTION OF MANAGEMENT. THIS HANDBOOK AND THE RULES AND POLICIES CONTAINED IN IT ARE SUBJECT TO CHANGE AT ANY TIME WITHIN THE SOLE DISCRETION OF MANAGEMENT.

EMPLOYMENT AT THE COMPANY IS ON AN "AT WILL" BASIS AND MAY BE TERMINATED BY THE COMPANY OR THE EMPLOYEE AT ANY TIME FOR ANY REASON. ANY CHANGE TO THIS AT WILL EMPLOYMENT STATUS, INCLUDING EMPLOYMENT FOR A PARTICULAR REASON, MAY BE GRANTED ONLY WITH THE SPECIFIC PRIOR WRITTEN APPROVAL OF THE PRESIDENT OF THE COMPANY.

It is the duty of the management to administer fairly without discrimination these policies, and all employees are expected to abide by and follow these policies. In the event you have any questions concerning the application of any procedure or policy, you should first ask your supervisor, if possible. Any employee who feels that a policy has not been administered in accordance with this handbook should refer the problem directly to his/her supervisor or to another member of management. No employee shall be penalized or discriminated against in any way for having requested consideration of the application of these policies or questioning the application of a policy in any situation.

Governing Body for School Operations
The authority for implementation of the governing body's policies is Melissa Cuellar, Chief Executive Officer. Responsible for the school's operations, she establishes written policies for the School's and secure the resources for its support. The policies established by Melissa Cuellar are clearly understandable and readily accessible and are published in the employee handbook. No other agencies have the power to initiate, review, or reverse actions of the Chief Executive Officer.

Staff Member's Rights
No employee shall be disciplined, penalized, restrained, coerced or otherwise prejudiced in his or her employment, in any manner whatsoever, for exercising the rights or remedies provided in this Complaint and Grievance Policy. However, employees may not use this policy and procedure for the purpose of disrupting the operations of the work unit or the Institution. In such cases, the employee may receive disciplinary action.

Employees who follow the complaint or grievance procedures shall be allowed time off from regular duties, with pay, to attend scheduled meetings and hearings. The employee may present his or her complaint or grievance individually or through a representative who does not claim the right to strike. If an employee chooses to have a representative, the management official may also choose to have a representative.

What You Can Expect from the Company

Company Policies

Open Door Policy
MT Training Center is committed to open communication between employees and management and to an "open-door" policy. We encourage you to talk with your supervisor to express ideas, discuss concerns or present problems.

Should there be a situation where you do not feel comfortable discussing an issue with your immediate supervisor, or you are not satisfied with the response he/she provided, you are encouraged to advance the issue to his/her manager. Some people prefer to present a question, recommendation or concern in writing. If you are more comfortable with this approach, you are encouraged to use it. Any issue raised through the Open-Door Policy will be treated confidentially to the extent that confidentiality is consistent with a thorough investigation of the issue. MT Training Center intends to investigate and respond in a timely manner to all suggestions and/or concerns raised through the Open-Door Policy.

Labor Policy

No employee is required to obtain any other person or organization to represent him or her in the presentation of problems or questions regarding the application of the Company's working policies. No employee is required to pay, to any person or organization, any contribution or assessment for the right to work at this Company.

Management does not and will not discriminate against any employee because of membership or non-membership in any organization, whether it is religious, fraternal, professional or social. It is the duty of management to aid and assist whenever possible, in the resolution of any problems or suggestions.

The management has attempted to provide the best conditions of employment, the most satisfactory tools and the most opportunity for advancement for each employee. It is the policy of the Company to compensate each employee in accordance with his or her ability and skill, and to provide him or her with every opportunity for training and development.

Hiring Policy

The Company hires individuals on the basis of their qualifications and ability to complete the responsibilities and tasks of the job to be filled. Unless otherwise provided in writing, employment with the Company is considered to be at will, so that either party may terminate the relationship at any time and for any lawful reason.

Equal Employment Opportunity Employer

The Company is an equal opportunity employer. It is our policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, sex, sexual orientation, gender, gender identity, pregnancy, age, veterans' or military status or non-job physical or mental handicap or disability or other classification protected by applicable federal, state or local laws, except where there is a bona fide occupational disability. The Company will provide equal opportunities in employment, promotion, wages, benefits and all other privileges, terms and conditions of employment.

All recruiting, hiring, training, and promoting for all job classifications is done without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age or national origin except when a bona fide occupational qualification exist. All decisions on employment are made to further the principle of equal employment. All promotion decisions will continue to be made in accordance, with Equal Employment Opportunity principles, and only valid job requirements will be used.

Conflict of Interest
All persons employed by the Company owe a duty of fidelity to the Company. Employees must never place themselves in a position where their self-interest may conflict with this duty. Any employee who breaches this policy is subject to disciplinary action, up to and including discharge.

Moonlighting
Employees may engage in other employment provided it does not interfere with duties as an employee of the Company or impair the ability of the employee to perform Company duties. Employees must advise their supervisor, in writing, upon commencement of additional employment. All outside employment shall be subject to departmental rules and regulations, and the prior approval of the director.

Probationary Period
The first ninety (90) days of employment with the Company is considered a probationary period and will be used to verify your skills, capabilities, and suitability to the Company. Likewise, this gives new employees the opportunity to evaluate the Company as a desirable place to work. During the probationary period, as at any time during employment, your job may be terminated at any time without any reason or without notice.

Standards of Conduct
It is anticipated that the Company's employees will apply themselves fully to their work. Included in this assumption is that employees will report to work punctually as scheduled, perform their work assignments in a timely and professional manner, and follow all Company policies, procedures, and practices. Conduct that interferes with operations will not be tolerated. The Standards of Conduct are designed to be used to correct behavior. These standards follow the principle of progressive discipline, i.e., warnings followed by increasing discipline, depending on the type and frequency of offences. Discipline under the Standards of Conduct will not be based on any employee's race, ethnicity, religion, gender, sexual orientation, age, national origin, disability, or political affiliation. The standards were developed to protect the well-being and rights of all employees. The standards are intended to be illustrative but not all-inclusive. Accordingly, an offense which, in the judgment of management, although not listed in the policy, seriously undermines the effectiveness of the Company's activities or the employee's performance, is to be treated consistent with the provisions of the Standards of Conduct Policy.

Company Proprietary Information
Employees will perform services for MT Training Center which may require MT Training Center to disclose confidential and proprietary information to employee. (Confidential Information is any information of any kind, nature, or description concerning any matters affecting or relating to Employee's services for MT Training Center, the business or operations of MT Training Center, and/or the products, plans, processes, or other data of MT Training Center. Accordingly, to protect MT Training Center's Confidential Information that will be disclosed to employee, the employee agrees as follows:
1. Employee will hold the Confidential Information received from MT Training Center in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.

2. Employee shall not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by Melissa Cuellar, Chief Administrative Officer.
3. Employee shall not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for MT Training Center.
4. Employee upon retirement, termination, or resignation of employment, shall return to MT Training Center retaining no copies: all documents relating to MT Training Center including, but not limited to, reports, manuals, drawings, diagrams, blueprints, correspondence, logins and passwords, codes to doors, company email, company computers ,curricular, student demographic info , data bases, institutional forms , computer programs, key to school and trucks, remotes, books, training materials, federal student aid systems and all other materials and all copies of such materials obtained by MT Training Center during employment.
4. MT Training Center shall have the sole right to determine the treatment of any information that is part or project specific received from EMPLOYEE, including the right to keep the same as a trade secret, to use and disclose the same without prior patent applications, to file copyright registrations in its own name or to follow any other procedure as MT Training Center may deem appropriate.
5. Employee shall not login to any company sites for data, or any confidential information involving MT Training Center after termination, retirement, or resignation. EMPLOYEE shall not change password or login without consent from MT Training Center at any time of employment or after.
6. Employee hereby covenants and agrees that he or she will at no time, during or after the term of employment with MT Training Center use for his or her own benefit or the benefit of others, or disclose or divulge to others, any such confidential information.
7. MT Training Center reserves the right to take disciplinary action, up to and including termination for violations of this agreement.

Sexual Harassment Policy

The Company believes that every employee should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment's relationships. No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcomed sexual overtures or conduct.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, and debilitates morale, therefore interferes with work effectiveness. Behavior that amounts to sexual harassment may result in disciplinary action, up to and including termination.

MT Training Center has adopted, and its policy is based on, the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC). The EEOC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of your employment.
- Submission to or rejection of such conduct by you is used as the basis for employment decisions affecting you.

- Such conduct has the purpose or effect of unreasonably interfering with your work performance or creating an intimidating, hostile or offensive working environment.

The company wants you to have a work environment free of sexual harassment by management personnel, by coworkers and by others with whom you must interact in the course of your work as an MT Training Center employee. Sexual harassment is specifically prohibited as unlawful and as a violation of the Company's policy. The Company is responsible for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace and for promptly investigating any allegation of work-related sexual harassment.

If you experience or witness sexual harassment in the workplace, report it immediately to Melissa Cuellar, Owner/Director. You may also report harassment to any other member of the Company's management. All allegations of sexual harassment will be quickly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of that investigation.

The Company will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment. Sexual harassment will not be tolerated at MT Training Center. If an investigation of any allegations of sexual harassment shows harassing behavior has taken place, the harasser will be subjected to disciplinary action, up to and including termination.

Harassment-Free Workplace Policy

The Company is committed to providing an environment for employees, students, and volunteers that is comfortable, safe and free from harassment of any kind, type, or nature. Any harassment is a violation of this policy and may be deemed illegal. Harassment is defined as, but not limited to: Words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment does not have to be sexual in nature. It is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is welcome by the receiver.

It is the responsibility of all employees to help ensure a harassment-free workplace. If you become aware of an incident of harassment, whether by witnessing the incident or being told of it, you must report it to Melissa Cuellar, Chief Administrative Officer, with whom you feel comfortable. When the Company becomes aware of harassment, it is obligated by law to take prompt and appropriate action, regardless of whether the victim wants the company to do so.

Any individual, who believes that he or she has suffered harassment in violation of the Company's harassment policies, should take the following actions:

- If there is no perceived danger of conflict, tell the harasser as clearly as possible that the behavior is unwelcome.
- If the behavior continues, advise the director of your complaint and the behavior that initiated the complaint.

The Company, including all persons to whom a violation of this Harassment Policy has been reported and persons who have become aware of a complaint, shall maintain confidentiality, to the extent possible given the need to investigate. All complaints shall be considered confidential to the maximum extent possible.

The Company, director, officer, or employee may not retaliate against any victim, or witness, who reports a violation of this Harassment Policy. Any person who believes that he or she has been retaliated against should consult the Organization's Whistle-Blowing Policy or a Company official.

Drug-Free Campus

MT Training Center is dedicated to not only being a drug and alcohol-free institution, but strictly complies with the Federal Drug Free Schools and Communities Act Amendment of 1989 and the Drug Free Workplace Act of 1988.

Our Drug-Free Campus policy is defined by the following:

- The illegal possession or use of alcohol, drugs, or chemicals on any property under the control of MT Training Center is expressly prohibited.
- Alcoholic beverages on the MT Training Center Campus are forbidden.
- These standards of conduct apply to all students, staff, and faculty members of MT Training Center.
- Should any complaint or suspicion arise pertaining to a student, staff, or faculty member regarding possible violation of policy, the individual may be required to submit to immediate and/or advising and drug testing. Any violation of policy is subject to disciplinary actions. All members of the MT Training Center community should, always, be cognizant of and compliant with State and Local Laws.

The possession and consumption of alcoholic beverages in public places or common areas on campus is prohibited. The definition of public or common areas includes, but is not limited to, any outdoor area, parking lot, vehicles, lawn, stairway, or sidewalk which is part of MT Training Center property. MT Training Center prohibits the possession and consumption of alcoholic beverages on campus.

Resources for Drug and Alcohol Treatment

Resources for Drug and Alcohol Treatment are available upon request from the Chief Administrative Officer or Human Resources. Any request for these resources shall remain confidential.

Campus Crime Statistics

CALENDAR YEAR								
	2022		2023			2024		
CRIMINAL OFFENSES	Non Campus Buildings and Property*	Public Property**	On Campus	Non Campus Buildings and Property*	Public Property**	On Campus	Non Campus Buildings and Property*	Public Property**
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0

Burglary/Theft	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Criminal Homicide:	0	0	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0
TOTALS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Hate crimes are identified by hate crime category (race, gender, religion, etc.)

CALENDAR YEAR									
	2022			**2023**			**2024**		
HATE CRIMES	On Campus	Non Campus Buildings and Property*	Public Property**	On Campus	Non Campus Buildings and Property*	Public Property**	On Campus	Non Campus Buildings and Property*	Public Property**
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	0	0	0	0	0	0

Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Criminal Homicide:	0	0	0	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
TOTALS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Arrests/Persons Referred for Campus Disciplinary Action

CALENDAR YEAR									
	2022			**2023**			**2024**		
	On Campus	Non Campus Buildings and Property*	Public Property**	On Campus	Non Campus Buildings and Property*	Public Property**	On Campus	Non Campus Buildings and Property*	Public Property**
Liquor Law Violations:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0

Disciplinary Action	0	0	0	0	0	0	0	0	0
Weapons Possessions:	0	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
TOTALS	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

**On public property within or immediately adjacent to campus.*
***In or on non-campus buildings or property that your institution owns or controls.*

Complaint and Grievance Policy
The purpose of this policy is to provide standard procedures whereby an employee (instructor, all staff, teaching assistants, contractors) who has a complaint or grievance may seek a resolution to the problem.

It is the policy of the MT Training Center to afford employees the opportunity for fair and prompt consideration of complaints and/or grievances, including allegations of discrimination and harassment:

a) Complaints and/or grievances, as defined in section 4, other than allegations of discrimination and sexual harassment will be processed as described in section 7 and 8 of this policy.
b) Allegations of discrimination and sexual harassment are to be forwarded directly to the Director, Melissa Cuellar, for investigation and appropriate action.

Applicability
Regular employees are eligible to use either the complaint procedure or the grievance procedure (if the subject matter is a valid grievable item), as defined herein. All employees, whether part-time or full-time, are eligible to use the complaint procedure.

Complaint
A complaint is an employee's formal expression of disagreement or dissatisfaction with aspects of employment such as working conditions, hours of work, environment, relationships with supervisor, and other employees, or policies or decisions of the department considered by the employee to be inappropriate, harmful, or unfair.

Grievance: A grievance is an employee's formal expression of disagreement or dissatisfaction with an adverse personnel action involving a decrease in salary, demotion, suspension without pay and/or discharge.

Complaint Procedure
Employees are expected to first discuss and resolve their problems at the first-line supervisory level.

- A complaint, as defined in section 4, should be presented to the Director for discussion and consideration within ten (10) work days of the date of the action or condition giving rise to the complaint.
- If a complaint is not satisfactorily resolved by the Director, the complainant may present his or her complaint in writing to the subsequent level of management until resolved.
- A student that has a complaint or grievance concerning the Chief Administrative Officer or Chief Executive Officer can submit complaint forms to: Proprietary Schools Section, Texas Workforce Commission, 101 E 15th Street, Austin, Texas 78778-0001. Telephone Number: (512) 936-3100. Complaints may also be addressed to: The Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia, 30350. Telephone Number: (770) 396-3898. www.council.org.

Employee Background Check
The Company will perform a background investigation to evaluate a job candidate's qualifications, character, fitness, and to identify potential hiring risks for safety and security reasons. A background investigation should include criminal history, social security number trace, past employment verification, credit score, and criminal history.

Health Examinations
The Company may require periodic physical examinations and/or tests to certify an employee's continued ability to perform job duties or to serve as a measure of disease control. The costs of these examinations and/or tests are the responsibility of the Company. If there is reasonable cause to believe that an employee has an illness that can be detrimental to other staff, the Company may require the employee to have a health examination to indicate whether the employee has such an illness.

Immigration Law Compliance
The Company does not unlawfully discriminate on the basis of citizenship or national origin but, is committed to employing only U.S. citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Internet Policy
Purpose: The purpose of this policy is to ensure the proper use of the Company's technologies and make its employees and users aware of what the Company deems as acceptable and unacceptable use of the internet. This policy also provides for sanctions in the event of a breach or violation of the policy terms hereunder.
Applicability: This policy applies to all users of company technologies, including employees, students, contractors, vendors, partners, associates, and any other parties accessing or using the Company's network through on-site or remote terminals. Use of the Internet via the Company's computer network constitutes consent by the user to all of the terms and conditions of these policies.
Disclaimer of liability of use of Internet*:* The Company is not responsible for material viewed or downloaded from the Internet by users. Users are cautioned from visiting sites that may contain offensive, sexually explicit, and inappropriate material. Users accessing the Internet do so at their own risk.

Duty not to waste computer resources: Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this nature may not be downloaded unless they are directly related to your job requirements.

No expectation of privacy: Computers, computer accounts, and equipment given to employees are the exclusive property of the Company. No individual shall have any expectation of privacy in any communication over the Company's network. The network is to be used solely for company-related business, and is not to be used for personal business or pleasure.

Monitoring computer usage: The Company reserves the right to monitor, intercept and/or review all data transmitted, received or downloaded over the Company network. Any individual who is given access to the network is hereby given notice that the Company will exercise this right periodically, without prior notice and without the prior consent of the employee. The Company's interests in monitoring and intercepting data include, but are not limited to: protection of company proprietary and classified data; managing the use of the Company's computer network; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. *No individual shall interpret the use of password protection as creating a right or expectation of privacy, nor any expectation of privacy with regards to the receipt, transmission, or storage of data on the Company's computers or network.*

Blocking of inappropriate content: Company may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access on Company networks. In the event inappropriate or sexually explicit materials are viewed while on the Company's network, an immediate exit from the site is expected, regardless of whether the site was not subjected to company blocking software.

Prohibited activities: Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or in violation of the Company's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in Company's computers. Employees encountering, witnessing or receiving this kind of material should immediately report the incident to the director. The Company's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including termination.

Games and entertainment software: Employees may not use the Company's network to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

Illegal copying: Employees may not illegally copy material protected under copyright laws or make that material available to others for copying. Copyright laws and applicable licenses apply to all software, files, graphics, documents, messages, and other materials. The employee may not agree to a license or registration agreement for material(s) which a fee is required without expressed written permission of the director.

Accessing the Internet: Individuals accessing the internet through the Company's network is required to do so using an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the company's network.
Virus detection: Files obtained from sources outside the company, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to email; and files provided by customers or vendors may contain dangerous computer viruses that may damage the Company's computer network. Employees should never download files from the Internet, accept e-mail attachments from non-company sources, or use disks from non-company sources, without first scanning the material with company-approved virus detecting software. If you suspect that a virus has been introduced into the company's network, notify the director immediately.
Sending unsolicited e-mail (spamming): Employees may not send unsolicited email(s) to persons with whom they do not have a prior relationship without the expressed permission of the director.
Amendments and revisions: These policies may be amended or revised as necessary. Users will be provided with copies of all amendments and revisions.
Violations of these policies: Any employee who abuses the privilege of access to the Company's email or the Internet network shall be subjected to corrective action, up to and including termination. If necessary, the Company will advise law enforcement officials of any illegal conduct.

Email Policy

Purpose: The purpose of this policy is to ensure the proper use of the Company's email system and inform users of acceptable and unacceptable use of the Company's email system. This policy also provides for disciplinary actions in cases of violation of the policy terms.
Applicability: This policy applies to the use of the Company's email services by employees on site and by remote access. All company employees, full-time or part-time, independent contractors, interns, consultants, clients, and other third parties who have been granted the right to use the Company's email services are defined as the users for the purpose of this.
Email Accounts are the property of the Company: All email accounts maintained on the Company's email systems are the property of the Company. The Company has the right to read and keep a record of any emails that users transmit via the Company's email system.
Email for business purposes only: The Company's email accounts are to be used for business purposes only. Users may not use the Company's email system for personal use, except when:

- Personal use of email does not interfere with work. Employees can send/respond to emails only during non-work hours.
- Personal emails must adhere to the guidelines in this policy.
- No forwarding of chain letters, junk mail, jokes and executables is strictly forbidden.

Unacceptable use of email: The following acts shall constitute unacceptable use of the email system of the Company:

- Use of the Company's communications system for personal use or to send chain letters;
- Forwarding of the Company's confidential policies and procedures to external locations;
- Distributing, disseminating or storing images, text or materials that may be considered indecent, pornographic, obscene or illegal;
- Distributing, disseminating or storing images, text or materials that may be considered discriminatory, offensive or abusive, in which the content is a personal attack, sexist or racist, or may be considered as harassment;

- Violating copyright laws;
- Breaching the Company's or another organizations computer system(s) or unauthorized use of a password/mailbox;
- Broadcasting unsolicited, personal views on social, political, religious or other non-business related matters;
- Using email to operate another business, conduct an external job search, or solicit money for personal gain;
- Transmitting unsolicited commercial or advertising material;
- Undertaking deliberate activities that waste company resources;
- Introducing any form of computer virus or malware into the Company's network;

Legal risks involved: Email is a business communication tool and the users are obliged to use this tool in a responsible, effective, and lawful manner. The following legal risks of email affect both the user and the Company and both can be held liable for:

- Sending emails with any libelous, defamatory, offensive, racist or obscene remarks;
- Forwarding emails with any libelous, defamatory, offensive, racist, or obscene remarks;
- Unlawfully forwarding confidential information to others;
- Copyright infringement for unlawfully forwarding or copying messages without permission
- Sending an attachment that contains a virus.

The above list does not express all legal risks involved. By following the guidelines provided in this policy, users can minimize the legal risks involved in the use of e-mail. If any user disregards the rules set forth in this Email Policy, the Company can take corrective action up to and including termination of employment.

Best Practices: The Company considers email an important means of communication and recognizes the importance of appropriate email content and prompt replies in conveying a professional image and delivering quality customer service. Therefore, the Company institutes the following guidelines for user adherence:

- Writing emails: All email sent through the Company's network shall be professional and appropriate. Do not send unnecessary attachments. Do not write emails in all capitals. If an email is forwarded, state clearly the action you wish the recipient to take.
- Replying to emails: Emails that require a reply shall be answered in a timely manner.

Newsgroups: Employees shall request permission from the director before subscribing to any newsletters or newsgroups. Subscription(s) to a newsletter or newsgroup are allowed only if they relate directly to job requirements.

Maintenance: Email passwords shall not be shared with other individuals or coworkers. Employees shall delete any emails that are not needed in a timely manner.

Business record retention policy: Email messages are written business records and are subject to the companys rules and policies relating to retaining and deleting business records.

Confidential Information: Employees shall avoid sending confidential information by email unless authorized by the director to do so. Users may not access, send, receive, solicit, print, copy, or reply to confidential or proprietary information about the Company, its employees, students, clients, and other business associates. Confidential information includes, but is not limited to:

- Student records
- Employer information
- Social Security numbers
- Client Lists
- Credit/Debit information
- Employee performance reviews

- Salary information
- Trade secrets
- Passwords
- Any information that the Company deems confidential and necessary to maintain its business practices.

Disclaimer: *The following disclaimer shall be added to each outgoing email:*
This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Company. Finally, the recipient should check this email and any attachments for the presence of viruses. The Company accepts no liability for any damage caused by any virus transmitted by this email.

System Monitoring: Email messages created and transmitted via the Company's network is the property of the Company. The Company reserves the right to monitor all email transmissions via the Company's email system. Employees have no reasonable expectation of privacy when utilizing the Company's email system.

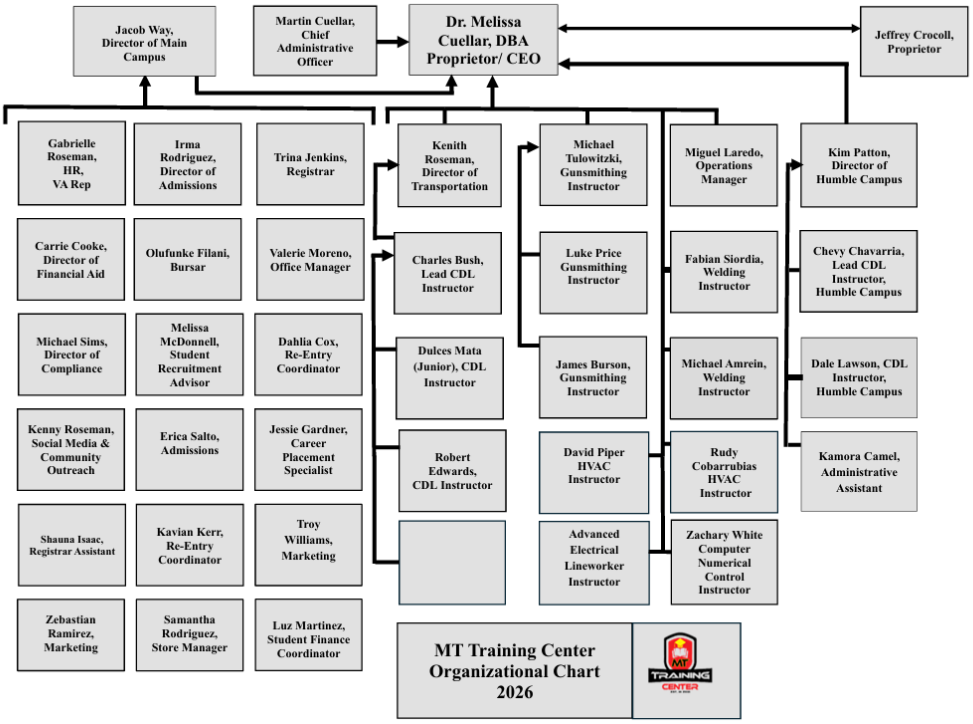
Violations and Sanctions: In the event an employee violates any of these email policies, the Company shall take discipliany action up to and including termination of employment. The disciplinary actions applied will depend on the seriousness of the breach, the employee's disciplinary record, and any other factors the Company deems appropriate. If an employee witnesses email policy abuse, he/she is required to report the incident immediately to Melissa Cuellar, by phone at 972-262-5395 or email at mroseman@mttrainingcenter.org

Amendment of Policy: The Company reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

Material and Product Handling

MT Training Center's reserves all rights and privileges associated with the purchase, production, manufacturing, selling and disposing of all products produced and/or manufactured at this institution. All **materials and supplies** purchased and/or obtained by this institution for educational instruction and for all other purposes, are expressly the property of this institution. All **products** purchased and/or obtained by this institution for educational instruction and for all other purposes, are expressly the property of this institution. All materials, supplies and products purchased, obtained and/or manufactured by staff, employees, contractors, instructors and students on school premises, utilizing school supplies/materials and equipment are the sole property of this institution and are not to be removed, borrowed, sold or handled without the expressed, written permission of the Chief Administrative Officer.

Staff Organizational Chart



Hours and Payroll Practices

Company paydays are the 15th and the last day of each month. All employees are paid by check on the above-mentioned payday. If the regular payday falls on a weekend or Company holiday, employees will be paid on the last business day before the holiday and/or weekend.

Each regular part-time, temporary, or non-salaried employee may be provided a personal clock card.This "clock card" may be in the form of a physical time card, electronic software based timecard system or other Company approved time tracking method. If you are an hourly employee, your clock card is your record of employment from which your pay is computed and from which all overtime is determined. It is necessary for each employee to "clock in" at the start of work and "clock out" when he or she leaves. In the event that an employee fails to "clock in" or "clock out" a supervisor's approval and signature must be received prior to the submission and payment of any wages. Repeated failure to log hours accurately may result in disciplinary action. If any employee fails to submit a time log, as required, that employee's pay may be delayed.

Institutional Holidays: The following holidays are observed by MT Training Center.

New Year's Day (January 1)
Seumas' Remembrance Day (January 3)
Martin Luther King Day (January 20)
President's Day (February 16)
Good Friday (April 18)
Anita's Rembrance Day (May 1)
Cinco de Mayo (May 5)
Memorial Day (May 26)
Juneteenth (June 19)
Independence Day (July 4)
Labor Day (September 1)
Veteran's Day (November 11)
Thanksgiving Break (November 26-28)
Christmas Break (December 24-December 26)
New Year's Eve (December 31)

Additional holidays may be declared if deemed appropriate.

Hours and Payroll Practices: Regularly scheduled paid holidays are granted to all regular, full-time employees each year. Paid holidays include:

- New Years' Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

An employee will receive holiday pay provided he or she works the full day before and after the holiday. All employees receive holiday pay for the day of the holiday listed as a paid holiday. Employees who are out for excessive time during holiday weeks may not be paid for the holidays.

Vacation Policy

MT Training Center provides paid vacation time off to eligible employees in an effort to provide opportunities for rest and relaxation. Employees in the following employment classifications are eligible to receive paid vacation benefits:

- Regular, full-time employees
- Regular, part-time employees

Vacation pay will be computed on the employee's base rate at the time the vacation is taken. An employee's base rate does not include overtime or any special forms of compensation such as incentives, commissions and/or bonuses. An employee's entitlement to earn vacation is based on the calendar year, beginning January 1st of each year.

- **Less Than Five Years-Service.** After one year of continuous service, and upon completion of each additional year up to five years of service, a regular, full-time employee is eligible to take up to ten days or 80 hours of earned vacation each calendar year. A new regular, full-time employee may choose to take up to five days or 40 hours of such earned vacation after six months of continuous service. A regular part-time employee is eligible to take up to five days or 40 hours of earned vacation each calendar year. A regular, part-time employee may choose to take up to 2 ½ days or 20 hours of such earned vacation after six months of continuous service.
- **Five Years-Service.** After five years of service, a regular, full-time employee is eligible to take 15 days or 120 hours of earned vacation each year. A regular, part-time employee is eligible to take 7 ½ days or 60 hours of earned vacation each year.
- **Ten Years-Service.** After ten years of service, an employee is eligible to take 20 days or 160 hours of earned vacation each year. A regular, part-time employee is eligible to take 10 days or 80 hours of earned vacation each year.

VACATION BENEFITS SCHEDULE		
Upon Continuous Service of:	**Regular Full-time Employees earn annual vacation time equal to:**	**Regular Part-time Employees earn annual vacation time equal to:**
Less than 6 months	Not Eligible	Not Eligible
6 months	1 week	2.5 days
1-4 years	2 weeks	1 week
5-9 years	3 weeks	1.5 weeks
10+ years	4 weeks	2 weeks

The application of bi-monthly vacation accruals for *full-time eligible employees* is based on the calendar year in accord with the 24 pay periods between January 1st and December 31st, but the

amount of hours accrued each bi-monthly period (3.334, 5.000 or 6.667) is based on years of service. Therefore, the bi-monthly accrual amount will increase at the time 5 or 10 years of service is achieved.

The application of bi-monthly vacation accruals for *part-time eligible employees* is based on the calendar year in accord with the 24 pay periods between January 1st and December 31st, but the amount of hours accrued each bi-monthly period (1.667, 2.500 or 3.334) is based on years of service. Therefore, the bi-monthly accrual amount will increase at the time 5 or 10 years of service is achieved.

Vacation benefit accruals will be suspended during a leave of absence and will resume upon return to active employment.

Vacation Policy Procedures

Employees are responsible for planning ahead for vacation and working out a complete schedule with their supervisor. Employees must obtain supervisory approval for requested vacation absences in advance, allowing as much notice as possible; however not less than 2 weeks to be considered a Scheduled Absence.

With advance notification, employees usually may schedule vacations at the time they request. However, the Company reserves the right to determine the time of vacation for individual employees, to meet scheduling priorities and work requirements.

All vacation requests must be recorded on a Personnel Action Notice form (PAN). It is the employee's responsibility to confirm the availability of requested vacation hours prior to submitting a PAN for the use of vacation time. An employee who is uncertain of available accrued vacation time should confirm balances through their supervisor or via email to payroll prior to completing a PAN requesting vacation time off.

The supervisor must approve the PAN prior to the employee's absence. If the PAN has not been approved prior to the employee's absence, the absence will be considered an Unscheduled Absence. Supervisors are responsible to ensure that employees have at least the requested amount of paid vacation time available prior to the approval of a vacation request.
Employees must receive approval from their immediate supervisor and department head in order to take more than 14 consecutive calendar days of vacation.

Sick Leave Policy

MT Training Center provides paid sick leave benefits for eligible employees who are temporarily unable to work and are absent from work for a limited period due to non-work related illness, accident, medical treatments or to care for the illness of a dependent child.

Employees in the following employment classifications are eligible to accrue paid sick leave benefits:

- Regular, full-time employees

- Regular, part-time employees

Sick pay will be computed on the employee's base rate at the time sick leave is taken. An employee's base rate does not include overtime or any special forms of compensation such as incentives, commissions and/or bonuses.

Regular, full-time employees are first eligible for paid sick leave benefits upon the completion of 90 days of continuous service. The maximum number of paid sick hours that can accrue is 40 hours per calendar year. Sick leave is earned in increments of 1.667 hours per pay period (following the completion of an employee's first 90 days).

Regular, part-time employees are first eligible for paid sick leave benefits upon the completion of 90 days of continuous service. The maximum number of paid sick hours that can accrue is 20 hours per calendar year. Sick leave is earned in increments of .833 hours per pay period (following the completion of an employee's first 90 days).

Sick leave benefit accruals will be suspended during a leave of absence and will resume upon return to active employment.

Employees may not carry forward unused sick leave hours into the next calendar year. Separating employees do not receive pay for unused Sick Leave benefits.

An employee that calls out sick must request use of his/her sick time within 2 business days of return to work.

In the event the employee does not have available sick time to cover the missed time out MT Training Center will not allow the employee to make up that time unless there is a pressing need to the school.

Vacation/Sick Time Upon Company Separation

- Vacation/Sick Time hours have no cash value and may not be cashed out at any time such as upon company separation.
- Vacation/Sick Time is available for use only by the employee who earned it and may not be transferred to another employee.
- Vacation/Sick Time may not be used to augment any other type of pay such as worker's compensation or disability.

Overtime Work

Due to the nature of our business, situations frequently arise which require an employee to work overtime. In order to meet customer requirements and in order to ensure efficient utilization of equipment, overtime work may be essential. In such cases, the director will provide as much advance notice as possible. The Company will strive to accommodate your preferences regarding overtime work. However, the Company reserves the right to require overtime work be performed at any time.

Wage Overpayment/Underpayment:
In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Chief Administrative Officer, Martin Cuellar or Payroll Manager, Emily Sotelo so that corrections can be made as quickly as possible. If the employee has been underpaid, MT Training Center will pay the employee the difference as soon as possible. If the employee has been paid in excess of what he or she has earned, the employee will need to return the overpayment to MT Training Center as soon as possible. No employee is entitled to retain any pay in excess of the amount he or she has earned according to the agreed-upon rate of pay. If a wage overpayment occurs, the overpayment will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. Each employee will be expected to sign a wage deduction authorization agreement authorizing such a deduction.

Wage and Performance Review
At least once a year, during the anniversary of your month of hire, the director will conduct a formal performance evaluation. The evaluation will consist of a review of the employee's performance, attitude, attendance, progress and ability. The information required to review your job performance is collected continuously. Evaluations will weigh heavily in determining promotions and merit pay increases. An employee may at any time, take the opportunity to ask questions, make suggestions or to discuss any matters relating to his or her job or the Company in regard to this evaluation.

Promotion
It is the Company's policy to promote employees from within the Company as much as possible, to all jobs in which vacancies arise. Factors considered in making promotions are employee knowledge, training, skill, efficiency, compatibility with fellow employees, and the ability to perform the j
ob which is available, with due consideration of the employee's length of continuous service with the Company. The director shall determine which employee is to be promoted.

Leave of Absence
The purpose of the leave of absence policy is to protect your service record during periods when you are authorized to be absent from work. Leave include military leave, personal leave and medical leave.

- All employees required to go into military service will be treated in accordance with federal law.
- Personal leave is for a specified period not to exceed 5 days and may be granted only for unusual or extenuating personal or family reasons. You must submit to the director a written request for personal leave which sets forth the reasons why a leave of absence is necessary. For a leave to be granted, the reason must be acceptable to management’s discretion.
- Medical leave is for a period not to exceed 5 days and will be granted when an employee is disabled from working for medical reasons. To be granted medical leave of absence, you must submit a statement from your physician setting forth the nature and extent of the disability, and the date of expected return to work.

Bereavement
Employees who have suffered the loss of a loved one in his/her immediate family may request bereavement leave by contacting the Human Resource department. “Immediate family” is defined as an employee’s spouse, domestic partner, parents (including stepparents, foster parents, parents-in-law and domestic partner’s parents), grandparents, siblings, children, children of a domestic partner, stepchildren, adopted children, children for whom the employee has parenting responsibilities, and a relative or friend who resides with the employee. Request for Bereavement Leave Forms may be obtained in Human Resources at any time.

Layoff
In the event the Company deems a reduction its workforce necessary, the Company will retain those employees who, in management's judgment and discretion, have shown the greatest ability for the jobs available. In the event that two or more employees are judged to be equal in ability for the jobs available, the greater length of continuous service shall govern retention.

Benefits Offered by the Company

Jury Duty
Any employee who is requested to perform service as a juror shall be given time off while serving on the jury.

Rest and Lunch Periods
Nonexempt employees are provided with one 10-minute rest period for every four-hour period of work, or major fraction thereof. To the extent possible, each rest period should be taken in the middle of the four hour work period. This time is counted and paid as time worked. Therefore, employees must not be absent from their workstations beyond the allotted rest period time. Nonexempt employees scheduled to work more than five hours in a workday are provided with a 30-minute unpaid, duty-free meal period. Supervisors will schedule meal periods to accommodate operating requirements.

Employee Educational Benefit Program
The Company’s Educational Benefit Program is designed to increase employees’ technical knowledge and skill set to remain completive to industry standards. The Company offers scholarships for employees who enrolls in Occupational Programs at the School and for employees who enroll in course(s), seminars, webinars, and/or technical classes that will benefit there teaching stills. See the Chief Administrative Officer for more details.

Employee Training

Faculty and Staff Orientation
It is mandatory for all MT Training Center employees to participate in orientation during the first week of employment. The Human Resources Director shall host orientation for all new hires. During orientation, employees shall receive training on all necessary equipment and institutional procedures. An Employee Handbook shall be distributed to all new employees during orientation.

Professional Growth Plan

MT Training Center believes that professional growth and development is paramount to the success of our instructors and staff. MT Training Center strives to be the industry leader in occupational training and as such strives to maintain a pattern of professional development for our instructors that is conducive to industry standards. Therefore, the Company encourages all instructors and staff to participate in programs, seminars, webinars and educational programs that will enhance their level of skill and knowledge.

Faculty In-Service Training

The Company schedules faculty in-service days a minimum of twice per year. These days are scheduled at the discretion of the Chief Administrative Officer. Each faculty member 's specialized area of instruction is assessed for improvement through information gathered through technical liaison contacts, current instruction being offered at state and local institutions, the Texas Workforce Commission and through the Department of Education

Technical Liaison

In an effort for maintain current industry standards in programs offered at this institution, all vocational instructors are required to maintain contact with professionals in their fields. Instructors are required to seek out and document professional contact a minimum of three (3) times per year. Professional contact includes, but not limited to, conversations concerning current industry standards, industry hiring standards, new ways of approaching different techniques in the industry, professional growth opportunities, modern technologies, etc.

Employee Evaluations

Employee evaluations are performed annual to create and maintain an environment of excellence. Employee performance management is an integral part of overall organization's management. It relates employee work performance and achievements to the operational and strategic performance of the organization. Employee evaluations are based on job duties defined by the respective position for each employee. Employees will be given results of each evaluation and given an opportunity to discuss and/or document any concern about the findings of the evaluation. All evaluations will become a part of the employee's permanent personnel file. Employees that receive negative evaluations are subject to more in-depth training, probation and/or termination.

What the Company Expects of You

Changes in Contact Information

Any change in address, phone number, or email should be reported in writing to Human Resources immediately. Proper mailing addresses are also necessary in order to keep records for federal tax purposes.

Absence

Regular attendance is necessary in order to meet student needs. Written permission from a physician must be obtained before returning to work if you have been absent two (2) or more days due to illness. If you fail to report in to work for a period of 5 days, you will be considered to have voluntarily resigned. Repeated instances of one day absences from work will be grounds for disciplinary actions up to and including termination.

Confidentiality

To ensure student confidentiality, the MT Training Center restricts access to student information. Only those approved administrative personnel are allowed access to these files. *Conversations concerning student information* is to be strictly discussed in private where conversations will not be overheard by others. Conversations concerning student information are not to be discussed with other students nor with other employees that are not directly involved.

Personnel files and company proprietary information is kept in the strictest of confidence. *See Company Proprietary Information section* for more information.

Confidentiality of Salary and Benefit Information

Employees are prohibited from discussing their salary or wage levels and company benefits with other employees. Such information is confidential and may not be discussed in the workplace. Any employee violating this policy will be considered to have committed a breach of confidentiality and will be subject to disciplinary action, up to and possibly including termination of employment.

Student Records

Student records are only accessible by authorized personnel. All student records are to be held strictly confidential and compliant with the Family Educational Rights and Privacy Act of 1974. Conversations concerning student information are to be held in private and held to confidentiality guidelines.

Employee Records

Employee personnel records are maintained in our Human Resources department. As required by law, some records pertaining to employees are maintained in separate files relating to medical issues and internal investigations. Employees, or their representative, may request access to their basic personnel file. Depending upon the circumstances, employees may be provided access to records pertaining to internal investigations, with appropriate redactions to protect the rights of others.

All requests for access to your personnel file must be provided in writing to Human Resources. Upon receipt of your written request, the Human Resources Director, Gabrielle Thomas will schedule an appointment for you to view your file during normal office hours. Employees are not permitted to remove any documents from the personnel file but may provide a written response to any document in the personnel file. Written responses will be attached to the original document in the personnel file.

Employees may request copies of documents in their personnel file. Requests for copies must also be made in writing to human resources.

Dress Code Standards

The Company requires staff and instructors to dress in "business casual" unless otherwise specified by position. The Company asks that your appearance always show discretion, good taste, and not present a hazard in the performance of the job. Employees that fail to adhere to the stated dress policy shall be:

1. Given a verbal warning to adhere to company dress standards.
2. Sent home for the day without pay.
3. If the employee continues to disregard the dress standards policy, additional disciplinary actions may be implemented, up to and including termination.

Office Administrative Staff and Instructor Dress Standards (Monday-Wednesday):
Casual shirts, sweaters, dress shirts, collared shirts, casual pants, slacks, dresses/skirts (length appropriate). Jeans are allowed Thursday and Friday.
CDL Instructor Dress Standard: Black or khaki pants, MT Training Center Logo Shirt.
Combination Welding Instructor Dress Standards: Jeans, 100% Cotton/ Non- Flammable shirts, welding hat.

Health and Safety

MT Training Center considers the health and safety of the campus community to be paramount. It is the School's policy to hold training sessions on safe operating procedures for all machines, equipment and machine shop tools. Instructors are required to supervise students at all times during equipment usage.
The health and safety of our students, staff, instructors and guests are maintained through regular safety checks of the facility and parking area, fire prevention and drills, and our policies for impending danger.
MT Training Center schedules CPR and fire prevention classes on an "as needed basis" for staff and faculty. All staff and faculty must be knowledgeable on health and safety precautions.

Emergency Closing/Early Release

If offices are closed due to a severe ice storm, snow storm, power failure, or other emergencies, notification will be broadcast on radio and television between 6:30 am 8:30 a.m. Stations announcing this information are WBZ Radio (1030AM), WBZ-TV (Channel 4), and WCVB-TV (Channel 5). Cancellation of classes does not affect the regular operation of the main office. If employees are not expected to report to work, the announcements will specifically state, "Offices are closed." Employees may also call (617) 552-INFO or access Agora for information about an emergency closing or early release.

- In the event conditions change during the day, the above mentioned stations will broadcast announcements at a later hour regarding cancellation of evening classes.
- Should an event warranting an early release, such as a heavy snowstorm, occur during the workday, the director will inform personnel and students of early dismissal.

Fire Arm Policy

MT Training Center prohibits students, employees, visitors, and guests from bringing open carry firearms of any type onto School property, including all buildings, parking lots, open areas and lawns. Pursuant to section 30.07, Penal Code (Trespass by license holder with an openly carried or concealed handgun), a person licensed under subchapter H, Chapter 411 Government Code

(handgun licensing law), may not enter this property with a handgun that is carried openly or concealed.

Evacuation Procedures

In case of an evacuation:

- Form a double line and walk quickly out of the building through the nearest exit to designated meeting areas.
- Walk, DO NOT RUN. Do not take personal belongings.
- Silence will be enforced. This allows everyone to listen to any specific instructions from instructors.
- Everyone is required to meet in the designated area. The designated area is the Southeast Corner of the Front Parking Lot.
- Roll call will be conducted. Instructors will report the results of the roll call to the director.

Fire Prevention: The Company ensures that the automatic sprinkler system in up-to-date and working properly. Each employee must be familiar with the location of fire extinguishing equipment and emergency exits.

Fire Drills: Fire drills are conducted quarterly. All staff, students, and instructors are required to participate.

At the sound of the bull horn, everyone will:

a. Form a double line and walk quickly out of the building through the nearest exit to designated meeting areas.

b. Walk, DO NOT RUN. Do not take personal belongings.

c. Silence will be enforced. This allows everyone to listen to any specific instructions from instructors.

d. Everyone is required to meet in the designated area. The designated area is the Southeast Corner of the Front Parking Lot.

e. Roll call will be conducted. Instructors will report the results of the roll call to the director. Documentation of each drill will be kept in the director's office.

Tornado, Hurricane or Flood: Should the MT Training Center be threatened by severe weather such as tornado, hurricane or flooding, it is important to remain calm and follow instructions from the Director or designated staff member. The Director or staff member will monitor the situation and if deemed necessary will alert the instructor of each class how to proceed. The designated areas for a tornado, hurricane or flood are the interior hallways of the building. When asked to move to those areas, it is vital that everyone move quickly but stay calm and understand it is for your safety. We will remain in those safe areas until the all clear is given by the Director or designated staff member.

Robbery: In the event that the MT Training Center is robbed, all students and staff should remain calm. If the chance exists and if the students and staff are safely able to do so, exit the building using the nearest exit that is away from the robber. It is extremely important that you do not try to be the "hero" and endanger your life as well as the lives of fellow students and staff. If able to do so or once you have exited the building, the first person out should contact the police as soon as safely possible.

Hostage Situation: In a hostage situation, if at all possible everyone should exit the building if not told to remain. It is imperative that if you are in direct contact with the intruder that you do as requested. It is important to remember not to try to be the "hero" because it will endanger your life

as well as the lives of others. The first person safely out of harm's way should call 911 to alert police of the situation. If asked to do so, please remain on the line with police. Unless it is safe to do so, DO NOT call police in you are still in the building, again, it would endanger your life and the lives of others. Remember that if you do call police they will ask you to stay away from the intruder but provide as much information as to the location of the intruder. It is extremely important that you stay calm and convey only the information that is relevant to the situation and understand that if police enter the building they will not know who the intruder is and who the hostage is, so you must stay down and follow instructions.

Bomb Threat Called In: Police will be called. It is extremely important that you stay calm and convey only the information that is relevant to the situation and understand that if police enter the building they will not know who the intruder is and who is the hostage so you must stay down and follow instructions.If a bomb threat is called in, the person taking the call will alert the Director who will initiate an evacuation as outlined in the Evacuations Procedures plan. The person taking the call will then immediately call 911 to alert police of the bomb possibility. Once the building is evacuated, there will be no re-entry until the police have given the "all clear" to the Director.

Bomb Threat In Person: If a person makes a bomb threat to a representative or student of MT Training Center, the representative or student should immediately alert the Director so that evacuation can be initiated using the Evacuation Procedures plan that is in place. The Director will then call 911 to contact police; once police have arrived, the person to whom the threat was made will explain the situation to the police and where the bomb is located. Once the building is evacuated, there will be no re-entry until the policy has given the "all clear" to the Director.

Personal Safety Equipment: All employees working with machinery (other than secretarial or clerical staff working with office equipment) must wear gloves, respirators, safety glasses and appropriate work shoes if necessary. These are to be purchased at the employee's expense. Your supervisor will instruct you on the use of all safety equipment. Head wear may be necessary for certain jobs and this will also be provided. Failure to properly wear safety gear may result in disciplinary action.

Visitors: As a general rule, employees should not have visitors joining them during working hours. Visitors are not allowed without special permission from the Chief Administrative Officer. All visitors must enter through the front entrance and be registered at the reception desk.

Personal Mail: Employees shall not receive personal mail at the Company. Employees that fail to adhere to the above policy shall be:

1. Given a verbal warning advising them to adhere to the Company's policies.
2. Sent home for the day without pay.
3. If the employee continues to disregard the above policy and previous warnings, additional actions may be implemented, up to and including termination.

Solicitation: Persons not employed by the Company may not, at any time, solicit or distribute literature or other printed materials on Company property for any purpose. Employees may not solicit during working hours and in work areas or distribute literature or other printed material during working hours and in working areas. "Working hours" is the time employees are engaged, or should be engaged, in performing their work tasks for the Company. It includes the working time of both the employee doing the soliciting or distributing and the employee being solicited or to whom literature is distributed. "Working hours" does not include the time when employees are properly not performing their work duties, for example, scheduled meal times and breaks.

Collections: Collections of any kind and for any cause are not to be taken up without prior approval of the Chief Administrative Officer.

Injuries and Illness: In the event of illness, please see the "absence" policy. In the event you become ill at work, please inform the director immediately. In the event of injury, an accident/injury report should be filled-out and reported to the director. First-aid supplies are available.

Personal Telephone Calls: In an attempt to secure a productive, well-balanced working environment, personal phone calls/texts policy and procedures are as follows:

- Employees are expected to limit placing and receiving personal calls/texts during working hours to those required in emergency situations.
- Using phones is strictly prohibited while instructing students in the truck to ensure focused attention on safety and learning.
- Personal phone calls or text are not permitted while instructing students to maintain a distraction-free environment and prioritize safety and learning
- Employees are expected to inform family members and friends of this policy.

This policy applies to the use of company phone systems as well as employee personal cellular phones.

Employees shall be held responsible for their actions concerning this policy and will be subjected to the company's disciplinary procedures. Employees contacted by creditors or collection agencies should immediately inform the caller of this policy and end the call. They should then follow up with the agency in writing advising them not to call them at work. Creditors failing to honor such a request can be reported to the Federal Trade Commission at www.ftc.gov.

Security: The Company is committed to providing a safe and secure environment as possible. Every employee has an obligation to protect our Company's proprietary data and to practice good security common sense.

Gratuities/Gifts: MT Training Center strives to demonstrate exemplary integrity and high standards. As such, the Company does not allow employees to engage in any activity that would bring into question the Company's motives or integrity or that would be interpreted as inappropriate.

MT Training Center does not allow employees to accept and/or solicit gifts, gratuities or favors from business-related sources. The Company does not allow employees to accept and/or gifts, gratuities, or favors from prospective, current or past students that could be construed as inappropriate and/or influential in the management and running of the Company. Employees that fail to adhere to this policy shall be

1. Given a verbal warning advising them to adhere to the Company's policies and made to return the gift, gratuities or favor,
2. Sent home for the day without pay or if the employee continues to disregard the above policy and previous warnings,
3. Additional actions may be implemented, up to and including termination.

Fraternization:

As an educational institution, MT Training Center is committed to maintaining an environment in which its faculty members, students, administrators, and staff members are Safe can be trusted and count on others to be trustworthy, Receive and extend to others respect as human persons.

Mutual respect among faculty members, students and administrators is an essential ingredient in the educational process and the greatest care must be taken that it not in any way be eroded.

All faculty members, administrators, and staff members are, or can appear to be, in a position to exercise power or authority, directly or indirectly, over students, whether or not an individual student is enrolled in their classes, are subject to their direct supervision, or have some form of business to transact with offices at the School.
If a student consents to a romantic relationship with a faculty member, administrator, or staff member, the existence of such a relationship could have unintended adverse effects on the educational environment of the School. In some cases, such a relationship can end unhappily or become problematic, resulting in charges of sexual harassment, and even physical or psychological abuse.

Due to the commitment to maintaining an environment that supports our educational goals, MT Training Center *prohibits* romantic, sexual, and exploitative relationships between School employees and students.

Discharge, Discipline, and Work Rules:

The Company will not allow any misconduct. The following is a list of what the Company considers improper behavior, but is not limited to only listed items:

- Reporting to work under the influence of alcohol or drugs.
- Bringing, possessing, or acquiring alcohol or drugs .
- Endangerment to students or staff.
- Selling or attempting to sell alcohol or drugs to other employees.
- Repeated instances of unprofessional behavior.
- Theft of Company property, Company time, or fellow worker's personal belongings.

These behaviors shall constitute grounds for disciplinary action, up to and including immediate termination.

Work Rules: Report all dangerous conditions and equipment to your supervisor immediately. Report every injury of a serious nature immediately to your supervisor and first aid will be provided. Do not attempt to work if you are taken ill. Keep your work area neat and orderly at all times.

Employee Progressive Discipline:

The Company's procedures for progressive discipline is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with the company's organizational values, human resource (HR) best practices and employment laws. MT Training Center reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's work record, and the impact the conduct and performance issues have on the organization. Steps to be taken include, but are not limited to, Counseling and verbal warning, Written warning, Final written warning, and or Suspension, Recommendation for termination of employment. In cases where an employee's actions warrant immediate termination due to the seriousness of the offense

(such as theft, violence, endangerment to students or staff, or egregious misconduct), the employer may choose to bypass intermediate steps and proceed directly to termination.

Voluntary Termination: If you decide to leave the Company, we ask that you provide two weeks' written notice of your intention to quit. Failure to provide such notice will result in ineligibility for re-hire. Walking off the job or absence for more than 5 days without a report to the Company, with the reason for the absence will constitute a voluntary quit.

At the time of your termination, you will be asked to sign a termination clearance form and you will receive your final paycheck at that time. You must pick up your final paycheck in person; final checks will not be mailed to your residence.

References and Recommendations: An employee may request his/her supervisor to provide a letter of recommendation to a prospective employer.
Questions: Questions, comments, or concerns about this policy or any other policy contained in this Handbook should be addressed to Melissa Cuellar, Chief Administrative Officer. Contact information: Phone at 972-262-5395 or email at. If you do not have any questions, the Company presumes that you understand and are aware of the rules and guidelines in this email policy and will adhere to them.

Suggestions and Complaints
In any business where individuals are working together, employee complaints or ideas for improvement are bound to arise. It is the desire and responsibility of management to attempt to answer and solve problems whether of a business or personal nature. This Company maintains an open door policy so that any employee has the right to discuss matters directly with any member of management he or she selects. Generally, complaints or suggestions may be taken up with your supervisor or the Human Resources Department. We recognize and value employees' suggestions and note that often times they may find their way into actual practice. If satisfactory action is not taken, you should discuss the matter with the general manager. If still not satisfied, any member of management is available to discuss problems, whether business or personal, with any employee.

Conclusion
This handbook outlined broad principles that guide our Company in its relations with employees. Specific information about Company insurance plans, retirement plans or other benefits can be obtained in the office. It is quite possible that you may from time to time have questions about Company matters which directly affect you, or you may desire further information about how Company policies apply to your individual case. Should you be unable to find the complete answer to your particular question in this manual, feel free to ask your supervisor. If the answer is not readily available, he/she will get the answer for you.

STATEMENT OF UNDERSTANDING

I have received, read, and agree to abide by the Company Employee Handbook. I understand the policies and procedures set forth in the Handbook. I also understand that the Handbook is not a contract of employment, does not in any way limit the right of the Company to terminate my employment and that my employment may be terminated at any time, with or without notice, within the sole discretion of the Company management.

_____

Employee Printed Name Date

_____

Employee Signature Date