



EMPLOYEE POLICIES
May 2026

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ABOUT THE POLICIES

The Employee Policies are designed to acquaint all employees to the policies of Plan Academy Inc. (hereafter “Plan Academy” or “the Company”) so that we may provide a work environment that is conducive to both personal and professional growth. The Employee Policies will provide you with information concerning working conditions, responsibilities, employee benefits, and some of the policies that will affect your employment at Plan Academy. Please note that in addition to its employees (also referred to as ‘team members’ and ‘staff’), the Employee Policies also apply to all contractors and consultants of Plan Academy, as applicable. Employees must read, understand, acknowledge and comply with all provisions of the enclosed Employee Policies.

We will always strive to provide the best experience for our team members, and as such, the Company reserves the right to revise, delete and add to this handbook with this intention in mind. If this should occur, we will provide you with written notice of any changes to the Employee Policies. In the event that legislation and a policy are at odds with each other, the legislation will apply to the extent it offers a greater right or benefit.

Should you have any questions about any of the policies herein, please don’t hesitate to bring it to my attention.

Sincerely,

Michael Lepage
Chief Learning Officer

HEALTH AND SAFETY

At Plan Academy Inc., safety at work is of the utmost importance. It is our shared duty and responsibility to ensure that we maintain a safe environment for all our employees, visitors and customers. A safe workplace allows us to continue delivering an excellent service and product to our customers, while ensuring continued growth and success for each member of our team.

Plan Academy Inc. is ultimately responsible for worker health and safety. It is the commitment of the ownership that we will comply with our duties under the local provincial laws, such as taking every reasonable precaution for the protection of workers in our workplace.

We all share in the responsibility of working and acting in a safe manner while at work. Delivery of work does not supersede the safety of our employees.

Managers are accountable for the safety of employees under their supervision and hold additional responsibilities, including the duty to ensure that any equipment used by staff is safe, that employees understand and utilize personal protective equipment (where required), and that employees follow safe work practices and procedures.

Every employee is responsible for protecting their own health and safety by working in compliance with workplace safety regulations and with safe work practices and procedures established by Plan Academy Inc. All employees must follow Plan Academy Safety Rules at all times and in all work situations and must utilize the appropriate PPE as directed and provided by the company.

Please advise your Manager if you encounter any of the following situations:

- If you see a hazard or unsafe condition, including work being performed in an unsafe manner;
- If you are involved in a workplace accident or are injured due to work activities;
- If you believe a piece of equipment is not operating properly;
- If you observe anyone who you believe appears incapable of working safely in the workplace, including subcontractors; or
- If you have any safety concerns at work whatsoever.

Any workplace accidents or injuries must be reported to management immediately.

It is our company practice to maintain open communication between management and employees, and this includes matters pertaining to safety. Our employee's thoughts and ideas regarding safety are extremely important and we encourage your active participation in our company safety program.

Safety is everyone's responsibility!

Michael Lepage
Chief Learning Officer

FRAGRANCE-FREE WORKPLACE POLICY

Purpose

Plan Academy is committed to a healthy, safe, and accessible work environment. Scented products can trigger serious health issues (like migraines and asthma) for colleagues and visitors. This policy aims to minimize chemical irritants in our shared office space.

Guidelines

Employees, contractors, and visitors are asked to refrain from using scented products before or during work hours.

What to Avoid:

- Personal cosmetic products such as perfumes, colognes, aftershaves, and heavily scented body lotions or hair sprays.
- The use of optional scented items in the office, including air fresheners, scented candles, plug-ins, or essential oil diffusers.

What is Acceptable:

- Standard personal hygiene products (e.g., deodorants, soaps, shampoos) are perfectly acceptable. Where possible, choosing unscented or lightly scented varieties is highly encouraged.

Statement of Commitment

Plan Academy will ensure all company-provided hand soaps, dish soaps, and cleaning supplies used in our space are lightly scented or fragrance-free.

Support & Accommodations

If you are wearing a scent that inadvertently causes discomfort to a colleague, you may be gently asked to wash it off or step away. We expect these conversations to be handled with kindness and mutual respect. Under Canadian human rights and safety laws, we have a duty to accommodate medical sensitivities. If you have questions or require specific accommodations, please speak with Michael Lepage, President.

EMERGENCY PREPAREDNESS AND RESPONSE

Plan Academy is committed to supporting the welfare of team members and visitors to our premises. Our goal is to ensure human safety, minimize damage to property, and assure rapid and responsive communication to all parties involved. To ensure our team knows how to respond in the event of an emergency, we have put the following measures in place.

Fire

Our office has an exit procedure to be followed in case of a fire. The plan is posted and reviewed with all staff annually.

In the event of a fire:

- Team members should activate the nearest fire alarm and exit the office space using the closest safest emergency exit.
- Once out of the building, team members must meet at our designated meeting area, which is the South-West corner of the large parking lot on the South side of the building
- Once in a safe location, the staff member should call 911.
- Management should also be notified of a fire in the workplace, as soon as possible, once safe to do so.
- At no time should a team member re-enter the workspace until cleared to do so by Fire/Emergency Response authorities.

Medical Emergency

In the event of a medical emergency, do not hesitate to call 911/ambulance if medical attention is required immediately. In the event that the Manager is not on-site at the time of the medical emergency, it is important to contact them as soon as possible to notify them of the situation.

Weather, Natural Disasters & Infrastructure

In the event of extreme weather, natural disasters or other infrastructure related events (i.e. major power outages) creating hazardous travel during working hours, the Management will decide if the office will open late or close early allowing for safe commuting conditions. Team members will be notified via email. Please respond to confirm you have received the message. The same process will be followed if the office is closed for an entire day. Team members will be expected to work from home and use best judgement to meet client requirements.

In the event of natural disasters or infrastructure events during working hours, follow fire evacuations procedures.

ACCESSIBILITY

Statement of Commitment

Plan Academy Inc. is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the accessibility laws.

Purpose

The purpose of this policy is to provide a framework through which Plan Academy can meet the needs of people with disabilities in accordance with provincial and federal legislation.

Scope

The scope of this policy includes our commitment to accessibility in our customer service and employment standards.

Customer Service Standard

Plan Academy is committed to providing inclusive customer service experiences for our customers/clients and others seeking the services we provide. All Plan Academy team members are expected to comply with the spirit and intent of this policy when providing services to our community or otherwise representing or conducting business on behalf of Plan Academy.

Employment Standard

Plan Academy is committed to providing a welcoming, respectful and inclusive environment to our employees and community members with disabilities. Our employment standard will incorporate regulatory requirements and best practices throughout the employment relationship.

Definitions

Plan Academy has adopted the following definitions for key terms related to accessibility policies:

Accessibility

The term accessibility means giving people of all abilities opportunities to participate fully in everyday life. It is used to describe how widely a service, product, device, or environment is available to as many people as possible. Accessibility can be seen as the ability to access and benefit from a system, service, product or environment.

Barrier

Barriers are obstacles that limit access and prevent people with disabilities from fully participating in society. Most barriers are not intentional. Barriers usually arise because the needs of people with disabilities are not considered from the beginning.

Disability

Ontario's accessibility law adopts the definition for disability that is in the Ontario Human Rights Code. It defines disability broadly:

- a. "any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b. a condition of mental impairment or a developmental disability,
- c. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d. a mental disorder, or
- e. an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997."

Employee

Employee refers to any person Plan Academy pays wages or salary, has control over their assigned work and the right to control their own work. This includes full time, part time, seasonal and contract employees. For the purpose of this policy, it also includes interns.

Service Animal

An animal is a service animal for a person with a disability if:

- a. it is readily identifiable that the animal is used for reasons related to the person's disability (such as a guide dog or other animal wearing a vest or harness); or
- b. the person with the service animal provides documentation from a regulated health professional confirming the need for the animal because of a disability.

Support Person

Support Persons are any person, whether a paid professional, volunteer, family member, or friend, who accompany a person with a disability in order to help with communications, personal care or medical needs, while accessing goods or services.

Policy Statement – Customer Service Standard

Plan Academy Inc. is committed to meeting its current and ongoing obligations under the Ontario Human Rights Code respecting non-discrimination. Plan Academy understands that obligations under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its accessibility standards do not substitute or limit its obligations under the Ontario Human Rights Code or obligations to people with disabilities under any other law. Plan Academy is committed to complying with both the Ontario Human Rights Code and the AODA, and to excellence in serving all customers including people with disabilities. This means that we will provide goods and services to people with disabilities with the same high quality and timeliness as others.

Our accessible customer service policies are consistent with the principles of independence, dignity, integration and equality of opportunity for people with disabilities.

Assistive Devices

People with disabilities may use their personal assistive devices when accessing our goods, services or facilities.

In cases where the assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, other measures will be used to ensure the person with a disability can access our goods, services or facilities, upon request.

We will ensure that our staff are trained and familiar with various assistive devices we have on site or that we provide that may be used by customers with disabilities while accessing our goods, services or facilities.

Communications

We will communicate with people with disabilities in ways that take into account their disability, upon their request. We will work with the person with a disability to determine what method of communication works for them, including communicating via email instead of via phone.

Service Animals

We welcome people with disabilities and their service animals. Service animals are allowed on the parts of our premises that are open to the public. If a service animal is excluded by law, we will suggest appropriate alternatives and provide assistance to ensure that the person is able to access, obtain, use or benefit from our goods, services or facilities where possible.

Support Persons

A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises.

Notice of Temporary Disruptions

In the event of a planned or unexpected disruption to services or facilities for customers with disabilities, Plan Academy Inc. will notify customers promptly. This clearly posted notice will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available.

Training

Plan Academy will provide accessible customer service training to:

- all employees and independent contractors
- anyone involved in developing our policies
- anyone who provides goods, services or facilities to customers on our behalf.

Team members will be trained on accessible customer service upon hire. Training will include:

- purpose of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard
- Plan Academy policies related to the customer service standard
- how to interact and communicate with people with various types of disabilities
- how to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
- how to use the equipment or devices available on-site or otherwise that may help with providing goods, services or facilities to people with disabilities.
- what to do if a person with a disability is having difficulty in accessing Plan Academy's goods, services or facilities

Staff will also be trained when changes are made to our accessible customer service policies.

Policy statement – Employment Standard

Plan Academy is committed to fair and accessible employment practices in a manner consistent with the principles of dignity, independence, integration and equal opportunity.

Hiring

We will notify employees, potential hires and the public that accommodations can be made during recruitment and hiring.

Workplace Information

We will notify staff that supports are available for those with disabilities. We will put in place a process to develop individual accommodation plans for employees.

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency.

Talent and Performance Management

Our performance management, career development and redeployment processes shall take into account the accessibility needs of all employees.

Communicate Accessibility Policies

When requested by an employee with a disability, we will consult with the employee and arrange for an accessible format and communication support for information that is required for an employee to perform their job and for information that is readily available to employees in the workplace.

Feedback process on accessibility practices

Plan Academy welcomes feedback on how we provide accessible service to people with disabilities. Feedback will help us identify barriers and respond to concerns.

Clients and employees can submit feedback in the following ways:

Mail: 118 MacNab Street North, Hamilton, ON L8R 2M1

E-mail: michael@planacademy.com

Phone: 1-877-626-2690

All feedback with respect to the delivery of services or employment practices to persons with disabilities, including complaints, will be responded to in a timely manner.

Notice of Availability of Documents

Plan Academy will notify the public that documents related to accessible customer service and employment are available upon request by emailing Michael Lepage at michael@planacademy.com.

Plan Academy will provide this document in an accessible format or with communication support, upon request. We will consult with the person making the request to determine the suitability of the format or communication support. We will provide the accessible format in a timely manner and, at no additional cost.

Modifications to This or Other Policies

Any policies of Plan Academy that do not respect and promote the principles of dignity, independence, integration and equal opportunity for people with disabilities will be modified or removed.

CONFIDENTIAL INFORMATION & INTELLECTUAL PROPERTY

Plan Academy Inc. believes that confidential information should be safeguarded. As a reminder, when accepting employment with Company, all team members agree to a confidential information and intellectual property agreement when signing employment contracts. Team members are expected to abide by the clauses of this agreement at all times. Failure to do so will result in disciplinary action up to and including termination.

In summary, all team members shall keep confidential and shall not, during their employment or any time after the termination thereof, disclose to any person or organization any confidential information which team members may have acquired during the course of employment. This includes proprietary knowledge. As such, team members are prohibited from disclosing any confidential information about Plan Academy Inc. unless required to do so by law. Team members are required to report any conduct that breaches the Confidentiality policy to Chief Learning Officer. If you have any questions or would like a copy of the agreement, contact Michael Lepage, Chief Learning Officer.

EQUAL PAY FOR EQUAL WORK

Plan Academy is committed to creating and maintaining a fair and equitable workplace, and this includes how our team members are paid.

As such, no employee of one sex shall be paid less than the rate paid to an employee of the other sex when:

- a) They perform substantially the same kind of work;
- b) Their performance requires substantially the same skill, effort and responsibility; and
- c) Their work is performed under similar working conditions.

Plan Academy will review its pay practices and policy on an annual basis to ensure our both continue to be fair and compliant with employment legislation.

OVERTIME

Plan Academy's standard workweek is 40 hours. From time to time, employees may be required to work beyond their scheduled workday in order to meet customer commitments. When this occurs, the manager will discuss the needs with the employee(s).

When an employee works hours in excess of 44 hours in a one-week period, the employee shall receive overtime pay at a rate of 1.5 times the employee regular rate for each hour that is worked over and above 44 hours (prorated if a full hour has not been reached).

Employees are not authorized to approve their own overtime; therefore, all work which they perform outside the usual schedule must receive prior approval from their manager.

Employees can elect to bank their approved overtime hours and receive paid time off work instead of overtime pay. Time will be banked at a rate of 1.5 hours for each hour above 44 hours worked in a one-week period. Banked overtime must be agreed to in writing, and the employee must use their banked hours within three (3) months from the week the overtime was earned.

RESPECT IN THE WORKPLACE

WORKPLACE ANTI-VIOLENCE, HARASSMENT & DISCRIMINATION POLICY

PURPOSE

Plan Academy does not tolerate violence, harassment or discrimination of any kind in our workplace. All reported incidents of violence, harassment or discrimination will be investigated in an objective and timely manner, taking necessary action, and providing appropriate support for victims.

RESPONSIBILITIES

Both employees and management have a responsibility for ensuring our workplace is free from violence, harassment, and discrimination.

As the employer, Plan Academy acknowledges its responsibility to provide a healthy and safe work environment for its workers, by ensuring the workplace is free of violence, workplace and discrimination, and also by ensuring employees know what to do in the event that they witness or experience any of these actions or behaviours while at work.

Employees are responsible engage others in a respectful manner and not engage in negative behaviours. Additionally, employees are required to report any incidents or behaviours in the workplace that are unwelcome and demonstrate a disregard for this policy. This includes unwelcome actions or behaviours from other employees, or external sources, such as clients and/or the public.

The following definitions are provided to familiarize our team members of the actions and behaviours that are unwelcome in our workplace.

DEFINITIONS

“Workplace Violence” is:

- The exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker;
- An attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker;
- A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

“Workplace Harassment” is:

- Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to be known to be unwelcome, or;
- Workplace sexual harassment.

“Workplace Sexual Harassment” is:

- Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or;
- Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

“Discrimination” is:

- Differential and negative treatment of an individual on the basis of the “Prohibited Grounds” as defined under the Ontario Human Rights Code, which include race, sex, colour, ancestry, place of origin, ethnic origin, same-sex partnership status, sexual orientation, age, disability, citizenship, family status or marital status, creed, gender identity or gender expression or any other factor that is legislatively protected within the province where the employee' works.

Note: A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

DOMESTIC VIOLENCE:

While not commonly associated with the workplace, as an employer, Plan Academy commits to taking steps to protect its employees when made aware of Domestic Violence that could possibly present itself in the workplace. We will work closely with a targeted worker to develop reasonable precautions to address the situation while attempting to respect the workers privacy and sensitivity of the issue.

WHAT YOU CAN DO:

If you experience or witness an act of workplace violence, harassment (including bullying), or discrimination, whether by another employee, contractor or member of the public, it is important that you first ensure your personal safety. Once your safety has been addressed, speak to your manager as soon as possible to report the incident.

WHAT YOU CAN EXPECT:

Once a complaint or incident has been reported, your manager will investigate the complaint in a timely manner. Alternatively, they may seek the assistance of an independent third party to conduct the investigation on the Company's behalf.

Where an alleged perpetrator is another employee, and where the alleged behavior is confirmed, the following corrective actions may be considered. Consideration will be given to the severity of the incident and any past behaviour or corrective action taken.

- Formal apology
- Training
- Suspension
- Termination
- Legal action

An individual that submits a complaint in good faith, even where the complaint cannot be proven, will not have been deemed to be in violation of this policy. If an investigation reveals that the complainant made false accusations of workplace violence, harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to disciplinary action, up to and including termination.

The complainants and witnesses to the acts of violence, harassment or discrimination will be protected from reprisals as long as they have acted in good faith and they have complied with the OHSA.

CONFIDENTIALITY:

Reported incidents will be held in the strictest confidence in order to properly investigate the incident and to offer adequate support to those involved. Information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

ANNUAL REVIEW

Plan Academy commits to reviewing this policy on an annual basis to ensure its compliance with all applicable legislative requirements.

WORKING REMOTELY

Plan Academy values the contribution of all team members. The primary work location of our employees is our office space however, we acknowledge that there are times when a need arises for us to work remotely. While we do offer the flexibility to work from time-to-time, it should be only on an as needed basis, and upon prior approval from your manager.

Alternatively, the Company may direct staff to work remotely where there is a safety concern or emergency, such a fire, weather or other public safety concerns.

When working from home, team members are expected to maintain the same precautions for their personal safety, as well as the confidentiality of company and customer information.

TIME AWAY FROM WORK

At Plan Academy Inc. ("the Company"), we recognize the need for employees to create balance between their work and personal lives. To ensure that each employee has a clear understanding of their responsibilities when a planned or unplanned absence from work occurs, we have established the following procedural guidelines.

ATTENDANCE

Late Arrival or Unplanned Absence

Being present and on-time when scheduled for work ensures that we can meet our commitments to our customers and each other. With this said, we understand that circumstances sometimes arise that cause us to run late, or be absent.

When employees expect to be late or absent for their scheduled shift, they must contact their manager as soon as possible to inform them. Only in extreme circumstances, such as accidents or acute medical emergencies, will an unreported lateness or absence be excused.

PUBLIC HOLIDAYS

Plan Academy provides paid time away from work for public holidays in accordance with the Employment Standards Act, 2000. The dates of observance are as follows:

- New Years' Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Civic Holiday (1st Monday in August)
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

Our office will be closed on these holidays, and employees will receive holiday pay in accordance with the Employment Standards Act. Should any of the above Holidays occur on a Saturday or a Sunday, the holiday shall be observed on the following Monday or Tuesday.

Where there is a need for an employee to work on a Public Holiday, the employee would agree to work the date in writing, and be paid:

- public holiday pay plus premium pay for all hours worked on the public holiday and not receive another day off (no substitute holiday);
or
- be paid their regular earnings for all hours worked on the public holiday and receive another substitute holiday for which they must be paid public holiday pay

SICK DAYS

At Plan Academy, we strive to maintain a healthy work environment for all of our team members, and we trust our staff to use their good judgement to determine whether they are well enough to be at work. To support our team members when they are unwell, Plan Academy provides four (4) paid sick days per calendar year to our full-time salaried staff.

When a team member is unable to be at work due to illness, injury, or a medical emergency, they must follow the attendance policy and contact their manager as soon as possible to notify them of their absence.

STATUTORY LEAVES

Statutory leaves are job-protected leaves of absences granted for specific purposes under the Employment Standards Act, 2000. Plan Academy honours these leaves of absence. Depending on the leave of absence, they may be paid or unpaid, and some may be eligible for government income assistance. (*Pregnancy and Parental Leaves are examples of a statutory leave.*)

Most leaves require the provision of evidence appropriate in specific circumstances to substantiate the leave.

When returning from a statutory leave an employee will be reinstated in the position they most recently held, or if that position is not available, in a comparable position.

An employee may be eligible for Employment Insurance (EI) or other Government Assistance while on leave. We recommend that you contact Service Canada and/or Service Ontario to learn more as applying for these types of benefits is an employee's responsibility.

VACATION Time

Plan Academy Inc. recognizes the importance of time away from work, and offers paid vacation to allow employees to meet their personal needs.

The annual vacation period is based on your **employment start date**, and resets every year on your employment anniversary.

Full-time employees are eligible to take twelve (12) days of paid vacation annually, following three (3) consecutive months of employment. Vacation is prorated in an employee's first year to reflect their date of hire, and is calculated at a rate of 1.0 days per completed month worked.

Since vacation pay is provided up front, **employees must accrue vacation time before taking vacation days**. If vacation time has not been accrued, the time off will be unpaid. Please check PayChequer for your available vacation pay.

In the event that an employee leaves the Company (voluntarily or involuntarily), any earned but unused vacation will be paid to them on their final paycheck. Where paid vacation has been taken before it has been earned, the unearned amount will be deducted from the employee's final paycheck.

Requesting Vacation

Employees must send a request for vacation to their manager in writing. Email is sufficient to make the request.

Plan Academy will make every effort to approve an employee's vacation request, while maintaining sufficient coverage to its operations and client commitments. Vacation will be approved on a first come, first serve basis.

Workday Availability

Plan Academy expects employees to be fully capable of performing their regular job duties during scheduled work hours. This includes being available, focused, and reachable, and having the ability to complete assigned tasks and participate in required meetings.

To maintain fairness and consistent performance across the team, the following guidelines apply:

Employees must ensure they are in a position—physically and mentally—to carry out their responsibilities during business hours. Activities that significantly limit an employee's ability to work, respond, or participate in required duties are not considered compatible with a normal workday.

Examples include, but are not limited to:

- Extended personal commitments that remove the employee from work availability

- Situations where the employee cannot reliably access the tools or environment needed to perform their work
- Personal Travel

Use of Vacation Time

If an employee has personal activities during a business day that prevent them from meeting expected work availability for **three (3) hours or more**, the time must be taken as **vacation time** or **unpaid time** (eg: half-day of vacation)

This ensures:

- Consistency and fairness across the team
- Clear boundaries between personal time and work time
- Reliable staffing and productivity expectations

TECHNOLOGY

TECHNOLOGY USE

The Company may provide you with a laptop computer and a cell phone with a service plan chosen and paid for by the Company. Any and all software that is loaded on a Company computer, cellular phone, or electronic device or on the Company's computer network must be approved by and purchased by the Company. You agree not to duplicate or modify any software or electronic information (nor allow anyone else to do so) nor make any unauthorized copy or disclosure of any database or computer information, in whole or in part, to any third person or entity. All Company devices, including any laptop and cell phone are to be used strictly for business purposes and shall not be used for personal use. The Company regularly monitors the use of Company property and you acknowledge that you do not have a reasonable expectation of privacy on any Company device or network. Per the conditions of the employment agreement, employees agree to return the laptop and cell phone to the Company at any time upon demand by the Company, including immediately after termination.

EMAIL & INTERNET USE

You agree that personal and business emails sent and received at any time using the Company's network or property are not private and/or confidential and are the property of the Company and that your emails and internet usage on the Company's network or property for personal and business use may be monitored by the Company. As a condition of continued employment, you agree to consent to the monitoring of emails and/or internet use on the Company's network and on the Company's property. You understand and agree that the Company may monitor your location via your Company provided electronic device.

SOCIAL MEDIA

If you become aware of any positive or negative comments about the Company while using social media, then you are required to inform your Manager. Employees are not permitted to respond to any such comments, unless expressly instructed to do so by the Chief Learning Officer.

LEAVING THE COMPANY

Sometimes it makes sense for employees and the employer to part ways. On such occasions, Plan Academy Inc. endeavours to ensure that team members who terminate employment, both voluntarily and involuntarily, are treated fairly and in a consistent and lawful manner.

When leaving Plan Academy, the departing employee may be asked to participate in an Exit Interview.

Upon termination of employment, howsoever caused, departing employees are required to return all property belonging to Plan Academy that may be in their possession including, but not limited to, equipment, laptops, corporate credit cards, keys, equipment and any other Plan Academy related documents or materials.

Voluntary Termination

Voluntary terminations are resignations or retirements and are initiated by team members. We ask that employees provide at least 2 weeks written notice of resignation to your manager. The Company may waive this notice in whole or in part, with no further obligation to by the employer.

Involuntary Termination

Involuntary terminations are initiated by the Company. An involuntary termination can be for just cause or without cause provided the applicable minimum entitlements are provided. Plan Academy will comply with local legislative requirements with respect to all terminations.

Without Cause

Team members who have been continuously employed for more than 3 months and who are terminated involuntarily, shall receive written notice of termination, or pay in lieu thereof, in accordance with local legislation or the written employment contract, whichever is the greater.

Just Cause

Team members terminated for just cause may not be entitled to any further pay or pay in lieu of notice. Conduct outside of work that negatively affects the reputation of the Company may be just cause for termination.

ACKNOWLEDGEMENT AND AGREEMENT

I acknowledge that I have received a copy of Plan Academy Inc.'s Employee Policies and that I have read and understand them. I agree to adhere to all policies and practices stated herein. I understand that if I violate the policies set forth in the Employee Policies, I may face disciplinary action, up to and including the termination of employment.

Signature

Date

Name (please print)