

Thank you for downloading my employee handbook!

I've found this handbook to be really helpful in onboarding new employees, providing a consistent quality of service to our customers and students, and setting expectations for any employee issues that may arise.

Place your own text in the interactive text fields on each page. Use Adobe Acrobat Reader DC or Mac OS Preview for editing.

- You need Adobe Acrobat Reader DC or Mac OS Preview.
- Design elements are locked and can't be moved.
- You can notice a small difference in color shades on different devices and paper types.
- This is a digital file and no physical items will be shipped to you.

I hope you'll find this employee handbook helpful! Please feel free to email me at mina@classkite.com if you have any comments or questions.

Best,
Mina & Team ClassKite

P.S. Visit classkite.com for more resources to run your kids' gym business!



Employee Handbook

Table of Contents

SECTION 1		SECTION 4	
Introduction	3	Standards of Conduct and Employee Performance	12
1.1 Welcome	3	4.1 General Conduct	12
1.2 Employee Handbook	4	4.2 Anti- Harassment and Discrimination	13
1.3 Employment-At-Will	5	4.3 Attendance	13
		4.4 Discipline and Standards of Conduct	14
SECTION 2		4.5 Dress Code	15
Employment Policies	6	4.6 Safety	15
2.1 Employee Classifications	6	4.7 Workplace Searches	16
2.2 Family Medical Leave	7	4.8 Cell Phone Policy	16
2.3 Equal Employment Opportunity	7		
2.4 Confidentiality	7	SECTION 5	
2.5 Personnel Records and Employee References	8	Employee Benefits and Services	17
2.6 Privacy	8	5.1 General	17
2.7 Immigration Law Compliance	8	5.2 Worker's Compensation	17
		5.3 Social Security Benefits (FICA)	18
SECTION 3		5.4 Unemployment Insurance	18
Hours of Work and Payroll Practices	9		
3.1 Pay Periods and Paydays	9	SECTION 6	
3.2 Overtime	9	Employee Leaves of Absence and Time Off	19
3.3 Rest and Meal Periods	10	6.1 General	19
3.4 Time Cards	10	6.2 Workers' Compensation Leave	19
3.5 Payroll Deductions	10	6.3 Jury Duty	19
3.6 Direct Deposit	11		

SECTION 1

Introduction



1.1 Welcome to

You are joining a team of driven individuals who are working to expand our brand and be leaders in quality fitness. We wish you success in your new job and hope that you feel at home here. Every position in the company is important and we value the contributions that you bring.

Our Mission

The collective mission we share binds our team together and your commitment to our values is critical for our mutual success.

You are joining a team of driven individuals who are working to expand our brand and be leaders in quality fitness. We wish you success in your new job and hope that you feel at home here. Every position in the company is important and we value the contributions that you bring.

This booklet was prepared to make you aware of what you can expect from us – and what we will expect from you. It is not meant to cover everything, so please feel free to ask questions. Please read this handbook and keep it for future reference. If changes are made you will be provided with updated information.

About Us

Our Motto

1.2 Employee Handbook

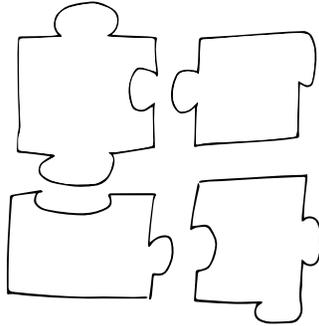
This Employee Handbook ("Handbook") is designed to summarize certain personnel policies and benefits of (the "Company"), of , and to acquaint employees with many of the rules concerning employment with the Company. This Handbook applies to all employees, and compliance with the Company's policies is a condition of employment. This Handbook supersedes all previous employment policies, written and oral, express and implied. The Company reserves the right to modify, rescind, delete, or add to the provisions of this Handbook from time to time in its sole and absolute discretion.

1.3 Employment-At-Will

Employment with the Company is on an at-will basis, unless otherwise specified in a written employment agreement. You are free to resign at any time, for any reason, with or without notice. Similarly, the Company is free to conclude the employment relationship at any time for any lawful reason, with or without cause, and with or without notice.

SECTION 2

Employment Policies



2.1 Employee Classifications

Exempt Employees

In general, exempt employees are those engaged in executive jobs that are paid a fixed salary. Exempt employees are not subject to the minimum wage and overtime laws.

Full-Time Employees

Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work a schedule of 30 hours per work week.

Independent Contractor or Consultant

These individuals are not employees of the Company and are self-employed. An independent contractor or consultant is engaged to perform a task according to his/her own methods and is subject to control and direction only as to the results to be accomplished. Independent contractors or consultants are not entitled to benefits.

Each employee will be advised of his or her status at the time of hire and any change in status. Regardless of the employee's status, the employee is employed at-will and the Company or the employee can terminate the employment relationship at any time, with or without cause and with or without notice.

2.2 Family Medical Leave

According to the Family Medical Leave Act, employees are provided with up to 12 weeks unpaid leave during any 12-month period for the birth or care of a child, to care for an immediate family member with a serious health condition, or if the employee has a serious health condition.

2.3 Equal Employment Opportunity

Here at Our Company we follow non-discrimination and equal employment opportunity laws in hiring and promotion. Any discrimination directed at race, culture, gender, or sex will not be tolerated and should be reported to administration to be dealt with.

2.4 Confidentiality

In the course of employment with the Company, employees may have access to "Confidential Information" regarding the Company, which may include its business strategy, future plans, financial information, contracts, suppliers, customers, personnel information or other information that the Company considers proprietary and confidential. Maintaining the confidentiality of this information is vital to the Company's competitive position in the industry and, ultimately, to its ability to achieve financial success and stability.

Employees must protect this information by safeguarding it when in use, using it only for the business of the Company and disclosing it only when authorized to do so and to those who have a legitimate business need to know about it. This duty of confidentiality applies whether the employee is on or off the Company's premises, and during and even after the end of the employee's employment with the Company. This duty of confidentiality also applies to communications transmitted by the Company's electronic communications.

2.5 Personnel Records and Employee References

The Company maintains a personnel file and payroll records for each employee as required by law. Personnel files and payroll records are the property of the Company and may not be removed from Company premises without written authorization. Because personnel files and payroll records are confidential, access to the records is restricted.

2.6 Privacy

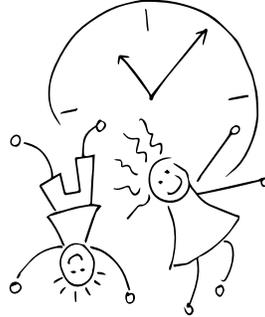
The Company is respectful of employee privacy. All employee demographic and personal information will be shared only as required in the normal course of business.

2.7 Immigration Law Compliance

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 on the date of hire and present documentation establishing identity and employment eligibility within three business days of date of hire.

SECTION 3

Hours of Work and Payroll Practices



3.1 Pay Periods and Paydays

3.2 Overtime

Nonexempt employees will be paid in accordance with federal and state law.

In , with some exceptions, the standard workweek for employees should not exceed 40 hours per week for nonresidential workers, or 44 hours per week for

residential workers. Should the Company find it necessary to employ an employee in excess of this standard, overtime hours shall be compensated at the rate of one and one-half times the regular rate of pay. All overtime work by non-exempt employees must be authorized in advance by their manager. Only hours actually worked will be used to calculate overtime pay.

3.3 Rest and Meal Periods

Our company does not provide any paid rest or meal periods. Nonexempt employees can request such breaks and will be provided any breaks as required by New York state law. (30 minutes unpaid meal period for every five hours worked.)

3.4 Time Cards

Nonexempt employees are required to keep an accurate and complete record of their attendance and hours worked. Time cards are official business records and may not be altered without the employee's supervisor's approval and may not be falsified in any way.

3.5 Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: Federal and State Income Tax Withholding, Social Security, Medicare, State Disability Insurance & Family Temporary Disability Insurance, and other items designated by you or required by law (including a valid court order). You can adjust your federal and state income tax withholding by completing the proper federal or state form and submitting it to Accounting. At the start of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form for the prior year. This statement summarizes your income and deductions for the year.

3.6 Direct Deposit

Employees are encouraged to use direct deposit and have their paychecks deposited into a bank account of an accredited participating bank or credit union.

SECTION 4

Standards of Conduct and Employee Performance



4.1 General Conduct

4.2 Anti- Harassment and Discrimination

The Company is committed to providing a work environment free of sexual or any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals on the basis of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by local, state or federal laws is illegal and prohibited by Company policy. Such conduct by or towards any employee, contract worker, customer, vendor or anyone else who does business with the Company will not be tolerated. Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of his or her employment or engagement. To the extent a customer, vendor or other person with whom the Company does business engages in unlawful harassment or discrimination, the Company will take appropriate corrective action.

Complaint Procedure:

Employees or contract workers who feel that they have been harassed or discriminated against, or who witness any harassment or discrimination by an employee, contract worker, customer, vendor or anyone else who does business with the Company, should immediately report such conduct to their supervisor or any other member of management.

To the extent that an employee or contract worker is not satisfied with the Company's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

4.3 Attendance

Punctuality and regular attendance are essential to the successful operation of the Company's business. If an employee is unable to report to work (or to report to work on time) for any reason, the employee must notify his or her supervisor before

his or her starting time. If an employee desires to leave work for any reason during the workday, the employee must obtain the approval of his or her supervisor prior to leaving.

To maintain consistency with our student regular and punctual attendance is crucial. Employees that do not comply with the attendance policies and/or engage in excessive absenteeism or tardiness will result in disciplinary action, up to and including termination.

4.4 Discipline and Standards of Conduct

As an at-will employer, the Company may impose discipline whenever it determines it is necessary or appropriate. Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, transfer, reassignment or termination. Moreover, at any time the Company determines it is appropriate, an employee may be terminated immediately.

The following is an illustrative list of standards of conduct (not intended to be comprehensive or to limit the Company's right to impose discipline for any other conduct it deems inappropriate). Keep in mind that these standards of conduct apply to all employees whenever they are on Company property and/or conducting Company business (on or off Company property). Engaging in any conduct the Company deems inappropriate may result in disciplinary action, up to and including termination.

- Dishonesty
- Falsification of Company records
- Unauthorized use or possession of property that belongs to the Company, a coworker, or of the public
- Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials

- Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, horseplay, practical jokes or other disorderly conduct that may endanger others or damage property
- Insubordination, failure to perform assigned duties or failure to comply with the Company's health, safety or other rules
- Unauthorized or careless use of the Company's materials, equipment or property
- Unauthorized and/or excessive absenteeism or tardiness
- Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for the workplace
- Sexual or other illegal harassment or discrimination
- Unauthorized use or disclosure of the Company's confidential information
- Violation of any Company policy

4.5 Dress Code

4.6 Safety

The Company is committed to providing a safe workplace. Accordingly, the Company emphasizes "safety first." It is the employee's responsibility to take steps to promote safety in the workplace and work in a safe manner. By remaining safety conscious, employees can protect themselves and their coworkers. Employees are expected to promptly report all unsafe working conditions, accidents and injuries, regardless of how minor so that any potential hazards can be corrected.

4.7 Workplace Searches

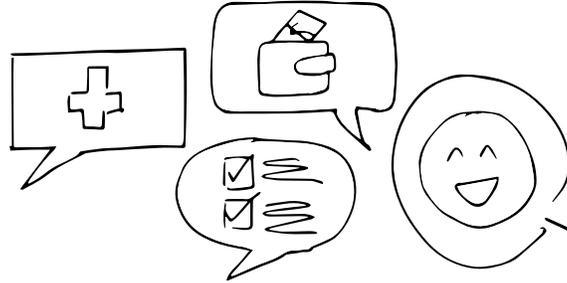
All Company equipment, supplies and facilities or any area on Company premises are the property of the Company ("Company Property"), and are intended for business use. Employees should have no expectation of privacy with respect to Company property and/or items stored within Company Property or on Company premises. Inspection may be conducted at any time, without notice, at the discretion of the Company.

4.8 Cell Phone Policy

The use of personal cell phones at work is discouraged because it can interfere with work and be disruptive to others. Therefore, employees who bring personal cell phones to work are required to keep the ringer shut off or placed on vibrate mode. Cell phone use is NOT ALLOWED during any activity that involves supervising children, including but not limited to, classes and open play. Use of cell phones while supervising children is considered a safety hazard and will result in disciplinary action or termination.

SECTION 5

Employee Benefits and Services



5.1 General

Aside from those benefits required by state and federal regulations, Prospect Gymnastics also offers additional benefits for its full-time employees. From time to time, benefits may be added or deleted from the benefits package. The Company reserves the right to make such changes.

5.2 Worker's Compensation

All states have Workers' Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death suffered in the course of employment. These laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of, and in the course of employment. Our Company carries Workers' Compensation Insurance for all employees and pays the entire cost of the insurance program. An employee who suffers an injury or illness in connection with the job is usually eligible to receive payment through the insurance company for lost wages. In addition to disability payments, necessary hospital, medical and surgical expenses are covered under Workers' Compensation, with payments being made directly to the hospital or physician. Workers' Compensation benefits to injured workers also include assistance to help qualified injured employees return to suitable employment.

5.3 Social Security Benefits (FICA)

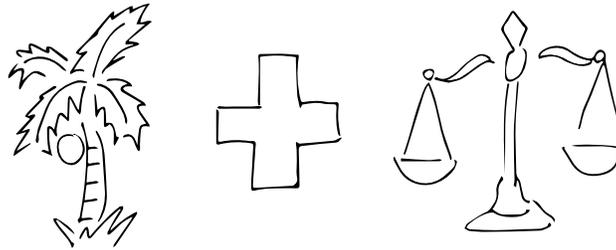
During your employment, you and the Company both contribute funds to the Federal government to support the Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

5.4 Unemployment Insurance

The company pays a state and federal tax to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to circumstances described by law. This insurance is administered by applicable state agencies, who determine eligibility for benefits, the amount of benefits (if any), and duration of benefits.

SECTION 6

Employee Leaves of Absence and Time Off



6.1 General

While regular attendance is crucial to maintain business operations, the Company recognizes that, for a variety of reasons, employees may need time off from work. The Company has available a number of types of leaves of absence. Some are governed by law and others are discretionary. For all planned leaves, however, employees must submit a request at least 7 days in advance; in case of emergencies, employees should submit the request as soon as they become aware of the need for leave. All leaves must have the approval of Company management.

6.2 Workers' Compensation Leave

Any employee who is unable to work due to a work-related injury or illness and who is eligible for Workers' Compensation benefits will be provided an unpaid leave for the period required.

6.3 Jury Duty

The employee must bring in the jury duty notice as soon as it is received so that appropriate arrangements can be made to cover his or her duties. Employees are required to call in or report for work on those days or parts of days when their presence in court is not required.

**AT-WILL EMPLOYMENT AGREEMENT AND
ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK**

EMPLOYEE NAME:

I acknowledge that I have been provided with a copy of the

(the "Company") Employee Handbook, which contains important information on the Company's policies, procedures and benefits, including the policies on Anti-Harassment/Discrimination, Substance Use and Abuse and Confidentiality. I understand that I am responsible for familiarizing myself with the policies in this handbook and agree to comply with all rules applicable to me.

I understand and agree that the policies described in the handbook are intended as a guide only and do not constitute a contract of employment. I specifically understand and agree that the employment relationship between the Company and me is at-will and can be terminated by the Company or me at any time, with or without cause or notice. Furthermore, the Company has the right to modify or alter my position, or impose any form of discipline it deems appropriate at any time. Nothing in this handbook is intended to modify the Company's policy of at-will employment. The at-will employment relationship may not be modified except by a specific written agreement signed by me and an authorized representative of the Company. This is the entire agreement between the Company and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded.

I understand that the Company reserves the right to make changes to its policies, procedures or benefits at any time at its discretion. However, the at-will employment agreement can be modified only in the manner specified above. I further understand that the Company reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate.

I have received the Company Employee Handbook. I have read (or will read) and agree to abide by the policies and procedures contained in the Handbook.

PRINT NAME:

SIGNATURE:

DATE: