



CHADWICK
INTERNATIONAL

**CHADWICK INTERNATIONAL
EMPLOYEE HANDBOOK**
[School Year 2017~2018]

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INTRODUCTION

Welcome to Chadwick International. We hope you will find Chadwick International to be an enjoyable and fulfilling place to work with colleagues, staff, students, parents and alumni who are congenial and supportive. In joining our community, you have become an integral part of our on-going efforts to provide quality education in an environment conducive to learning. Our Mission to develop global citizens with keen minds, exemplary character, self-knowledge, and the ability to lead applies not only to our students but equally to all of our employees.

Faculty/Staff Relations: Our goal in the area of faculty and staff relations is to maintain a highly qualified and enthusiastic group of individuals who work together to implement the school's mission statement and to promote the success of the school and its academic and educational programs. To achieve these objectives, our goal is to:

1. Treat each person with respect and dignity in daily work situations;
2. Maintain fair and equitable compensation;
3. Hire, promote, and compensate solely on the basis of merit without regard to age, ancestry, color, disability, marital status, medical condition, national origin, sex, sexual orientation, or race;
4. Encourage all faculty and staff to participate actively in the affairs of the school;
5. Provide a safe, pleasant, and challenging place to work;
6. Encourage the free discussion of ideas that could improve the workplace – its conditions, policies and practices.

The best way to maintain our viability and vitality as an excellent educational institution is to be responsive to the needs of our students, their families, and our faculty/staff, and to project a professional image. The best interests of the school are served when questions and concerns are addressed. Please work together to keep lines of communication open and to insure that members of the administrative staff are made aware of faculty and staff concerns. Our mutual goal must be to resolve problems and to maintain a supportive work environment. At all times employees must keep in mind that our students must not be involved in the resolution of adult professional conflicts or disagreements.

This Faculty/ Staff handbook sets forth the terms and conditions of employment of all those employed by Chadwick International. Any policies, benefit statements, or memoranda inconsistent with the policies in this handbook are superseded by the handbook. This handbook can be amended from time to time, in writing and only with the approval of the Head of School.

This handbook is designed to familiarize you with the school's major policies. It is not designed to answer all of your questions about individual benefit plans. If you have questions about anything in this handbook, please see the Principals or Head of School or Director of Human Resources. Policies dealing directly with academic policies, including grading, homework, professional assignments, faculty meetings, advisor program, roll call meetings, class trips, tutoring, etc., are included in the faculty manual and supplemental materials for each division. Those policies may vary slightly in each division; however, these policies are consistent with the general employment policies contained herein.

CHADWICK INTERNATIONAL STATEMENT

Mission Statement:

Chadwick Schools develop global citizens with keen minds, exemplary character, self-knowledge, and the ability to lead.

We live in accordance with our core values of respect, responsibility, honesty, fairness, and compassion.

** The Roessler-Chadwick Foundation operates two campuses. One, located on the Palos Verdes Peninsula in California, was founded in 1935 and offers a K-12 education. The other, located in Songdo, South Korea and opened in 2010, offers a Pre-K-12 education.*

Wellbeing, Sustainability, and Risk Prevention Statement:

The primary purpose of Chadwick International is to develop and support our PK-G12 students toward success. All employees are integral to the fulfillment of our mission and are expected to uphold the Chadwick Mission and Core Values. A healthy and fulfilled community creates a healthy and fulfilled student community. To that end, we aspire to work together to support each other in making choices to focused on wellbeing, sustainability and risk prevention.

Wellbeing includes healthy personal practices such as healthy eating, exercise, stress management and use of alcohol in moderation.

Sustainability includes use of materials and other resources with a mind to conservation and following the three R's of reducing, recycling and reusing.

Risk Management at CI is taken from an enterprise perspective and our goal is to be aware of and work to mitigate as many risks as possible while still providing our community with a rich and diverse experience.

CI employees are public representatives of the school in Korea and abroad and are expected to demonstrate exemplary character and model the Core Values.

Child Protection and Safe Recruitment Statement :

Chadwick International promotes and defends the rights of the child to physical and psychological well-being. In line with the school's Child Protection Policy, school implements

safe recruitment procedures to ensure that all potential members of faculty/staff undergo a comprehensive criminal background check. Please refer to ‘pre-employment criminal check’ in Personnel Policy (page 12) for details. School also requires references from previous direct supervisors for all finalist candidates. All employees are bound by the Korean Law of Sexual Harassment Protection at Work and the Educational Act of Child Abuse

Diversity Statement:

A strong feeling of belonging to each other and of belonging to the whole family of man develops and once a child has grasped the concept of ‘we’ as meaning ‘old and young, rich and poor, of every color and all nations,’ he has found himself at home in the World.

(Margaret Chadwick, 1963)

Our founder’s insight into the makeup of an ideal learning experience was far ahead of its time and is chronicled in her book *A Dipperful of Humanity—The Chadwick Adventure in Education*. Chadwick International sustains and seeks to expand Mrs. Chadwick’s remarkable vision by developing and enhancing in our students the knowledge, skills and empathic orientation required to understand multiple perspectives and to thrive and lead in an increasingly interconnected world.

To further Chadwick’s Core Values:

Chadwick International has a clear imperative to honor our core values of honesty, respect, responsibility, compassion and fairness by providing an atmosphere that embraces diversity and models inclusiveness. We do this in a way that acknowledges race, gender, economic background, sexual orientation, ethnicity, ability, family structure, national origin and religious belief, both in lived experience and curricular material.

To provide an exceptional educational experience:

Chadwick International is committed to providing the highest quality education, an endeavor that requires a diverse and inclusive environment. Our culture of active inquiry and open discussion promotes students’ ability to discern both shared and divergent values and sensibilities, while always using the Core Values as a compass to understand local and global perspectives. Chadwick students will learn to engage and communicate across differences, to challenge stereotypes and to find, understand and respect commonalities among individuals of all backgrounds.

To prepare our students for a closely connected world:

Chadwick students will be led on a journey of self-discovery. The lived experience of Chadwick students, both inside and outside the classroom, prepares them to engage and thrive as leaders by example in the world. Through our learning environment and in all of our programs, students experience the important dynamic between individuality and social responsibility.

Chadwick is committed to:

- ❑ Intentionally seeking Margaret Chadwick’s “dipperful of humanity” by enrolling a student body that represents a broad range of cultural, ethnic, racial, religious and economic backgrounds, and hiring a diverse faculty and administration that provides positive role models across identities.
- ❑ Appointing a Board of Trustees from a broad range of cultural, ethnic, racial, religious and economic backgrounds to ensure multiple perspectives.
- ❑ Training faculty to recognize and understand the variety of needs among the student body and helping them to create inclusive environments that maximize the positive possibilities that come with having a truly diverse student population.
- ❑ Providing effective orientation, support and retention of students, faculty, administrators, staff, parents and trustees, by recognizing the variety of needs amongst our community members.
- ❑ Providing a wide range of possibilities for students to experience the world on campus and beyond.

Characteristics of CI Teachers: The Administration attempted to define the personal and professional qualities essential for a Chadwick teacher to succeed and thrive. Although many other qualities—such as a sense of humor and a desire to learn—were referenced, the foremost qualities that distinguish Chadwick teachers included:

- ❑ Globally Minded: An international perspective and an understanding of current student needs for the future.
- ❑ Innovative: A willingness to try new educational approaches and modify curriculum as necessary to take full advantage of learning opportunities.
- ❑ Collaborative: A desire to work with colleagues and creatively contribute to effective working teams.
- ❑ Professionally grounded: Not only well educated and passionate about learning, but also comfortable with Chadwick’s progressive mission and conversant with the research that supports its pedagogy.
- ❑ Student-centered: A commitment to the well-being of Chadwick students as the first priority and an ability to engage them collectively and individually in learning through activity.
- ❑ Technologically competent: An ability to integrate technology meaningfully into the classroom as an essential element in the teaching “toolbox.”

PERSONNEL POLICIES

POLICY AGAINST WRONGFULNESS

Policy Against Discrimination: Chadwick is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available individuals in every job. School policy prohibits unlawful discrimination based on age, ancestry, color, disability, marital status, medical condition, national origin, religious beliefs, sex, sexual orientation, and race, or any other applicable law prohibiting discrimination in employment. This commitment applies to all employees and agents of the school, including the Head of School, Principals, and department directors, supervisors, and co-workers.

If you believe you have been subjected to any form of unlawful discrimination, provide a written complaint to your supervisor and Head of School. Your complaint should be specific and include the names of the individuals involved and the names of any witnesses. The school will immediately undertake an effective, thorough, and objective investigation and take any appropriate action. The school will not retaliate against you for filing a complaint and will not permit retaliation by your supervisor or any other employee of the school.

Unlawful Harassment and Discrimination: Reporting/Complaint Process/Sanctions: Chadwick International seeks to be a community in which every individual is treated with sensitivity and respect. This means that Chadwick International will not tolerate harassment in any form including, without limitation, harassment which is based upon age, ancestry, color, disability, marital status, medical condition, national origin, religious beliefs, sex, sexual orientation, or race.

Sexual Harassment: It is the policy of Chadwick International to provide an educational and employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or communications constituting sexual harassment and/or sex discrimination. Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the school facilities and educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a condition of an individual's employment, academic status or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

- ❑ The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- ❑ Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational environment.

Sexual harassment includes comments, concerning an individual's sexual orientation, gender, pregnancy, childbirth, or related medical condition.

Examples of Sexual Harassment include, but are not limited to the following:

- ❑ Making unwelcome written, verbal, physical and/or visual contact with sexual overtones
- ❑ Making reprisals or threats of reprisal, following a rebuff or harassing behavior
- ❑ Retaliation for having reported or threatened to report sexual harassment
- ❑ Continued expressions of sexual interest after being informed that the interest is unwelcome.
- ❑ Engaging in explicit or implicit coercive sexual behavior within the educational environment which is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of the student.
- ❑ Remarks of a sexual nature about a person's clothing or body; or remarks about sexual activity or inquiries or speculations about one's own or another's sexual experiences.

It is important to remember that in faculty-student relationships in particular, the power imbalance, coupled with the student's relative inexperience, makes imperative a strong sense of professional and institutional responsibility. Chadwick International acts in loco parentis (in the role of the parent) with respect to students, and any hint of inappropriate or irresponsible behavior by faculty or staff will not be tolerated. These policies also apply to parents, alumni, vendors, suppliers, and other constituents of the school.

Other Forms of Harassment: It is illegal and against the policy of Chadwick International for any person to harass another person on the basis of that person's age, ancestry, color, disability, marital status, medical condition, national origin, sex, sexual orientation, or race. Harassment includes both easily identified acts of oral, written, or physical abuse plus the more subtle, but equally offensive, forms of harassment such as graffiti, epithets and ethnically stereotyped remarks or "humor".

Reporting of Harassment and/or Discrimination: Any person who becomes aware of harassment and/or discrimination by any member of the faculty, staff, or student body or by anyone else, including outside vendors, must immediately advise the Head of School, a Principal, or one of the school counselors of Chadwick International. Under no circumstances

need an individual report the harassment and/or discrimination to a supervisor or superior whom he/she is accusing of harassment and/or discrimination. If the matter cannot be resolved informally, provisions exist for filing a formal complaint which should be filed no later than 60 calendar days after the incident. Harassment Complaint Forms are available through the Human Resources Department at Chadwick International. The Head or the Head's designee shall promptly investigate the matter. All information reported will be held in strictest confidence and will be disclosed only on a need-to-know basis in order to investigate circumstances. In the case of students, should the nature of the allegation require notification of the police or any governmental agency, the parents of the students involved will be notified immediately. At the conclusion of any investigation which finds that a violation did occur, with the permission of the student aggrieved, his/her parents may be notified. If it is determined that the alleged violation did occur, Chadwick International will take disciplinary action, after considering the severity of the violation and the previous record of the person. Disciplinary action may include, but is not limited to:

- An apology to the person or persons against whom the harassment and/or discrimination was directed;
- Required participation in an appropriate plan of education or sensitivity training (e.g. workshops to reduce prejudice, courses dealing with the nature of sexism or racism, psychological counseling, etc.
- Probation, suspension, non-renewal of appointment, termination, expulsion, or change of assignment, as the circumstances warrant.

Any retaliatory action in response to a complaint of harassment and/or discrimination having been made is prohibited and shall be regarded as a separate and distinct cause for complaint. Chadwick International recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory effect requires determination based upon all the facts. Given the nature of this type of discrimination, Chadwick International recognizes also that false accusations of harassment can have serious effects on innocent people. Chadwick International assumes that all persons within the Chadwick community will continue to act responsibly to maintain an environment free of discrimination.

Discrimination: Discrimination is defined as the differential treatment of (or impact on) members of a protected class, in the terms of conditions of employment, educational programs, and/or activities.

- Discrimination in the treatment of students occurs in a variety of contexts, including, but not limited to admissions; access to programs, clubs, and facilities; physical education; competitive athletics; graduation requirements; student rules, regulations and benefits; leaves of absence; and comments consistently targeted only at individuals of a protected class.

- ❑ Discrimination in employment occurs in a variety of contexts, including, but not limited to access to employment; hiring and promotion; compensation; job assignments; fringe benefits; leaves of absence; and comments consistently targeted only at one gender.

Discrimination and the associated behaviors, as stated but not limited to these examples, are unacceptable within an educational environment and during any off-campus, school sponsored activities. Any person who believes discrimination has occurred should notify the Head of School immediately.

Training Session for Sexual Harassment & Child Protection : The school initiates Training Session for Sexual Harassment & Child Protection at least once a year, and the details will be guided by local labor law.

Individuals Covered Under This Policy: This policy covers all individuals in the workplace (including work off-campus) and school grounds, including, but not limited to, the classroom and faculty housings. Chadwick International will not tolerate, condone, or allow harassment and/or discrimination, whether engaged in by employees or non-employees who conduct business with the school. Chadwick encourages the reporting of all incidents of harassment and/or discrimination, regardless of who the offender may be, or the offender's relationship to Chadwick.

Sanctions: Chadwick International forbids any form of harassment and/or discrimination, including acts of non-employee like school initiated contractors /volunteers, and non-working partners. Sanctions shall be taken against any student, employee, or non-employee conducting business with Chadwick who engages in harassment and/or discrimination.

Whistleblower Protection Policy Requirement: It is a crime for anyone, with intent to retaliate, to take any action harmful to anyone for providing to a law enforcement officer any truthful information relating to the commission of any federal offense.

Life Threatening Illness: The school is devoted to providing fair and equal opportunity for all faculty and staff, including those who may be a qualified disabled individual and those who may be disabled as a result of a life threatening illness (including HIV infection). Consequently, faculty and staff who have a life threatening illness will be treated no differently from any other employee of the school as long as they continue to meet performance standards and as long as medical and other evidence indicates that their condition is not a threat to themselves or others. The school will provide reasonable accommodations to enable these faculty and staff to continue working. All faculty and staff are required to treat their colleagues with respect and dignity, compassion and understanding in line with our CI Core Values. The school strongly

believes that information regarding an employee's medical condition as to their illness must remain private and strictly confidential. All faculty and staff are expected to respect the confidentiality of their co-workers.

Pre-employment Criminal Background Check : In an effort to ensure a healthy school environment and to manage any possible risks in our communities, the school conducts pre-employment criminal background checks for all successful candidates. This background check extends to the trailing partner or adult dependents, and school initiated contractors /volunteers. The main scope of the check would include home country and the latest country(ies) of working before joining the School. If the check reveals criminal records or other serious misconducts , the school shall make an initial determination as to whether the results would disqualify the candidate for the position.

STANDARDS OF CONDUCT

Chadwick expects all employees to live the Chadwick Core Values of compassion, fairness, honesty, respect and responsibility.

Unacceptable Conduct: It is not possible to provide employees with a complete list of every possible type of conduct which is viewed as unacceptable by the school. However, in order to give some guidance concerning unacceptable behavior, the following are examples of the type of conduct considered unacceptable by the school. These matters are ones generally associated with attention to duties, accident prevention, and personal misconduct. Employees who engage in misconduct may be subject to disciplinary action, up to and including termination. Nothing in this paragraph should be construed as inconsistent with an employee's at-will status. The list below is intended simply to provide some examples of conduct which the school views as unacceptable.

- Falsification of or material omission on employment records, employment information, or other school records, forms, or reports.
- Theft or damage or destruction of any school property or the property of any employee or student.
- Removing or borrowing school, employee, or student property without prior authorization.
- Unauthorized use of school facilities, equipment, time, or materials.
- Provoking a physical and/or verbal fight or fighting during working hours or on the school campus or at a school-sponsored event.
- Participating in horseplay or practical jokes that endanger others or disrupt work during working hours on the school campus or at any school-sponsored event at any time.

- Carrying firearms or any other dangerous weapons during working hours on the school campus or at any school sponsored event.
- Possession, distribution, sale, use or being under the influence of illegal drugs while on school property, while on duty, or while operating a vehicle leased or owned by the school.
- Unauthorized release of confidential information about the school, its employees, or its students.
- Engaging in any illegal or criminal conduct whether or not related to job performance.
- Any person who commits an act or becomes involved in any situation or occurrence degrading to society or bringing the school into public disrepute, contempt, scandal, or ridicule.
- Insubordination, including but not limited to, refusal to obey instructions of a supervisor
- Using abusive language at any time during working hours on the School campus or at any School-sponsored event.
- Failure to notify a supervisor or the school administration when unable to report to work
- Unreported absence of three consecutive scheduled workdays.
- Failure to observe working schedules or excessive absenteeism or tardiness.
- Abuse of paid sick or discretionary leave.
- Violation of any safety, health, security, or school policy, rule, or procedure.
- Sleeping or malingering on the job.
- Excessive use of the school's telephone for personal calls except for emergencies.
- Sexual harassment or other unlawful harassment.
- Unsatisfactory performance.

Drug and Alcohol Abuse: The school is concerned about the use of alcohol and illegal drugs or controlled substances as it affects the workplace. Use of these substances, whether on or off the job, can adversely affect an employee's performance, efficiency, safety, and health and, therefore, seriously impair the employee's value to the school. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees, students, and others, and exposes the school to the risks of property loss or damage or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and seriously impair the employee's contribution to the school. The following rules and standards of conduct apply to all employees either on the school campus, during the work day (including meals and rest periods), while operating a vehicle owned or leased by the school, or at any time or event at which students are present. The following are strictly prohibited by the school:

- Possession, use, or being under the influence of alcohol or illegal drugs.

❑ Distribution, sale, or purchase of an illegal drug.

Alcohol may be served, in moderation, at school social events, on or off campus, as long as no students are present. Faculty children while parents are present are the exception to this practice. Non-school organizations using or renting the school's facilities may sell or serve alcoholic beverages only with the school's prior written permission and approval from the appropriate authorities.

Violation of the above rules and standards of conduct will not be tolerated. The school also may bring the matter to the attention of KFDA(Korea Food & Drug Administration) and MOHW(Ministry of Health & Welfare) and other related authorities in Korea. In order to enforce this policy, the school reserves the right to conduct searches of school property including an employee's office, desk, work station, file cabinets, closets, faculty housing, etc and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale, use, possession, distribution, manufacturing, or being under the influence of any illegal drug or alcohol while off duty will not be tolerated because such conduct reflects adversely on the school. In addition, people who sell, use, possess, distribute, or manufacture any illegal drug or alcohol must be kept off the School campus in order to keep the substances themselves off the campus. Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely or effectively perform the job, or affect the safety or well-being of others, must notify his or her supervisor or school nurse of such use immediately before starting or resuming work. The school will make reasonable accommodations for employees using necessary prescription drugs.

As necessary, supervisors, including department chairs, will be asked to participate in training related to identifying and responding to employees who are perceived to be under the influence of alcohol or drugs and/or a danger to others. This training shall focus on understanding school policy and public safety, drug and alcohol testing, identifying, intervening, reporting, and taking immediate steps to deal with such employees. This training shall also make supervisors aware of the resources for dealing with the problem.

The school will encourage and assist employees with dependencies (including, but not limited to, alcohol and drug dependencies) to seek treatment and / or rehabilitation. To this end, employees desiring such assistance should request leave for treatment and / or rehabilitation. The school is not obligated, however, to continue to employ anyone whose job performance is impaired because of current drug or alcohol use. Additionally, employees who are given the opportunity to seek treatment and / or rehabilitation, but fail to overcome successfully their dependency, will not be given a second chance by the school to seek treatment and/or rehabilitation.

Drug/Alcohol Testing Policy: Where reasonable suspicion exists, faculty and/or staff believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work and shall, for safety purposes, be provided transportation from the work site, as appropriate. Reasonable suspicion is a suspicion based on objective facts and reasonable inference drawn from those facts that an employee is under the influence of a drug and/or alcohol. Such facts may include characteristics of the employee's appearance, behavior, mannerisms, speech or body odors. Examples include, but are not limited to:

- Inability to perform work properly;
- Behavior creating a safety hazard;
- Difficulties walking or standing, problems with dexterity, or other physical activity impairment;
- Impaired ability to speak (i.e. slurred, thick speech)
- Belligerent or violent behavior or wide mood swings;
- Excessive unauthorized absenteeism;
- Any conduct which constitutes a significant change from the individual's usual behavior, or which indicates impairment of sound judgment;
- Arrest or conviction for a drug-related offense or the identification of an employee as the focus of a criminal investigation into illegal drug possession, trafficking or trafficking.

Although reasonable suspicion testing does not require certainty, mere "hunches" are not sufficient to meet this standard. The term "under the influence" means the employee's ability to perform the functions of the job is impaired or that the employee's ability to perform his/her job safely is reduced due to the consumption or use of drugs or alcohol.

Managers and supervisors may order that an employee submit to a drug and/or alcohol screening when a manager or supervisor has reasonable suspicion that an employee is under the influence of illegal drugs or alcohol while at a work location, while on the job or when reporting for duty. Employees shall authorize the medical provider and laboratory to take samples for screening and to release the results of the screening to the HR Director or his or her designee.

An employee who refuses an order to submit to a drug and/or alcohol screening, or to authorize the taking of a sample, or to authorize the release of the results of the screening to the School, or engages in conduct that clearly obstructs the testing process shall be subject to disciplinary action, up to and including termination.

Punctuality and Attendance: Employees of the school are expected to be punctual and regular in attendance. Any tardiness or absence causes problems and additional work for fellow employees and supervisors.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal

periods and authorized absences. Unauthorized late arrivals, early departures, or other absences from scheduled work hours are disruptive and must be avoided.

If unable to report for work on any particular day, employees must notify their supervisors or the staff in the division office prior to the time scheduled to begin working for that day. The If notification is made after scheduled time to begin work, the employee will be considered tardy for that day. In all cases of tardiness or absence, employees must provide their supervisor with an honest reason or explanation and the expected duration of any absence. Except for emergency situations, employees must communicate in on any day scheduled to work but unable to do so.. Excessive absenteeism (excused or not) or tardiness will result in discipline up to and including termination of employment. If employees fail to report for work without any notification to the appropriate supervisor or the school Receptionist, and the absence continues for a period of three days, the school will consider that the employee has abandoned employment and voluntarily terminated it.

Personal Standards: Employees are required to wear clothing which promotes professionalism and is appropriate for the type of activity or work performed. Clothing should be neat, clean, and tasteful. Avoid clothing that can create a safety hazard. Suggested dress includes sport coats/sweaters, slacks, collared shirts, blouses, jackets, sweaters, skirts, or dresses. Exceptions to the above include activities that require physical activity (e.g., sports, outdoor field trips, classroom teaching on the floor, and maintenance) and work with paints, clay, chemicals, food, or other stain-producing materials (e.g., arts, photography, shop, science labs, and kitchen).

Confidentiality: Each employee is responsible for safeguarding confidential information obtained in connection with his or her employment. Confidential information includes, but is not limited to, academic records on students; privileged information about students, their families, faculty, other staff; business dealings of the school; student applications, financial aid, gifts, fund-raising, payroll, and personnel. Some employees may have access to confidential information in the course of their work. These employees have a responsibility to in no way reveal or divulge any such information unless it is necessary to do so in the performance of their duties. Access to confidential information should be on a "need-to know" basis and must be authorized by the supervisor or the administrator responsible for the information. Any breach of this policy will not be tolerated and may result in immediate termination. In addition, legal action may be taken by the school.

The school's policy on the release of student records to parents and guardians or their assignees is as follows:

- ❑ All requests to review student records are to be submitted to the level of school office. Such requests shall be in writing, signed by the requesting parent, state the pupil's full

name, address, and date and place of birth. Such requests shall also indicate parental status (e.g., natural, adoptive or guardian,) and right of custody.

- ❑ Except as otherwise may be required by law, student records will be made available for parental review in the appropriate divisional office during regular school hours or at another time mutually agreed upon.
- ❑ Except as otherwise required by law, only natural or adoptive parents, or legal guardians (or, if divorced or separated, only the parent having legal custody) may review such records. If a parent's counsel is also to review such records, the requesting parent must also be present and consent in writing to such review.
- ❑ If copies of student records are requested by a parent, the school provides three options: Chadwick will make the copies at a charge to the requesting parent of 500 won a copy; the requesting parent can personally copy the records at Chadwick at a charge to the parent of 100 won a copy; or a requesting parent may, at such parent's expense, make arrangements to have a portable copy machine and operator brought to the School to make such copies.
- ❑ For students over the age of 18, the permission or consent required of (and the rights accorded to) parents or guardian shall only be required of, and accorded to, the pupil.
- ❑ Except as otherwise required by law, Chadwick will not release records directly to a third party without the prior written consent of both parents or legal guardian.

“Student Record (Pupil record)” shall not include informal notes related to a pupil compiled by a school officer or employee which remains in the sole possession of the maker and are not accessible or revealed to any other person except a “substitute.” A “substitute” means a person who performs the duties of the individual who made the notes on a temporary basis, and does not refer to a person who permanently succeeds the maker of the notes in his or her position.

Under the related law in Korea, “Enforcement decree of the special act on establishment and management of foreign educational institutions in Free Economic Zones and Jeju Free International City”(“Special Act”), by article 3, Chadwick International shall not be subjected to any other education regulations in Korea unless otherwise provided in the “Special Act” which means Chadwick International has an authority independently to record, keep, and manage student records according to the Chadwick International Policy or Chadwick PV’s itself and this will continue unless the “Special Act” is changed.

Business Conduct and Ethics/Gift Solicitation: Chadwick International prohibits faculty and staff from accepting any gift or financial advantage from any student, parent, supplier, vendor, alumnus, or other person doing business with the school. Employees should understand early in the school year that they are not permitted to receive gift or financial advantage to avoid what might be an embarrassing situation. Recent implementation of “Improper Solicitation

and Anti-Graft Law” said that employees including their partners working for governmental organizations, media outlets and schools are banned from receiving meals, gifts and wedding/condolence money.

If offered any such gift or gratuity, including but not limited to, business meals, travel expenses, entertainment, money, or use of private cars, planes, boats, or living units, employees should immediately discuss it with the supervisor. The Head of School or the Head’s designee are the only persons authorized to request, encourage, solicit, or accept a gift of property or money on behalf of the school.

Tutoring/Outside Instruction/Coaching/Training Policy: Neither Chadwick faculty members nor members of such faculty member’s immediate family are permitted to tutor, instructor train/coach Chadwick International students currently enrolled in their own classes, or playing on a team coached by such faculty member, for private party compensation during the regular school year. In addition, no compensated tutoring, instruction or athletic training/coaching of any kind is permissible at any time in or on any campus facilities, including faculty/staff off-campus housing and campus athletic facilities by anyone, including Chadwick employees or non-employees outside of the structured CICP or other school events.

Reporting of Suspected Child Abuse: The “Child Welfare Act” in Korea requires certain professionals, who have a special working relationship or contact with children, to report suspected abuse to the proper authorities.

As used with reference to this law, “child” means those who are under 18 years of age; “child abuse” means to do harm on a child’s health or welfare or physical, mental and sexual violence or cruel acts that are likely to impede normal growth of a child by adults including the protector, and abandonment and nonintervention committed by a protector.

All reports must be made through the Head's office to a child protective agency including the local police, sheriff, county welfare, or juvenile probation office. Reports of suspected child abuse must remain confidential. Information should include the following:

- name of the person making the report;
- name of the child;
- present location of the child;
- nature and extent of the injury;
- any other information, including information that led the reporting person to suspect child abuse, requested by the child protective agency.

Additional material on this law, including reporting forms, and educators' responsibilities is available in the Head of School's office and Student Counselor's office.

HEALTH AND SAFETY

Hepatitis B Policy: All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee.

Exposure Policy: Presence of or exposure to blood or other potentially infectious materials shall be reported by the end of the work day to the School Nurse or the respective Principal in order to ensure that proper precautions concerning the incident are followed. In the case of certain exposure, treatment shall begin within 24 hours. The School Nurse or the respective Principal shall fill out a report of the incident, offer access to appropriate care, and forward the report to the HR Director immediately.

ANTI-CORRUPTION AND TRADE SANCTIONS COMPLIANCE POLICY

It is the policy of the Roessler-Chadwick Foundation, and Chadwick International School Songdo (the “School”) to conduct its business in compliance with the trade sanctions and export laws of the United States. All School employees must comply with all relevant Anti-Corruption laws, including, but not limited to, the U.S. Foreign Corrupt Practices Act.

To implement this policy, the School has adopted this **Trade Sanctions Compliance Program (“TSCP”)**. The TSCP is administered by the School’s HR Director, who is the central resource and point of contact for compliance with the TSCP. The TSCP is herein incorporated into the School’s Employee Handbook. For additional information or questions regarding the TSCP, please contact Director of Human Resources. Economic and trade sanctions are administered by the Office of Foreign Assets Control (“OFAC”) of the U.S. Department of the Treasury. The OFAC sanctions prohibit most forms of trade and financial transactions, including the direct or indirect import and export of virtually all goods, services and technology, with Cuba, Iran, North Korea, Sudan and Syria, and impose restrictions on dealings with a number of other countries as well. In addition, the Department of Commerce and the Department of State also enforce the U.S. export laws. Each agency has adopted, and enforces, different export compliance regulations.

OFAC sanctions are also specific to a person or entity, forbidding direct or indirect transactions with, or involving, persons and entities classified as “**pecially designated nationals**” (“SDNs”) or their property. OFAC, the Department of Commerce and the Department of State maintain various lists of persons with whom U.S. persons are restricted from entering into certain kinds of transactions. These “Sanctions Lists” must be checked to be sure that the School does not engage in a transaction with a barred person or entity. The School’s vendors and contractors

must comply with the U.S. trade sanctions and export laws. Therefore, the School's agreements with those persons and entities should include provisions requiring such compliance.

In order to comply with these requirements, the School's policy is to check its employees, including part-time, occasional, or seasonal employees, vendors and contractors against the Sanctions Lists every six (6) months. New employees, vendors and contractors should be checked against the Sanctions Lists prior to hire or engagement. To arrange for screening, you should contact the HR Director. Screening will be performed under one of the following procedures:

Option 1

When an employee must screen a large number of name /entities, the employee must download the spreadsheets and following the below instructions:

- The various screening lists are consolidated in a spreadsheet (“Consolidated List”) that is updated regularly and can be downloaded in CSV and ASCII formats at: http://export.gov/ecr/eg_main_023148.asp
- The Consolidated List does not include the following lists, which must be downloaded and checked separately:
 - Foreign Sanctions Evaders (FSE) List: http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/fse_list.aspx
 - Sectoral Sanctions Identifications (SSI) List: http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/ssi_list.aspx
- The latest version of the Consolidated List file should be downloaded each time you screen; do not rely on a previously downloaded version. After opening the spreadsheet, search for the individual or business names. Note that the spreadsheet will open in columns. If your spreadsheet program searches by column, you must check that you are running the search in the column containing the name fields. Experienced database program users can use more automated search/compare functions. Each periodic check must include the School's entire list of employees, vendors and contractors. For each periodic check, a compliance record should be created noting the date of the check, the person(s) who performed the check, the lists checked, and the results of the check. That record should be retained by the School for five (5) years. If the search results in any hits – including such “near misses” (partial matches of only a last name, or part of a company name), contact the School’s HR Director.

Option 2

If the employee must screen a smaller number of name/entities, he/she will use the following :

- OFAC offers a “fuzzy logic” Sanctions List Search Tool, which searches the SDN List and the FSE List: http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/fuzzy_logic.aspx
- Setting the “Minimum Name Score” slider below 75 normally results in too many false positives. Experiment with a setting between 75 and 100.

- ❑ The Sanctions List Search Tool **does not include** the Sectoral Sanctions Identifications (SSI) List, which must be downloaded and checked separately:
http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/ssi_list.aspx
- ❑ Each periodic check must include the School's **entire** list of employees, vendors and contractors. For each periodic check, a record should be created noting the date of the check, the person(s) who performed the check, the lists checked, and the results of the check. That record should be retained by the School for five (5) years. If the search results in any hits – including such “near misses” (partial matches of only a last name, or part of a company name), contact the School’s HR Director.

Option 3

If the employee is screening new hires and new vendors and contractors, he/she will adhere to the following, as applicable:

- ❑ If a credit check is obtained, and if the company providing that check includes a search of the Sanctions Lists, then Option 1 and Option 2 are not required at the time of hire, or new agreement with a vendor or contractor.
- ❑ Instead, a record should be created noting the date of the credit check, the company that performed the credit check, the School representative who reviewed the credit check, the lists checked, and the results of the check. That record should be retained by the School for five (5) years.

If the credit check results in any hits – including such “near misses” (partial matches of only a last name, or part of a company name), contact the School’s HR Director.

PERSONNEL STATUS

NEW HIRES

New Hires: All new hires must complete and submit a Chadwick International employment application. For newly hired employees, at the end of the first three months of employment at the school a performance reflection or observation will occur and be documented in Folio. During these first three months of hire, you will learn your responsibilities, get acquainted with fellow employees, and determine whether you are satisfied with your job. Also, during this time, your supervisor will closely monitor your performance. If the school finds your performance satisfactory and decides to continue your employment, it will advise you of any improvements expected of you. Also, you will be given the opportunity to comment on your employment and make any suggestions to improve the school's efficiency and operations.

Employment shall be terminated during these first three months of hire in the following cases:

- ❑ Any documents or statements by the employee given pursuant to employment or any other documents or statements concerning education, certification, or teaching experience furnished to CI are found to be false.
- ❑ Any new hires who are not suitable for regular employment with CI due to a lack of necessary skills, inadequate or unsatisfactory work performance, improper character or attitude, poor health or any other justifiable reason(s), having regard to the provisions of the Labor Standards Act of Korea.

New Employee Physical Examination by the Immigration Law of Korea: All new ODH employees are required to take the physical examination upon their arrival to Songdo by the Immigration Law of Korea. The examination includes HIV, Urine drug screen, and officially designated communicable diseases (Tuberculosis, Syphilis, and etc.). If you are found to have HIV, evidence of illegal drugs, or officially designated communicable disease, your visa request could be rejected in line with the Immigration Laws of Korea.

Employee Agreement on Collection and Use of Personal Data: Employees are required to sign an Agreement on Collection and Use of Personal Data by the Personal Data Protection Act of Korea. It includes the agreement on the collection and use of personal data for personnel management, legalities, payroll, social insurances and taxes.

EMPLOYMENT STATUS

Full-time Personnel: Full-time personnel are faculty members who teach a full complement of classes and/or other duties, and other staff regularly scheduled to work a schedule of 40 hours or more per week. Full-time faculty and staff are eligible for most employee benefits described in this handbook.

Part-time Personnel: Those who are regularly scheduled to work less than 40 hours per week are part-time personnel. Part-time personnel who are doing the same job with full time personnel are eligible for benefits as required by law.

Temporary Personnel: Temporary personnel are those employed for short-term assignments, generally for periods of one year or less; however, such assignments may be extended. Temporary employees who are doing the same job with full time personnel are eligible for benefits as required by law. An employee will not change from temporary status to another status unless specifically informed of such a change in writing by the employee's supervisor or the Head of School.

Job Descriptions: The supervisor will explain job responsibilities and the performance standards to each new employee. Be aware that your job responsibilities may change at any time during your employment. From time to time, employees may be asked to work on special projects or to assist with other work necessary or important to the school. Employee cooperation and assistance in performing such additional work is expected. The School reserves the right to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities. In addition, employees may be required to work overtime or times other than those normally scheduled whenever necessary.

WORK SCHEDULE

Work Schedules : Individuals working with students are expected to be on campus to perform teaching duties in accordance with the student instructional time. There is an expectation that some meetings will be held before and after the instructional time so the individuals will be expected to attend them. The work schedule for individuals who are not directly tied to the student instructional time may vary and they need to work with manager to arrange general work hours which ensure 8 working hours a day. During the summer and during school breaks, office hours may be reduced. The school will consider flexible working hours for employees whose job duties are not tied to the fixed daily academic schedule. You must have the approval of your supervisor for any changes in your normal work hours. No changes will be approved which will result in disruption or interference with normal school operations.

Overtime: Employees may have to work beyond their normal schedules as work demands require. Overtime pay for employees is included in the salary. No overtime compensation will be paid to employee other than substitute leave upon holiday/weekend work. This does not affect, however, an employee's entitlement to payment for all accrued vacation earned upon termination from employment.

Stipends: Employees, except the administrators will receive modest stipends for coaching and certain other extra-curricular assignments. The amount of stipends will be decided by the Head of School.

Outdoor Education Participation: Participation on advisory grade level Outdoor Education trip is expected at Chadwick International. All students in a specific grade level are expected to participate in Outdoor Education. To develop community, build new relationships between faculty and students, and to link outdoor education curriculum and experiences back to the classroom, the school expects faculty to attend their advisory grade level trip.

Extra Curricular Programs: All Chadwick International (CI) co-curricular programs, including Chadwick International Summer Programs (CISP), Chadwick International Winter Programs (CIWP), CI Athletics Program, CI Experiential Programs (CIEP), and Chadwick International Community Programs (CICP) are integral programs that enhance and fulfill the mission of CI. As such, the above programs receive the full support of the relevant departments in the promotion of these CI programs, including having priority in internal and external promotional items, including divisional newsletters, parent emails, and messages to students. CI programs take priority as regards other external programs that may be made available through the various offices, including Communications, College Counseling, Service Learning, and Admissions.

SALARY PAYMENT

Payment of Salary: All personnel are paid on the 25th day of the month. If a regular payday falls on a weekend or holiday, employees will be paid on the preceding workday. Faculty and other employees will receive their annual contract pay in 12 equal monthly payments (August through July). The salary is calculated and paid on the prorated daily basis from the first day of the work.

Salary Composition & Increase : The salary & benefit program shall be reviewed annually, and any changes to the salary & benefit will be communicated employee before the end of the school year.. Employees can refer to a separate policy of Salary & Benefits Program in the employee's contract for details.

Payroll Deductions: The school is required by the local labor law to deduct the following from LDH employee's pay:

- National Income Tax (10% of regional income tax included)
- National Pension
- Medical Insurance / Long term care subsidy
- Employment Insurance

There are no tax or social insurance deductions from ODH employee's pay except Legal Severance and Korea National Pension (KNP) for those who are eligible for lump-sum refund from KNP upon their leaving Korea.

PERSONNEL RECORDS

Personnel Records: Employees may inspect certain documents in their personnel file, as provided by law, in the presence of a school representative at a mutually convenient time and within a reasonable period of time after the request. No copies of documents in your file may be made, with the exception of documents that previously signed by the employee. Any request for information from personnel files must be directed to the HR Director or Head of School- the only ones authorized to release information about current or former employees. The school recognizes an employee's right to privacy in his or her personnel files.

Employee References: The Head of School (or his/her designee) or the Principals are authorized to write letters of reference for Chadwick International employees on behalf of the School or to provide oral references and/or recommendations regarding Chadwick employees on behalf of the School. Any request for a letter of reference or an oral reference and/or recommendation from the School should be directed to the Head or the Principal.

CONFLICT, TERMINATION, AND CLOSURE OF SCHOOL

Conflicts of Interest: Situations of actual or potential conflicts of interest are to be avoided by all personnel. Personal involvement with a supplier or contractor doing business with the school or with an employee, parent, student, or alumnus that impairs or adversely affects an employee's ability to exercise good judgment on behalf of the school creates an actual or potential conflict of interest. Supervisor-subordinate personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems. An employee involved in any of the relationships or situations described in this policy or any other situation he or she thinks could be an actual or potential conflict of interest, should immediately and fully disclose in writing the relevant circumstances to his or her supervisor or the Head of the School for a determination as to whether a potential or actual conflict exists. If

an actual or potential conflict is determined, the School may take whatever corrective action it deems necessary or appropriate according to the circumstances.

Voluntary Termination By Employee: An employee who voluntarily resigns his or her employment or fails to report to work for 3 consecutively scheduled workdays without notice to, or approval from, his or her supervisor or the Head of School will be considered to have voluntarily terminated his or her employment with the school. All school owned property (Housing, laptop, keys, credit cards, books, tools, vehicles, etc.) must be returned immediately upon termination of employment.

Termination Procedure & Interviews: All terminating employees will be scheduled time, before 14 calendar days of leaving, with 1) the related Office to take care of benefit plan, address and telephone changes, and keys and credit card returns, and other separation items; and 2) the Director of Human Resources, School Principals, and/or the Head of School for a final interview to discuss any employee concerns, problems, or questions relating to employment or termination.

Closure of School: Should CI operations be closed for an extended period the school will provide all employees with one month's salary upon departure. Additionally, the school will provide all ODH members & their dependents with air/sea transportation to their designated home location unless determined otherwise.

FACULTY / STAFF BENEFITS

LEAVES AND HOLIDAYS

Holidays: The school observes the following paid holidays in SY2017/18:

Liberation Day (observed in August 11,2017)

Chu Seok - Lunar Thanksgiving Day

National Foundation Day

Hangul Day

Christmas

Lunar New Year's Holidays

Independent Movement Day

Labor Day

Children's Day

Buddha's Birthday (observed in April 30,2017)

Details including the dates can be seen in School Calendar SY2017/18.

Holiday observance will be announced in the school calendar. To be eligible for holiday pay, you must be 1) a full-time employee; 2) regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by your supervisor. The first day of employment shall not be an observed holiday.

Holiday pay is paid at the same standard rate. Holiday pay for salaried employees is included in the salary.

Vacations: Employees are entitled to vacation for each year of employment as per their Salary and Benefits packages issued with their contracts.

Employees

Annual Leaves

Unused leaves

Faculty	All designated school holidays, Winter break (15 days), Spring break (5 days) & Summer vacation (approx. 40 days)	N/A
Administrators (Management Staff)	All designated school holidays, Winter break (15 days), Spring break (5 days) & Annual Leave (25 days)	For annual leave, 10 days carry over only
Staff	All designated school holiday, Winter break (10 days), Spring break (5 days) & Annual Leave ; <ul style="list-style-type: none"> • Start~5 years: 15 days • 6~ 10 years : 20 days • 11 years on : 25 days 	For annual leave, 10 days carry over only

Faculty includes employees hired for the school year whose primary duties are teaching as well as the Librarians, the Counselors, and the Nurses. Administration and staff include employees who work year-around and whose duties are all or primarily non-teaching.

Sick Leave: Sick leave is a form of "insurance" that is accumulated in order to provide a cushion for the inability to work due to illness. It is to be used to recover from illness or off-the-job injury. All full-time employees earn paid sick leave at the rate of ten (10) days per year. Earned sick leave may be used in the year it is earned. Earned sick leave can be accrued up to 2 years (maximum cap 20 days). If it is not used for such during the school year, it will be carried over as a sick leave. There is no buy back for unused sick leave when the employee leaves school upon contract termination. Sick leave requires prior approval from your supervisor except in emergency cases. For use of more than 3 days of sick leave, it is required for the employee to submit to the school a doctor's letter. Sick leave may not be used for personal purposes.

Discretionary Leave: Discretionary leave is for reasons not related to illness. All full-time employees earn paid discretionary leave at the rate of five (5) days per year. Earned discretionary leave may be used in the year it is earned. Discretionary leave days do not carry over from one year to the next. Teaching faculty and intern receive a buy back for unused discretionary leave at the daily rate of current substitute payment at the beginning of next school year. Discretionary leave is not available for use in June and August unless by written approval of Head of School. Discretionary leave requires prior approval from the immediate supervisor except in emergency cases to ensure that appropriate coverage can be arranged and that this benefit is not being abused. Discretionary leave may be used for whatever purpose an employee deems appropriate and said reasons do not need to be disclosed. However, it is

strongly discouraged that discretionary days be used for vacations and/or vacation type purposes. Additionally, discretionary leave days may not be used to extend school vacations, taken consecutively or on a Monday and Friday of the same weekend. If an employee requests an exception to the aforementioned conditions, to attend to personal matters and/or events, then they may apply for approval from their supervisor for unpaid leave. The financial amount of an unpaid leave day is determined by Director of HR and is the responsibility of the applicant to acquire this information prior to their application. Each day of unpaid leave will also be considered one (1) of the employees five (5) discretionary days. LDH staff may use discretionary leave after expending their available annual leave days.

Professional Development Leave: Teachers receive two Personal Professional Development (PPD) days to cover personal professional development conferences or workshops or travel associated with such professional development. These days may not be carried over into subsequent years and, unlike regular discretionary days, convertible to cash at the end of the year. Teachers who require more than two school days for personal professional development must use discretionary days for any additional missed workdays. School Initiated Funding (SIF) is for those professional development opportunities that are considered by the school administration to be necessary for an employee to fulfill his or her job responsibilities, and as such, he or she will not need to use the two PD days or discretionary days for time missed for professional development. Trips to Chadwick School in Palos Verdes are considered SIF. Teachers who present at conferences on behalf of CI will not have to use PPD days nor discretionary leave, provided they receive the consent beforehand from their Principal to do so. Teachers may receive some funding from the school, depending on the nature of the presentation and its strategic value to CI. Teachers will have one opportunity a year to receive time off and (possibly) funding for such presentations.

Job Fairs / Interviews: Faculty who are interested in attending a job fair and/or visit a potential future school for interviews may use discretionary days consecutively without having to apply for unpaid leave provided that they have enough discretionary days to cover their absences and the time is approved by the supervisor. Requests to use discretionary days consecutively to attend job fairs and/or interviews should occur no later than December 1st, in order to allow the school time to prepare appropriate coverage.

Leave of Absence: Chadwick International recognizes that conditions may make it necessary for some employees to be absent for extended periods of time. After the employees have used their available leaves (sick & discretionary), at the discretion of the Head of School, employees who have more than one year of continuous service with our school from their most recent date of hire may take a leave of absence without pay for a maximum of three months. At the discretion of the Head, employees who take a leave due to a sickness may be permitted to take

a leave of absence with pay, at full salary, for a maximum of three months. In this case, the school may request verification from the employee's doctor confirming the disability of working. In an emergency, a verbal request may be made and granted by the Head of School. Eligible employees who require a leave of absence should contact the Head of School or appropriate Principal. An LDH employee may be granted a leave of absence without pay for a maximum of one year. Otherwise the leave of absence benefits are the same as ODH members.

Depending on the length of the leave and to accommodate the business needs of the school, it may become necessary for the employee's position to be filled during the extended absence. In such circumstances, the employee shall be placed on a preferential hiring list to be reinstated when the employee is ready to return to work, and when the same or a substantially equivalent position becomes available. Eligible employees who require a leave of absence should contact the Head of School. No assurance can be provided that an employee may return in exactly the same role. Failure to return to work upon the expiration of the leave without written notification and approval constitutes job abandonment. Leaves of absence are granted with the understanding that employment is conditional upon a suitable position being available; otherwise, the returning employee will be placed on a preferential hiring list.

Maternity Leave: An ODH female employee is entitled to take 60 calendar days of paid maternity leave and an additional 30 days of unpaid maternity leave, with a minimum of 45 days taken after the birth of the child. A LDH female employee is entitled to take 60 calendar days of paid maternity leave and an additional 30 days of paid maternity leave with a subsidy from the Korea Worker's Compensation and Welfare Services Corporation, with a minimum of 45 days taken after the birth of the child. Also, an LDH employee with children age 8 and under can take another unpaid one year of child-care leave pursuant to the Act on Equal Employment and Support for Work-Family Reconciliation.

A female employee who is pregnant twins or super twins is entitled to take maternity leave days required by law.

An employee who is granted a maternity leave of absence will be entitled to use any accrued sick-discretionary leave and/or vacation benefits during the period of disability for which the employee may be eligible. Employees planning to take a maternity leave must make an appointment in advance with HR Director. The employee must inform the school of the circumstance as soon as the employee becomes aware. The school may request verification confirming the pregnancy.

If an employee remains on maternity leave beyond the legally entitled period, she will not be guaranteed reinstatement. However, at the discretion of the school, if an employee remains on maternity leave beyond the legally entitled period, she may be placed on a preferential hiring list to be reinstated when the employee is ready to return, and when the same or a substantially equivalent position becomes available.

Paternity Leave: A male employee shall receive 3 working days of paid paternity leave to be taken immediately upon arrival of the baby. An employee who chooses not to take leave immediately in the first 30 days loses this time off option, unless prior approval is received from the Head of School.

Bereavement Leave: A paid bereavement leave is available to all employees. For ODH employees, the school will provide five days of bereavement leave with a round trip ticket. Immediate family is defined as parent (including mother-in-law and father-in-law), partner, child, and sibling. For LDH employees, the school will provide the bereavement leave stated in the LDH Staff Benefits Program. Additional unpaid time off may be granted with the approval of the supervisor. Requests for time off should be submitted to the respective supervisor or department director.

HEALTH AND WELFARE BENEFITS

Group Health Insurance: The school provides all ODH employees with worldwide coverage of group health insurance through an international insurance company including dental coverage, without employee co pays. All LDH employees will have the Korean National Health Insurance.

Annuity: The school provides an annuity benefit of 13% of salary to ODH faculty/ staff as follows.

- To those who are not eligible for lump-sum refund from Korean National Pension upon their leaving Korea: ODH employees will receive an amount equal to 13% of salary.
- To those who are eligible for lump-sum refund from Korean National Pension upon their leaving Korea (citizens of Australia, Austria, Belgium, Brazil, Bulgaria, Canada, Czech, France, Germany, HongKong, Hungary, India, Kenya, Philippines, Poland, Romania, Slovakia, Switzerland, Turkey, USA): ODH employees will receive 13% of salary minus the percent contributed to Korean National Pension.
- For LDH employees, contributions to the Korean National Pension are paid in Korean Won with no matching contribution requirement from the LDH employee.

Group Life Insurance: The school's Group Life Insurance covers KRW 120,000,000 to all full-time faculty and staff in case of Disability by Accident, and death by accident and/or disease. Please refer to the Insurance Policy for more information.

Workers' Compensation Insurance: At no cost to the employee, they are protected by the school's Workers' Compensation Insurance policy while employed by the school. This policy covers occupational injury or illness. If an employee is injured on the job, the employee must

report the injury immediately to the school nurse and supervisor. All employee injuries, no matter how minor, must be reported to the HR Department. A written physician's statement should be provided as soon as possible thereafter to the school indicating the type and extent of the injury.

Employees can refer to a separate policy of benefits program upon employee's contract for details.

PROFESSIONAL DEVELOPMENT

Professional Growth Funds The school provides the faculty and staff the following:

- ❑ **Support for Professional Development** : \$1,200 per contract year for approved projects by a supervisor. One year shall be carried over. In the first year of an initial two-year contract, employees are strongly encouraged to make maximum use of their allowance, including applying for an advance on the funding for the second year. Up to \$2,400 may thus be used in the first year of an initial two year contract, provided the applications are approved. Departing employees have until January 1 to make use of their professional development funding in the final year of their contract. New this year as a pilot program, CI is committing to the life-long learning and wellness of all employees. Up to \$400 (of this \$1200 allowance) per year can be used for personal wellness initiatives such as non-work related training, sport/exercise classes, hobby classes, etc. which help to fulfill your wellness needs. To begin the process of applying for the Wellness PD, please fill out the form [HERE](#).
- ❑ **Graduate Degree Support Program** : Tuition assistance for approved graduate degree program study. Interns are not eligible for this program. Preference is given to those in their third or subsequent year of service at Chadwick. The school will reimburse the employee with a certain amount of the tuition subsidy per approval by the Head of School. The percentage of subsidy will be determined by how many applications are approved each year. The school will reimburse the approved subsidy percentage as units are completed by the employee, as verified by a school transcript.

Professional growth funds for activities and opportunities that support the school may be approved by Principals or Curriculum Coordinators. Often Principals, the Director of Professional Learning or Curriculum Coordinators advertise Professional Growth Opportunities that serve the goals of the school and the Strategic Plan. When such an opportunity is presented, interested faculty and staff can contact the Principals or Curriculum Coordinators to express an interest. Individual faculty and staff members may be approached by the Principals or other administrators and asked to attend a particular conference or workshop or to visit a

particular program. In these instances, the Principals or Curriculum Coordinators will approve funding and help with travel, lodging arrangements, and registration fees.

At the completion of such an activity, a page of reflection and an action plan for using the knowledge gained should be submitted to the Principals or Curriculum Coordinators. Time to reflect, to use what has been learned, and to share the knowledge with others will be built into the system.

Professional Growth: All personnel will engaged in a process of goal setting, and reflection around professional growth. This process will be supported by and employee's supervisor and will be facilitated in Folio. The Head's review will be conducted by the Executive Committee of the Board of Trustees.

The performance growth should help the employee become aware of progress, areas for improvement / development, and objectives or goals for future work.

OPERATIONAL GUIDELINES

GENERAL AFFAIRS INFORMATION & GUIDELINES

All the information, guidelines and forms are available on our portal for your understanding/action. Employees should read them carefully and follow all the guidelines.

Health and Safety: Every employee is responsible for his or her own safety as well as the safety of the others in the workplace. To achieve our goal of maintaining a safe work environment, everyone must be safety conscious at all times. The school provides a work request form on which hazardous situations are to be reported to General Affairs Department. The school also has established Earthquake/Emergency Preparedness Response Procedure which is indicating detail employee emergency response duties.

The school will inform employees of any known exposure to chemicals known to cause cancer or reproductive toxicity. The school generally maintains a registered nurse or EMT on duty during regular school hours when students are on campus for regularly scheduled classes and during summer program hours.

Enterprise Risk Management is a shared responsibility and it is imperative that all employees follow the “see something, say something” philosophy. If you see a facility defect please report to the GA team. If you see inappropriate behavior or suspect behaviors not in line with employee expectations please report to the appropriate supervisor, principal or head of school. This is especially important in regards to child protection and employee interactions.

Use of School Resources: School resources should not be used for personal purposes by our faculty and staff. This includes, but not limited to, the use of School Property and Equipment such as facilities, furnitures, computers, phones/voicemail, e-mail, printers/copiers, etc.

Access to the school property and equipment is a privilege. The school specifically reserves the right to access and monitor the use of school resources by faculty and staff during their employment. Faculty and staff should not expect privacy of information placed in the school resources. Although passwords are provided for access to maintain the confidentiality of certain records, the password does not provide privacy or confidentiality from access by the school as it may over-ride individual passwords. There should be a limited expectation of privacy as to matters that occur within the workplace.

The school maintains the right (as part of the responsibility of maintaining a workplace free from drugs, alcohol, or other harmful materials) to inspect or search any item or area of school property including an employee’s office, desk, work station, file cabinets, closets, faculty

housing, etc. in the event that school business reasons, probable cause, or other circumstances reasonably warrant

the inspection. Faculty and staff should not have an expectation of complete privacy as to their office, workstations, desks, closets, file cabinets or faculty housing assigned to them.

Removal, disposal, transfer of all school property and equipment must be approved and coordinated by the school. Disposal maybe by sale, trade in, by donation or destruction.

Use of Facility Resources: The School will provide general office and classroom furniture and equipment for your use. The General Affairs department is charged with the responsibility of keeping school furniture and equipment in good repair or replacing it as resources permit. Please limit the use of personal furniture and electronic equipment at school. To insure that personal equipment operates within general safety, utility consumption and building electrical capacity guidelines, employees must obtain specific authorization from the General Affairs Department before operating it in a classroom or office. For health and safety considerations, mini-kitchens (dorm-type refrigerators, coffee makers, microwaves and hot plates) are not authorized unless specifically approved by General Affairs.

School Event and Work Request: GA will support only the event which is approved by school and posted on our school calendar. All requests to GA should be informed at least one week in advance of the proposed event.

All the request forms for GA support shall be available on school portal.

Facility Service Desk (Mail & Tool rental): Facility Service Desk provides mailing service and lends tools if you need and the working hour is 9:00am to 5:00pm.

You will be required to sign on log to borrow tools and should return it right after usage for others.

Fire Safety Guideline:

Exit Door: All the exit doors should free from blockages at all the times.

Aisles in classrooms, main hallway and stairwell must be kept free and clear of any material.

Do not store any materials or equipment in corridors or stairwell. Stairway doors should always remain closed. The use of doorstops, wedges and certain type of hold-open devices not installed by GA on doors are not permitted by the fire code.

Fire equipment: Do not hang materials on the sprinkler heads. Never block or store items in front of fire extinguishers, fire alarm pull stations and fire alarm audiovisual devices. Fire extinguisher should not be used as a door wedge.

Pet Policy: Animals (dogs, cats, etc.) are not permitted to be on campus without approval from the administration. Dogs assisting disabled individuals are permitted with acceptable documentation of the disability and the need for such assistance.

For an educational purpose to bring a pet on campus, employee should get an approval from the principal and inform to General Affairs at least one week in advance. Employee who brings the pet should take all the risk and responsibility.

Smoking Policy: Chadwick International is smoke free zone. Smoking is not allowed on CI campus to keep the good educational environment.

Guideline of school ID cards/keys: The Director of General Affairs will authorize which areas you are granted to access. Do not lend or duplicate your ID card/keys to any other person, especially to your students.

If your employment is terminated, you must return all school keys/ID card to General Affairs Department by no later than your last day of employment. You must report lost or stolen keys/ID cards immediately to General Affairs Department.

Guideline of Driving on Campus and Pool Car:

Driving: Employees are expected to drive carefully and courteously on campus and to observe all traffic direction and parking signs on the campus 24 hours a day. The speed limit on campus is 10 km per hr. Every road on our campus is considered a fire truck access route in case of fire. Faculty and staff are required to park at the underground parking lot courteously.

Handicapped spaces are available at several locations around the campus. The school is not responsible for any loss or damage while parked or driving on school campus.

Any employee involved in a car accident on school campus or off campus, should report it as soon as possible to his or her supervisor and to General Affairs Department.

Pool car: All faculty and staff who drive school vehicles should possess their own Korean driving license. You will also need to have additional training by the school driver if you need to drive with a student. Department heads are responsible to insure that their staffs are fully trained and certified before driving a school vehicle.

All use of school vehicles should be reserved through Google Calendar and should be approved by GA department at least five working days before the requested use. Vehicles are generally parked in the underground parking lot. Pool car should be returned to the underground

parking lot on time for next user. Drivers are expected to clear trash and personal gear out of the vehicles, refill the fuel and then return keys to the transportation service desk after each use. Use of school vehicles is generally restricted to school business only.

Other detail guideline regarding driving and pool car is available on our school portal.

Residential Living Units: The school-rented living unit is generally available to ODH full time employees or Interns of the school. The school has the right to assign units to faculty. The condition of living units usage shall be stated on the agreement between the school and employee on each employment contract. Many factors considered in assigning living units are the employment responsibilities, length of service to the school, family size and other considerations. Employees should complete the housing agreement within 5 days from the date of the employee contract become effective.

The faculty or staff who reside at the school-rented living unit should take care of the apartment and school-supplied furniture/appliances in an appropriate manner. Also the resident shall be responsible for a problem such as damages to the apartment or school-supplied furnishings/appliances caused by faulty use, as well as alteration or construction without authorization from the school. At the end of the employee's contract, the resident is responsible to return the apartment of its original state except normal wear and tear. Any problems or damages of the apartment and school supplied furnishings/appliances not caused by user's fault can request to school for the maintenance or repair via the service request form on school portal.

Other detailed information and guidelines can be referred in housing information on school portal.

EMERGENCY PREPAREDNESS

EMERGENCY PREPAREDNESS:

No one can anticipate and plan for every scenario that may arise from a traumatic military or weather related event. However the following outline attempts to provide some basis direction and to ground decision-making for those involved.

Evacuation: The Chadwick International and Chadwick School's Risk Management Committee regularly monitors international news and communications from the American Embassy, American Armed Forces in Korea, and the American Chamber of Commerce concerning escalating political or military tensions. In the event of an impending crisis, the school administration would attempt to make a proactive decision concerning when to close school operations and, at that point, begin arranging for school personnel and their families to leave

the country. The communication of a decision to suspend school operations would be publically communicated as if it were an inclement weather event while students are at home. In such a circumstance, all school employees would meet at the school to review the situation and the check-out procedures.

Thereafter ODH personnel would return to their apartments to await individual communication from the school concerning travel arrangements to Incheon International Airport and flight information. All homes should be provisioned in advance for several days of waiting. Unless faculty communicated otherwise to the Human Resources Department, commercial carrier e`The school will cover transportation expenses from Songdo to all ODH employees' homes of record. Employees should take with them to the airport only the essentials and must assume any additional baggage costs. In such circumstances, Chadwick carries travelers insurance for all CI employees and group numbers will be provided as necessary.

School Closing: All LDH staff and school administration will remain at school to plan and help implement logistics to close the school and to evacuate faculty until a date by which all Chadwick ODH employees and their families have safely departed Songdo. At that time LDH employees are released from duty until a date is set for the school to reconvene. Chadwick administration will communicate regularly thereafter concerning updated information. Should school be suspended for an extended period, the school will provide all employees with one month's of salary through their current accounts unless a new wire transfer number is provided. Upon departure from Songdo, faculty will receive and cash advance of one week's salary in dollars if available.

Unforeseen Event: In the event of a sudden national emergency during school hours, faculty must ensure that students are successfully reconnected with their families and are cared for until that time. At that point, unless instructed otherwise, employees should check out with their principal or immediate supervisor and return to their apartments. From their homes faculty should wait for further instructions from the designated leaders in each apartment building and/or the Chadwick International wardens, registered with the embassy and the armed forces: Head of School, Emergency Warden or their designees. Employees should have a check list prepared in advance to ensure that they have the essential necessary documents and materials in place for a quick emergency evacuation. The United States Armed forces assumes responsibility for all nationalities employed by Chadwick International presuming that they are not nationals of a country then in conflict with the USA. In such an emergency evacuation, school personnel will depend upon evacuation planning coordinated with the various embassies and led by the US and ROK armed forces.

Crisis Anticipation and Management: Chadwick attempts to anticipate and thereby minimize risks to the school and school community members. To that end, the two campus Risk

Management Committee meets regularly to consider upcoming activities and ensure that faculty and staff are adequately informed and trained both to anticipate and avoid potential problems but also to deal competently with the problems that inevitably will occur.

When an emergency circumstance arises, the Crisis Management Team--composed of administrative representatives from each division and other offices--will convene as soon thereafter as possible to assess the circumstance and establish and implement a professional plan to address the crisis. Although the Faculty Handbook provides only general emergency information, the Emergency Response Guide is available to CI faculty on the CI website.

Medical Emergency or Traumatic Incident:

- Stay Calm.
- Check the scene and the victim.
- Call school nurse
- Call 119 for medical assistance, fire, and police as appropriate.
- Be prepared to answer the following questions...
 - Where is the emergency located? School address: 45, Art center-daero 97 beon-gil, Yeonsu-gu, Incheon, South Korea 406-840
 - What is the emergency? (Medical, fire, etc.)
 - Are there any injuries involved?
 - How did it happen?
 - When did it happen?
 - Who are you? (Your name and position and location, if different from incident)
 - Stay on the line until instructed to hang up by the dispatcher
- Activate School Crisis Team which will assess the situation.
- Do Not Move Any Injured Persons -- Crisis Team Will Evaluate
- Notify first aid/CPR-certified persons in school of a medical emergency.
- Isolate the affected student(s)/staff member(s), if possible.
- Designate staff person to accompany ill/injured person(s) to the hospital.
- Administrator notifies parent(s) or guardian(s) of affected student(s), or emergency contact(s) of affected staff members(s).
- Determine appropriate method to notify students, staff members and parents.
- Refer media to official spokesperson (in order of availability, Head of School, Director of Communications or Director of General Affairs)
- Local Emergency Services Phone Numbers:
 - Call 119: Emergency fire
 - Call 112: police.

Employees to Remain on Duty: In the event of an emergency, Chadwick International employees should remain at work or report to work, as directed and to the best of their abilities. Employees should be prepared to remain on duty for long periods in a major disaster or emergency.

Injuries – On Campus: For the purpose of these protocols, “on campus” is defined as within sight of the physical campus buildings. When responding to emergencies that arise at school, please refer to the following emergency procedure flowchart, and – when in doubt – send patient to the hospital for assessment.

Potential Intruder Situation:

- Intruder/Suspicious Character-“an unauthorized person who enters school property.”
- Notify administrator, security or Crisis Team member.
- Ask another staff member to accompany you before approaching unidentified individual.
- Politely greet the stranger and identify yourself.
- Ask the stranger the purpose of his/her visit.
- Inform the stranger that all visitors must register at the Front desk Gate.
- If purpose is not legitimate, politely ask the intruder to leave.
- Accompany intruder to exit.
- If the intruder leaves in an automobile, try to get the tag numbers.
- If intruder refuses to leave
- Inform intruder that the authorities will be called.
- Call Security. If unavailable call 119--Provide full description of intruder.
- Walk away from intruder if he/she indicates potential for violence (be aware of actions, location, weapons, clothing, or packages, location of other students in vicinity, etc.)
- Administrator may issue lockdown procedures. [Y3]

Partisan Political Activities: The school is prohibited by virtue of its tax exempt status from intervening in any manner on behalf of any candidate for public office, including such activities as solicitation of funds or endorsements. It is also prohibited from devoting any part of its activities to "propaganda" or otherwise attempting to influence legislation not directly related to the educational enterprise. No group or individual supporting candidates for public office or engaging in other political activities may use the school's resources, space or facilities or receive School support. Exempted from this provision are those academic and student life activities which constitute a bona fide course of conduct reasonably related to and necessary to fulfill a formal course of instruction which comprises part of the curriculum of the School; provided,

however, that neither the school nor any of its teachers or employees may influence the student's activities with respect to any candidates or legislation.

The following guidelines should assist in preventing the involvement or apparent involvement of the school in such activities:

- Neither the name nor seal of the school may be used on letters or other written material intended for political purposes. Based on the use of the School's name in the uniform resource locator ("URL") or world-wide web address, partisan political communications may not be distributed through the School's electronic mail ("e-mail") system.
- Neither the school nor its offices may be used as a return mailing address for political mailings. School telephone numbers may not be used as a source of information about such matters.
- The school title of any employee may be used only for identification and only when accompanied by a statement that the employee is speaking as an individual and not as a representative of the school.
- School services, such as kitchen, maintenance, purchasing, and mail; equipment, such as copiers, computers, printers, telephones, and fax machines; and supplies may not be used for political purposes.
- No school employee may be requested to perform tasks in any way related to political activities defined above while on duty.

Raising Public Awareness on a Particular Issue: The students and faculty are not prohibited from raising awareness regarding particular political issues at the School (see "Partisan Political Activities" above). However, any communications at the School or directed towards the School community intended to promote awareness of political issues will be subject to the following standards:

- The message must be communicated by individuals acting in a personal capacity, and not as a member of the School's student body or faculty or other member of the School community.
- The individual will be required to bear all costs to be incurred in connection with the preparation of any communications.
- The message must be intended to raise awareness to political issues and must not be reasonably interpreted to demonstrate support or opposition to a specific candidate or legislative action. Any communications that may reasonably be construed by the School to demonstrate support for candidates and/or legislation will be subject to the standards set forth in "Partisan Political Activities" above. Based on the use of the School's name in the uniform resource locator ("URL") or world-wide web address,

communications promoting the awareness of a political issue may not be distributed through the School's electronic mail ("e-mail") system.

- ❑ The School's property or resources may not be used in connection with the preparation, distribution or communication of the message. Upon prior approval of the School, a student or faculty member may distribute information to individuals on campus in a manner that does not require the use of the School's resources.
- ❑ Any communications intended to promote awareness of a political issue that is distributed by a faculty member or student on the School campus must include the following disclaimer in a manner that is clear to the recipients of the message:

The information expressed in this communication represents the opinion and viewpoint of the writer acting solely in his/her personal capacity and not as a representative of the School. This message is distributed solely for purposes of raising public awareness with respect to the issues identified herein. The School does not endorse the viewpoints expressed herein nor does this communication reflect an endorsement or opposition by the School of any legislation or candidates for public office.

SCHOOL SOCIAL EVENTS SERVING ALCOHOL

Chadwick International School plays an important role in preventing underage alcohol use by enforcing specific rules and controlling access to alcohol on school property. The school is committed to prohibiting alcohol use by students (even those of legal drinking age) at all school events and to preventing students from bringing alcohol to school. CI encourages our faculty, staff and community members to take a responsible use approach towards the consumption of alcohol whether on or off campus.

For events related to promotional, social, athletic and school development functions that involve the school community, it is necessary to have policies on the serving of alcohol, the responsible use of and on the access or exposure of students to alcohol. The following is intended to be helpful to organizers and hosts by clarifying requirements and promoting consistent and responsible action.

Definition:

- Any "Social Event" on campus where alcohol is present or consumed by legal CI community members.

General Rules:

- ❑ All events that will have alcohol present must be communicated to HOS, respective Division Principals or Directors. This includes, but is not limited to BBQ, Faculty/Staff functions, department gatherings, adult athletic events, etc.
- ❑ Alcohol shall not be served, sold or made otherwise available to a minor, (i.e. a person under 19 years old). Current CI students should not consume or possess alcohol at any school event even if they are of legal drinking age or have parental consent
- ❑ Specific measures to protect minors. At a school social event serving alcohol where minors are present, appropriate measures must be put in place to ensure that alcohol is not served to those minors. Measures could include, but would not be limited to, asking for ID to verify the age of anyone possessing alcohol, having parents within proximity of underage children, having alcohol available in a highly visible area, use of hand stamp or bracelet, etc.
- ❑ Alcohol shall not be served, sold or otherwise made available to an alcoholic or to an obviously intoxicated person.
- ❑ Any adult attending a school sponsored off campus event or trip or serving in a chaperone capacity cannot drink any alcohol while responsible for students.

POOL USAGE

Faculty/Staff Pool Usage: The Chadwick pool is for the exclusive use of Chadwick International Community students, faculty/staff and immediate family members only (i.e. named partners and children following the submission of a Faculty/staff Waiver Form to General Affairs). Faculty/staff usage is limited lifeguarded hours. Priority for use of the aquatic center will always go toward student learning. A Chadwick International faculty/staff member must be present within the enclosed pool area at all times during pool use by immediate family members and dependents. Unauthorized persons shall not be given access by any of the above members of the Chadwick International Community.

General Guidelines for use of the CI Aquatic Center:

- ❑ Immediate attention and respect must be given to the lifeguard (or other aquatic faculty members), their commands and their whistle blasts
- ❑ Three (3) strong, fast, whistle blasts signifies you to clear the water swiftly, silently and safely and then wait calmly for further instruction
- ❑ Pets, food, drink, gum, glass objects (including common electronic devices) and water guns are not permitted in the aquatics center
- ❑ Ensure access doors are closed at all times. No person should be on the pool deck, in the water or in the locker room area without the presence of a lifeguard or aquatics faculty member

- Emergency phone and panic button are located next to the pool office on the north wall
- Running, rough play, shoulder rides, throwing or launching others is not permitted
- Jumping and diving into shallow areas of the pool, bombing, jumping backwards, twisting or doing flips is not permitted
- Crossing through the lanes, hanging, sitting or standing on lane ropes is not permitted
- Only use stairs, wait your turn and hold railings firmly when getting in and out of the above ground pool. No climbing walls or sitting on the edge of the above ground pool
- Diving blocks are for competitions and competitive practices only, while the in-water platforms are for swim lesson use only and may only be used under the supervision of an aquatics faculty member
- Large flotation devices are not permitted without direct supervision of an aquatics faculty member
- Appropriate swim attire is a must. T-shirts, cut-offs, underpants, etc. are not permitted. Infants must wear swim diapers at all times
- If you have a medical condition complicated by physical exertion (such as swimming) you must identify it to a lifeguard or aquatic faculty member prior to each time entering the pool and have prepared common necessities for that condition (i.e. aspirin, asthma inhaler, insulin injection, etc.)
- Shoulder length hair and longer must be tied back or put into swim cap during pool use
- Shoes are not permitted on pool deck or in the locker rooms, except aqua shoes and flip-flops (or shoes designated for the pool deck only)
- Adults are encouraged to remember this is an international school intended for the use of children, use discretion in the showers and locker room areas
- Ensure all equipment is returned and stored safely back in its designated location

FINANCE GUIDELINES

Collection of tuition/fee and charges

- Any money which should be collected on behalf of the school operation should be deposited to the school's bank account directly
- Cash transaction between party interested and employee is not allowed
- A bank account can be assigned for specific purpose by applying request for bank account open process

Reimbursement

- School reimburse employee for necessary and reasonable business expenses which directly related to the operation of school
- Reimbursement requests along with payment evidence (tax invoice, receipt, credit card slip, etc.) need to get approval from supervisor before submitted to Finance team

- ❑ Properly approved requests will be collected and paid to vendor/employee bank account via wire transfer once a week

Credit Card

- ❑ The school credit card is provided to employee in consideration of business requirements
- ❑ Holder of school credit card is responsible for prudent use of card strictly for business purpose and timely reporting of the month spending
- ❑ Lose of a credit card should be reported to Finance team immediately

Purchasing

- ❑ Employee can purchase small items (supplies, stationeries, books, subscription, etc.), and claim through reimbursement process
- ❑ Purchase of item(s) over one million won should follow the purchasing process
- ❑ Purchasing office negotiate and select the vendor/supplier to secure the best benefit of the school

INTERNET, COMMUNICATION, TECHNOLOGY

Telephone Policies/Procedures: The School phone system is designed to provide access for faculty and staff to phone communications and to improve access to the School by our student and parent constituents. The procedures listed below are intended to provide guidance regarding access to and use of phones and voice-mail. The system is intended to strengthen the academic environment of the School and to provide faculty and staff with additional access for school-related matters and personal access under defined conditions. Any input or questions regarding the system or these procedures should be directed to the Business Office. Please assist us in controlling costs by using the phone system judiciously.

- ❑ **Area Code Access:** The telecommunications system as designed and programmed allows local and long distance including international calls.
- ❑ **119 Access:** All phones have access to 119 and if, in your judgment, conditions warrant a direct and immediate call, you should call immediately. The School Receptionist should then be notified to coordinate the School emergency communications system. The School Nurse should be informed and an accident report form should be completed and filed with the School Nurse.
- ❑ **Collect Calls:** Collect calls, except during an emergency, should not be accepted.
- ❑ **Use of Phones:** Use should generally be restricted to school-related business and should be brief.

- ❑ **Security/Access:** Make sure that others are not using your phone without permission and that access to the phone is as controlled as possible.
- ❑ **Phone Misuse:** Any abuse via the phone or voice-mail system should be saved on the system and reported immediately to the Business Office and the appropriate School Director.

Faculty/Staff Computer Use and Return Policy: Faculty/staff who are assigned a computer must return the computer to the Technology Department upon the end of the replacement cycle or upon the termination of employment. In the case of employment being terminated, the final employment check will be held by the Human Resources Department until this transaction has been completed. Equipment check-in should be part of the employment separation process.

If at the end of the replacement cycle, the computer is still in good working order, the Technology Department in communication with the faculty and/or staff member may extend the cycle for one year at a time. In general, the school will replace technology only as needed.

Repair and Maintenance: Problems with computers should be communicated using the online Technology Helpdesk on the F & S portal. Support is provided only for school-provided computers and related items.

Back Up: Faculty and staff are responsible for backing up their work. In the case of computer system failure, necessary service may result in the loss of all data on the computer's hard disk. Users are responsible to back up files either to the user's network home file or to other storage medium. Files stored on the network servers are backed up nightly.

System Configuration: Each school computer is configured to access the school's network and to provide each user with the appropriate software. Changes in system configuration, (e.g. adding or deleting software, customizing desktops) can result in serious errors and system failures. Resolving these problems is often time-consuming and costly. Please speak with a technology department for approval prior to making any significant changes to your computer.

Licensing: Employees should not add software to school computers that has been copied from friends or colleagues. As pirating software is a federal offense, any program loaded onto a school computer must comply with licensing agreements. All data and programs residing on network workstations and file servers are the property of Chadwick International School, and may not be downloaded, copied, moved, altered, or used outside the scope of employment under any circumstances without permission. Application software may not be uploaded to the school network, including desktops and laptops without prior approval from the Technology Department.

Damage and Loss: The replacement cost must be paid by the faculty or staff member in those cases of gross negligence or willful misconduct by the person who is assigned the laptop computer. Loss and/or damaged computers will be replaced as needed on an individual basis and on a schedule subject to resource and staff availability.

E-mail, Computer and Internet Provision: The computer system including all hard drives, soft drives, disks, software and the e-mail system is school property. Consequently, employees should not expect that information saved on school computers to be private. The school retains the right to monitor, access, retrieve, review, read and publish electronic files, including e-mail and records of internet use, and any information placed on a computer system. The school may over-ride individual passwords and access the computer system, including individual e-mail accounts and Internet use history, at any time.

E-mail: The e-mail system is school property and is to be used primarily for school business purposes. Faculty and staff should not place any messages on the e-mail system that, if disclosed, will be embarrassing to the school, the employee or the receiver. Use of e-mail for forwarding personal messages, under circumstances likely to embarrass the school, the sender or the receiver; for harassment of other employees, students or outside persons; for unlawful activity; for copyright violation or for emotional responses to business correspondence or work situations is prohibited and may result in serious discipline up to and including termination. Using the e-mail system for such purposes as soliciting or proselytizing for commercial ventures, religious or personal causes or outside organizations or other similar, non-related solicitations is a violation of school rules and may result in serious discipline up to and including termination. Deletion of e-mail messages by individuals does not necessarily remove such messages from the system and in some cases, deleted messages may still be accessed after deletion by an individual user. Accordingly, as with all school business communications, e-mail messages should be prudent and professional. Faculty and staff may not engage in the unauthorized use of other employee passwords or access the electronic mail of other employees without authorization.

Handling of Social Emails: Definition of social emails: Bulk emails, with the exception of those from the Sunshine Committee, created and distributed for the purpose of sharing information including, but not limited to, sales of personal items, social gatherings, and public events. All social emails are to be sent only to the songdo-fs-lounge@chadwickschool.org email group.

Everyone must opt-in to receive bulk emails sent to the songdo-fs-lounge@chadwickschool.org email group. When opted-in, individuals can choose the delivery options in the Groups menu in Google. All emails sent to the email group can be viewed at any time in the Google Groups menu.

Email Etiquette and Writing Rules:

- Be concise and to the point
- Use proper spelling, grammar, and punctuations
- Use proper structure and layout
- Use a meaningful subject - such as: "FYI", "Time sensitive/deadline approaching", "Action required/reply requested", "For Grade 10 Teachers only"
- Read before sending email
- Answer expeditious by within 24 hours
- Do not attach unnecessary and large files (keep the attachment size under 5 MB)
- Take care with abbreviations, colored text, and emoticons
- Do not send unnecessary bulk email
- Do not forward chain letters and virus hoaxes
- Don't reply to spam
- Do not copy a message or attachment without permission
- Avoid using email to discuss confidential information
- Only use the "reply-all" option, if the message is truly relevant to all. However, as a general rule, a simple "reply" to the sender should suffice.

Use e-mail wisely as an educational resource. The network may not be used to access or download obscene or inappropriate material. The school provides each faculty and staff member access to the school's e-mail server by means of an e-mail address. Use of the school's e-mail service should be consistent with the established policy regarding use of school equipment and property as stated. The general form of individual e-mail address will be: **first initial + last name@chadwickschool.org**

Internet and Computer Use: The School may monitor internet usage including web sites accessed and information downloaded. Deletion of information does not necessarily remove it from the computer system. The computer system should be used primarily for legitimate school business. Improper use of the computer system to access, transmit, download or read any other information is prohibited. Use of school equipment to access websites relating to adult material, gambling or non-school business will result in serious discipline up to and including termination.

Copyright: No person may publish or store in personal accounts/directories/folders any material that violates or infringes any copyright, trademark, patent, statutory or common law or the proprietary rights of others.

Web Page General Rules: These policies have been established to encourage safe and responsible use of the school web server for posting school-related work.

PUBLICATION AND WEBSITE SUBMISSIONS

The Office of Communications is responsible for managing all of the school's publications, including Website copy. From time to time, members of the faculty and staff may be asked to contribute articles for publications or for the school's Web site.

It is important to note that Chadwick uses AP Style – a set of rules developed by the Associated Press as a guide to ensuring consistent use of capitalization, abbreviation, publications, spelling, numerals and other grammatical issues in written communications – in all of its publications, including the school's Web site. While other stylebooks exist, including those geared toward academic papers and scholarly writing, AP Style is the one to use when creating materials that represent Chadwick International.

Faculty and staff members who submit articles for external audiences do not need to have a thorough knowledge of AP Style – the Office of Communications will edit submissions accordingly. Contributors should keep in mind that AP Style is not meant to replace the academic style guides that Chadwick faculty and students use when writing class papers. It is simply a different style, used when writing material for an external audience, such as brochures, articles, press releases, letters, Web pages, memos and other Chadwick publications.

Basic Rules and Design Guidelines: All pages will include the approved web site basic design so as to keep the consistency of the Web site. Refer to Communications Department guidelines.

“Students may be identified by:

- First and last name, without a picture
- Picture with no name
- Action/group shot with first and last names, but individual students are not identified as to where they appear in the photo.”
- Pages are uploaded to the Web site by the Technology Department after approval.”

Creating Grade level and teacher Pages: Grade level and teacher pages are created through F & S portal website and reside behind a password protected page. Their sole use is to communicate with students and, on occasion, parents. The pages are not available to the general public. Teachers are responsible for content, updates and maintenance. Students may assist with the process as long as teachers accept responsibility for information.

Creating Class Projects for the Web: Teachers are responsible for Web based class projects and should work with the Technology Department as needed.

School-Sponsored Organizations, School Clubs, and Parent Groups: School-sponsored organizations, clubs and school and parent groups must meet Basic Rules and Design Guidelines and be approved by the Communications Director. Contact the Technology Department for web related projects.

SOCIAL MEDIA POLICY

Introduction : Chadwick International (“CI”) understands that its employees use social media sites to share events in their lives, to communicate, and to discuss their opinions with others, including family, friends and co-workers. However, the use of social media may present certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, CI has established this policy and guidelines for appropriate use of social media.

In the rapidly expanding world of electronic communication, *social media* can mean many things. In general, social media encompasses the various activities that integrate technology, social interaction, and content creation. Through social media, individuals can create Web content, can organize, edit or comment on content, as well as combine and share content on their own web site or on someone else’s website. Social media uses many technologies and forms, including Web feeds, blogs, wikis, photography and video sharing, web logs, journals, diaries, chat rooms, bulletin boards, affinity web sites, podcasts, social networking, fan sites, mash ups, and virtual worlds.

Understand Your Rights and Responsibilities in Using Social Media Technology : Use good and ethical judgment. To the extent your social media use impacts CI employees and students, follow CI policies and regulations as applicable, including but not limited to those that protect individual privacy rights, anti-discrimination, bullying and harassment policies, the anti-workplace violence policy and other relevant CI policies.

Keep in mind that if your conduct adversely affects your job performance, the performance of your co-workers, is detrimental to the mission and function of CI, or otherwise adversely affects students served by CI, people who work on behalf of CI or CI’s legitimate business interests, CI may take disciplinary action against you up to and including termination.

It should be noted that nothing in this policy is intended to infringe on the rights of employees to discuss wages, hours or working conditions.

You are more likely to resolve work-related complaints by speaking directly with your co-workers or via other channels such as by speaking with the CI’s Human Resource Department, or by filing an internal complaint, if applicable. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, or threatening, or that might constitute harassment or

bullying. Examples of such conduct might include offensive posts that could contribute to a hostile work environment on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or any other status protected by law or CI policy. Examples of threatening conduct include posting material that would make a reasonable person afraid for his or her safety or the safety of his or her family.

Strive for accuracy and full disclosure in any blog or post. Include a link to your sources of information. If you make a mistake, correct the information, or retract it promptly. Never post any information or rumors that you know to be false about CI, your co-workers, students, families served by CI, or people working on behalf of CI.

Do not disclose information that may violate CI's rights or the rights of students, families served by CI, or your co-workers. For example, do not disclose another individual's social security number (or national identification number), medical information, financial information or a student's grades in a manner that violates that person's rights.

If you publish a blog or post online related to the work you do or subjects associated with School, make it clear that you are not speaking on behalf of School. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the School."

If you want to keep your personal life separate from your professional or work life, use privacy settings to restrict personal information on public sites. Consider who you invite or accept to join your social network as those individuals will have access to your profile, photographs, etc.

Understand that even if you have private setting, those you invite into your network can easily, print, save, cut, paste, modify or publish anything you post. Material can be archived on the Internet even after you remove it.

Using Personal Social Media at Work : You must never use CI Electronic Communications Resources, or work time, for your personal social media use. Do not use CI email addresses to register on social networks, blogs or other online tools utilized for personal use.

Special Rules regarding Friending Students, Parents and Alumni :

Definition : "Friending" or "Friend" refers to adding or including an individual as a contact, buddy, link, connection, subscriber, follower, or any other word used by a Social Media company to refer to an affiliate of the employee's social media account.

"Friending" Students : CI employees may not initiate or accept social media friend or contact requests from current students (of any age) or former students under the age of 18 without both the School and the student's parents' consent, and unless the employee complies with the site's terms of use agreement or rules. CI employee should submit the parents' written and signed consent along with a letter informing CI for the need to accept the student's friend or

social media contact request. The employee must submit the written request to the attention of the Head of School who will use his or her discretion in considering the request. These situations arise in very limited circumstances, for example, where CI employee has a familial relationship with the student. CI employees who communicate on social media sites with students expose themselves to risks associated with the postings and images on student pages as well as the risk associated with the impression that some students have greater access to feedback or other communication with the School employee. Teachers have a unique relationship with students that includes grading, evaluating and providing students with feedback. This is a role of power and authority- the teacher/student relationship is not one of equals. Employees are reminded that they are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers such as writing personal letters or e-mails; communicating with students outside of CI on topics unrelated to homework or class work; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a CI counselor); and engaging in sexualized dialogue.

“Friending” Parents : CI employees should use discretion when "friending" or accepting as a contact any current or past parents of students. Please consider that social media relationships may give the appearance of a level of access to a CI employee that is different from parents who are not members of the social network. This social network relationship may also present a conflict between the personal and professional boundaries that are necessary within the CI community. Importantly, all official or CI business communication by employees must occur from the CI’s official communications resources, such as CI’s email.

Friending Alumni Korean Age 19 and Over : Employees may friend alumni who are age 19 and over. When doing so, recognize that many former students have online connections with current students (including younger siblings and underclassmen friends), and that information shared between CI-related adults and recent alumni is likely to be seen by current students as well.

Use of Social Networks for Development/Alumni Relations Purposes : CI may determine that it is in its best interests to establish or maintain a social media presence (e.g., such as a Facebook page) for development, alumni relations, internal marketing, or other CI-related purposes. All official contacts or postings to this site or sites will be initiated under the sole direction of the Head of School.

SOLICITATION AND DISTRIBUTION OF LITERATURE

In order to avoid disruption of school operations, the following rules shall apply to solicitations and distribution of literature on school property:

- ❑ Outsiders. Persons who are not employed by or authorized agents of the school may not solicit or distribute literature on the school property.
- ❑ Employees and agents of the school. Employees and agents of the school may not solicit or distribute literature during working time for any purpose. Employees and agents of the school may not distribute literature at any time for any purpose in working areas. "Working time" includes the working time of both the employee doing the soliciting and distributing and the employee to whom the soliciting and distributing is being directed. "Working time" does not include break or meal periods or any other specified periods during the work day when employees are properly not engaged in performing their work tasks.

APPENDIX

Please click [HERE](#) to submit your signature that acknowledges the receipt of the SY2017/18 Chadwick International Employee Handbook, and an understanding that it sets forth the terms and conditions of employment as well as the privileges, duties, responsibilities, and obligations of employment with Chadwick, except as otherwise provided in current employment contract, if any.

The School may change, rescind, or add to the policies, benefits, or practices described in the Handbook from time to time in its sole and absolute discretion with or without prior notice. Employees will be advised of material changes within a reasonable time.

A signature acknowledges responsibility to have read and be aware of the provisions of the handbook.