



COMPASS ROSE

EMPLOYMENT POLICIES

[Non-Discrimination Statement/Equal Employment Opportunity](#)

Compass Rose is an equal opportunity employer and makes employment decisions based on merit and in accordance with applicable state and federal law. Compass Rose policy prohibits unlawful discrimination on the basis of race, color, national origin, religion, gender, disability, military or veteran status, genetic information, or age in its employment practices as required by Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title I and Title V of the Americans with Disabilities Act of 1990, as amended ("ADA"); the Age Discrimination in Employment Act of 1967, as amended ("ADEA"); Section 504 of the Rehabilitation Act of 1973, as amended; the Genetic Information Nondiscrimination Act of 2008 ("GINA"); and any other legally-protected classification or status protected by federal, state, or local law. Additionally, Compass Rose does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to an alleged discriminatory employment practice.

Employees can raise concerns and make reports without fear of reprisal. Employees with questions or concerns relating to equal employment opportunity, including discrimination and disability accommodations, are encouraged to bring these issues to the attention of Human Resources.

[Federal and State Worksite Postings](#)

Required state and federal postings are found at each Compass Rose facility. The following postings can be found in an area common to all employees at their facility: Equal Employment Opportunity is the Law, Americans with Disabilities Act of 1990, Workers' Compensation Insurance Notification, Workplace Safety Violation Reporting Information, Texas Unemployment Compensation Act, Texas Payday Law, Your Rights Under the Fair Labor Standards Act, Family Medical Leave Act of 1993, and the Texas Hazard Communication Act. Postings are in both English and Spanish for all employees to read.

[Immigration Law Compliance](#)

Compass Rose is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

Employees with questions or seeking more information on immigration law issues are encouraged to contact Human Resources. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.



COMPASS ROSE

Nondiscrimination Based on Religion

Compass Rose does not discriminate on the basis of any aspect of religious observance, practice, or belief unless Compass Rose demonstrates that it is unable to reasonably accommodate the religious observance or practice of an employee or applicant without undue hardship to Compass Rose's business.

Nondiscrimination Based on Military Service

Compass Rose will not deny initial employment, reemployment, retention in employment promotion, or any benefits of employment on the basis of membership in a uniformed service, performance in a uniformed service, application for uniformed service, or obligation to a uniformed service.

Compass Rose will not take adverse employment action or discriminate against any person who takes action to enforce protections afforded by the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA").

Americans with Disabilities Act (ADA)

Compass Rose is committed to complying fully with the ADA, as amended, and ensuring equal opportunity in employment for qualified persons with disabilities (which includes life-threatening illnesses and HIV and AIDS). All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all qualifying disabled employees, where their disability affects the performance of job functions, in accordance with the ADA.

Qualified individuals with disabilities shall not be discriminated against on the basis of disability in regards to recruitment, advertising, job application procedures, hiring, upgrading, promotion, demotion, transfer, layoff, termination, right of return from layoff, rehiring, rates of pay, or any other form of compensation and changes in compensation, benefits, job assignments, job classifications, organizational structures, position descriptions, lines of progression, seniority lists, leaves of absence, sick leave, any other leave, fringe benefits available by virtue of employment, selection and financial support for training, school-sponsored activities, including social and recreational programs, and any other term, condition, or privilege of employment.

Compass Rose does not discriminate against qualified employees or applicants because they are related to or associated with a person with a disability.



COMPASS ROSE

[Nondiscrimination Based on Genetic Information \(GINA\)](#)

Compass Rose will not deny initial employment, reemployment, retention in employment promotion, or any benefits of employment on the basis of genetic information including information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about the manifestation of a disease or disorder in an individual's family members.

[At-Will Employment](#)

Employment with Compass Rose shall be at-will unless a term of employment is expressly stated in a written contract. At-will employment means that an employee may be terminated with or without cause, with or without prior notice, at any time, for any reason or for no reason. Similarly, employment with Compass Rose is voluntarily entered into, and employees are free to resign at any time, with or without cause or notice.

Status as an at-will employee may not be changed except in writing signed and approved by the Board of Directors. Employment at-will is the sole and entire agreement between Compass Rose and you concerning the duration of your employment, and the circumstances under which your employment may be terminated. Except for an employment contract approved by the Board of Directors as described above, this Handbook shall supersede any and all prior handbooks, written documents, or oral representations issued by Compass Rose whether or not such documents or representations contradict the at-will nature of your employment.

[Verification of Employment Eligibility](#)

Prior to the start of employment, Compass Rose shall confirm the employment eligibility of all new hires by examination of documents establishing identity and employment authorization and completion of the I-9 Form required by the Department of Homeland Security. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present appropriate documentation establishing identity and employment eligibility.

Former employees who are rehired must also complete the form if they have not completed an I-9 with Compass Rose within a timeframe established by Human Resources (generally three years after the date of hire or one year after employment is terminated, whichever is later), or if their previous I-9 is no longer retained or valid.

[Conviction History Records](#)

Conviction history records of prospective volunteers and applicants for employment shall be obtained from a law enforcement or criminal justice agency pursuant to Chapter 22 of the Texas Education Code and reviewed prior to employment or the commencement of volunteer service. Pursuant to this legal authority, conviction history checks of employees (or volunteers whose duties are performed where students are regularly present) may be obtained at any time during employment or volunteer services.



COMPASS ROSE

Conviction history records must also be obtained and reviewed prior to the employment of any driver for student transportation either directly or through a commercial service. Conviction history checks of a bus monitor or bus aide employed through a commercial service must be obtained and reviewed through a commercial service. The Board of Directors shall be informed of a conviction record of a felony or misdemeanor involving moral turpitude and must affirmatively vote to employ such driver, monitor, or aide.

Information collected on an individual to comply with the requirements listed above is confidential and may not be released except as authorized by law or with the consent of the person who is the subject of the information.

All employees and applicants must complete the authorization for a conviction history background check.

Prohibition Against Employing Individuals Convicted of Certain Offenses

Compass Rose shall discharge or refuse to hire an employee or applicant for employment if it obtains information through a conviction history review that:

1. The employee or applicant has been convicted of:
 - a. A felony under Penal Code Title 5;
 - b. An offense requiring registration as a sex offender under Code of Criminal Procedure Chapter 62;
or
 - c. An offense under the laws of another state or federal law that is equivalent to an offense under paragraphs (a) or (b); and
2. At the time the offense occurred, the victim of the offense was under 18 years of age or was enrolled in a public school.

However, Compass Rose is not required to discharge or refuse to hire an employee or applicant if the person committed an offense under Title 5, Penal Code, and:

1. The date of the offense is more than 30 years before:
 - a. June 15, 2007 in the case of a person employed by Compass Rose as of that date; or
 - b. The date the person's employment will begin, in the case of a person applying for employment with Compass Rose after June 15, 2007; and
2. The employee or applicant for employment satisfied all terms of the court order entered on conviction.



COMPASS ROSE

Compass Rose may discharge an employee if it obtains information of the employee's conviction of a felony or misdemeanor involving moral turpitude that the employee did not disclose to Compass Rose or the State Board of Educator Certification ("SBEC").

Except as required by state or federal law, Compass Rose does not prohibit employment or refuse to consider an application for employment solely on the grounds that an applicant/employee has a prior conviction record. Compass Rose does not prohibit employment or refuse to consider an application for employment based solely on the grounds that the applicant/employee has been arrested.

In accordance with Title VII, it is the policy of Compass Rose, prior to any exclusion of an applicant for employment or continued employment of an employee that has a conviction record, to conduct an individualized assessment of the criminal conduct at issue. In conducting such an assessment, Compass Rose shall carefully consider appropriate factors, including the following, in order to determine that any exclusion based on criminal conduct is job-related to the position in question and consistent with the business necessity of Compass Rose:

- The nature and gravity of the offense or offenses;
- The time that has passed since the conviction and/or completion of the sentence;
- The nature of the job held or sought.

Upon consideration of the above or other appropriate factors, Compass Rose shall inform the applicant/employee that they may be excluded because of prior criminal conduct and provide the individual an opportunity to demonstrate that the exclusion does not properly apply to them and the position in question. Compass Rose shall consider the additional information provided by the applicant/employee that demonstrates that the criminal conduct is not job related and is consistent with business necessity of Compass Rose prior to making any final determination. Such additional information may include:

- The facts or circumstances surrounding the offense or conduct;
- The number of offenses for which the individual was convicted;
- Age at the time of conviction, or release from prison;
- Evidence that the individual performed the same type of work, post conviction, with the same or a different employer, with no known incidents of criminal conduct;
- The length and consistency of employment history before and after the offense;
- Rehabilitation efforts, e.g., education/training;
- Employment or character references regarding fitness for the particular position;
- Whether the individual is bonded under a federal, state or local bonding program.



COMPASS ROSE

Compass Rose reserves the right to annually (or more frequently) perform criminal history record checks on current employees.

Fingerprinting

In accordance with state law, Compass Rose requires all employees and substitutes to complete the fingerprinting process implemented by the SBEC/Texas DPS Clearinghouse prior to employment.

Pre- and Post-Offer Medical Testing

Employees may be required to submit to certain medical tests (including drug testing) before beginning employment with Compass Rose.

Reporting an Educator's Misconduct

The Chief Executive Officer shall promptly notify the SBEC by filing a written report (within seven days of first learning about an alleged incident of misconduct) with the Texas Education Agency upon obtaining knowledge or information indicating any of the following circumstances:

1. That an educator, applicant for, or holder of an educator's certificate has a reported criminal history, when that information is obtained by a means other than through the DPS FACT Clearinghouse.
2. That an educator or certificate holder was terminated for committing any of the following acts:
 - a. Abused or otherwise committed an unlawful act with a student or minor;
 - b. Possessing, transferring, selling, or distributing a controlled substance;
 - c. Illegally transferring, appropriating, or expending school property or funds;
 - d. Attempting by fraudulent means to obtain or alter any certificate to gain employment or additional compensation;
 - e. Committing a criminal offense while on school property or at a school-sponsored event; or
 - f. Was involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor;
 - g. That an educator engaged in conduct that violated the assessment instrument security procedures established by Education Code section 39.0301.
3. That a certificate holder resigned and reasonable evidence supported a recommendation to terminate the individual because they committed one of the acts specified in paragraph 2 above.



COMPASS ROSE

In accordance with state law, the Superintendent must complete an investigation based on reasonable cause that the educator may be engaged in abuse or otherwise committing an unlawful act with a student or minor. An investigation of the educator's misconduct must be completed even if the educator resigns from employment before the completion of the investigation. If the educator is arrested and law enforcement requests that the school cease its investigation and the Superintendent is unable to complete the investigation, the Superintendent is still required to timely report to SBEC that the investigation was interrupted at the request of law enforcement.

Arrest & Conviction Occurring after Employment Begins

An employee who is arrested for any felony or any misdemeanor offense involving moral turpitude must report the arrest to the School Principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or received deferred adjudication for such an offense must also report that event to the School Principal or immediate supervisor within three calendar days of the event. An employee shall notify the School Principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty pleas, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any other offenses as indicated below:

- Crimes involving school property or funds;
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
- Crimes involving moral turpitude, which include but are not limited to:
 - Dishonesty, fraud, deceit, theft, misrepresentation;
 - Deliberate violence;
 - Base, vile or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - Felony possession, transfer, sale, distribution or conspiracy to possess, transfer, sell or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct if two or more acts are committed within any 12-month period; or
 - Acts constituting abuse under the Texas Family Code.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, a first offense of DWI or DUI must be reported if the employee drives or operates (or is authorized to do so) a Compass Rose vehicle or piece of mobile equipment. Failure to timely report an arrest, indictment, charge, plea, conviction or



COMPASS ROSE

adjudication may result in disciplinary action, up to and including termination. Such report shall be made within three days of the arrest, conviction or any other adjudicatory action.

Conviction of a crime shall not be an automatic basis for termination. Compass Rose shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with Compass Rose:

- The nature of the offense;
- The date of the offense;
- The relationship between the offense and the position to which the employee is assigned; and
- The best interests of Compass Rose and its students.

Fair Credit Reporting Act

Compass Rose may utilize consumer reports – e.g., credit, criminal, employment references and Department of Public Safety reports to assist us making employment decisions. In addition, Compass Rose may conduct annual driving record checks to verify that the licenses and driving records of those employees required to drive Compass Rose-owned vehicles are valid and acceptable to our insurance carrier.

Where required by applicable law, prior to running any of the above-mentioned checks/records, each employee will be provided any required notice form(s), and must sign an authorization form at the time of the initial job interview or prior to being extended an offer of employment. Refusal to sign such authorization is grounds for disqualification from employment with Compass Rose. Continued employment is also expressly conditioned on satisfactory results from legally authorized or required record and background checks.

In the event Compass Rose relies on a "consumer report" for an "adverse action" as defined by the Fair Credit Reporting Act and regulation – i.e., denying a job application, reassigning or terminating an employee, or denying a promotion – Compass Rose will take the following action(s):

Step 1: Before taking adverse action, the employee will be provided a pre-adverse action disclosure that includes a copy of the individual's consumer report and a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" – a document prescribed by the Federal Trade Commission.

Step 2: After taking an adverse action, the employee will be provided notice – either orally, in writing, or electronically – that the action has been taken. This notice will include:

- The name, address, and telephone number of the Credit Reporting Agency ("CRA") that supplied the report;
- A statement that the CRA supplying the report did not make the decision to take the adverse action, and cannot give specific reasons for it; and



COMPASS ROSE

- A notice of the individual's right to dispute the accuracy or completeness of any information the agency furnished, and their right to an additional free consumer report from the agency upon request within 60 days.

The employee will be given a reasonable time period to refute the information. However, it is ultimately the decision of Compass Rose as to what action is taken.

Assignment and Reassignment

All employees are subject to assignment and reassignment by Compass Rose. School employees may be directed to perform additional or supplemental duties from time to time. Unless specifically approved by the Board of Directors and CEO, no additional financial compensation is provided for such duties. The CEO's criteria for approval of campus appointments and reassignments will be consistent with school policy regarding equal opportunity employment.

Any employee may request reassignment to another position for which they are qualified. All interested employees who meet the position's minimum qualifications are encouraged to apply. Selection is based on the school's needs and a candidate's qualifications and performance. Compass Rose fills all job vacancies with the individual it deems most qualified for the position, and reserves the right to select candidates from outside Compass Rose.