

JAUNT



EMPLOYEE HANDBOOK

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Proposed for Adoption by Jaunt, Inc. Board of Directors

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WELCOME TO JAUNT!

Welcome to Jaunt. We are pleased you have chosen to be part of our team.

For more than 50 years, Jaunt has connected people to the places, services, opportunities, and people that matter in their lives. That work is only possible because of the people who show up every day to make it happen.

No matter your role, you are part of that work. How we treat one another, how we serve our passengers and communities, and how we work together all matter. Our values, **People, Service, and Connection**, reflect who we strive to be and how we want others to experience Jaunt.

As you begin your time with Jaunt, we encourage you to ask questions, get to know the people around you, and take pride in the role you play in our organization and our community. We are excited to have you as part of Jaunt and look forward to what we will accomplish together.

Jaunt's Values

People

- We treat others the way they want to be treated.
- We celebrate difference.
- We ensure confidentiality.
- We balance consistency and flexibility.
- We treat everyone with dignity and respect.
- We believe everyone deserves a workplace where they are safe, valued, and respected.

Service

- We demonstrate a growth mindset.
- We focus on solutions.
- We develop expertise to create better outcomes.
- We demonstrate care and attention at all times.
- We are accountable for meeting community needs.
- We continually innovate to meet the needs of today and tomorrow.

Connection

- We listen for understanding.
- We work to build trust every day.
- We are available and approachable.
- We value feedback.
- We demonstrate empathy.
- We communicate directly with openness and honesty.
- We seek repair when we make mistakes.

Our History

Jaunt began providing transportation to human service agency clients in 1975 and later expanded its services to carry the public. Initially established as a nonprofit corporation, Jaunt became a stock corporation with shares owned by the local governments of Charlottesville, Albemarle, Fluvanna, Louisa, and Nelson Counties. These localities appoint directors to Jaunt's governing board. Jaunt receives funding from local, state, and federal governments, as well as human service agency fees.

Handbook Purpose

This Handbook provides employees and supervisors with information about Jaunt's employment policies, workplace expectations, benefits, and responsibilities. Unless otherwise stated, it applies to all full-time and part-time employees.

Some employees are subject to additional policies, procedures, safety plans, position-specific handbooks, or operational requirements based on their roles. These materials supplement this Employee Handbook and may establish additional or more specific requirements for particular positions. Employees are responsible for complying with all policies and requirements applicable to their positions.

Transit Operators are also subject to the Jaunt Operator Handbook. The Operator Handbook supplements this Employee Handbook by establishing additional operational, safety, training, customer service, and performance requirements specific to Transit Operators. When the Operator Handbook establishes a more specific requirement applicable to Transit Operators, that requirement applies. General employment policies, benefits, and workplace expectations are governed by this Employee Handbook unless otherwise specifically stated or required by law.

Individuals who provide services to Jaunt through staffing agencies, contractors, or other vendors are not Jaunt employees for purposes of this Handbook unless otherwise required by law or specifically provided by agreement.

The CEO and individuals authorized by the CEO are responsible for administering and enforcing Jaunt policies and may establish additional rules or procedures necessary to support Jaunt's operations.

This Handbook is intended as a guide and does not create a contract of employment or guarantee employment for any specific period of time. Jaunt may revise, add to, suspend, or discontinue policies and procedures when appropriate. Employees will be informed of significant changes through appropriate communication channels.

If employees have questions about this Handbook or how a policy applies, they are encouraged to contact their supervisor or Human Resources.

1. EMPLOYMENT AT JAUNT

1.1 Employment At-Will

Employment with Jaunt is at-will. This means that either Jaunt or the employee may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law.

Nothing in this Handbook creates or is intended to create a contract of employment or a guarantee of employment for any specific period of time.

Authority to hire, promote, demote, transfer, suspend, discipline, or separate employees is vested in the CEO, the CEO's designees, and others as authorized by Jaunt policy.

1.2 Equal Employment Opportunity

Jaunt provides equal employment and advancement opportunities to all qualified individuals without regard to race, color, religion, sex, pregnancy, childbirth or related medical conditions, including lactation, sexual orientation, gender identity, marital status, age, disability, genetic information, ethnic or national origin, military or veteran status, or any other status protected by applicable federal, state, or local law.

Equal employment opportunity applies to all aspects of employment, including recruitment, application, hiring, compensation, training, benefits, promotion, demotion, transfer, discipline, layoff, and termination.

1.3 Commitment to Inclusion

Jaunt is committed to creating and maintaining a workplace where employees have the opportunity to participate, contribute, and be valued for their skills, experience, and perspectives. This commitment is reflected in how we work with one another and how we serve our community.

Jaunt also expects the vendors and partners with whom we work to treat people with dignity and respect and to support workplaces free from discrimination, harassment, retaliation, bullying, and other misconduct.

1.4 Reasonable Accommodations

Jaunt provides reasonable accommodations to qualified applicants and employees with disabilities under the Americans with Disabilities Act (ADA). Employees who need an accommodation should contact Human Resources. Jaunt will work with the employee through an individualized interactive process to identify an appropriate reasonable accommodation, unless doing so would create an undue hardship.

Jaunt also provides reasonable accommodations for an employee's sincerely held religious beliefs, practices, or observances under Title VII, unless doing so would create an undue hardship.

Employees are encouraged to contact Human Resources when an accommodation may be needed. Jaunt prohibits retaliation against any applicant or employee for requesting an accommodation or participating in the accommodation process.

1.5 Background Checks

Employment with Jaunt may be contingent on satisfactory completion of required pre-employment screening, which may include criminal background screening, motor vehicle record screening, financial or credit screening for designated positions, and other screening appropriate to the position. Background checks may also be conducted after hire when job responsibilities change, when required for a position, or when otherwise appropriate and permitted by law.

Positions with significant financial, fiduciary, technology, data security, or other sensitive responsibilities may be subject to additional screening based on job responsibilities. A criminal record does not automatically disqualify an applicant or employee. Jaunt considers background-check information in relation to the position and other relevant circumstances. When Jaunt obtains a background report from a third-party consumer reporting agency, Jaunt will comply with the Fair Credit Reporting Act (FCRA). Before taking adverse action based on information obtained through a background check, Jaunt will provide required notices and an opportunity to respond.

1.6 I-9 Compliance

Jaunt complies with federal employment eligibility verification requirements. Employees must complete the I-9 within three days of the date of hire and provide acceptable documentation establishing identity and authorization to work in the United States. Jaunt will complete reverification when required by law.

1.7 Nepotism and Workplace Relationships

Jaunt makes employment decisions based on qualifications and business needs. A qualified family member, household member, or partner of an employee may be considered for employment when the relationship does not create a direct supervisor-subordinate relationship or an actual or apparent conflict of interest.

Related employees may not influence one another's wages, hours, benefits, performance evaluations, hiring decisions, career progression, or other terms and conditions of employment. Employees who marry, enter a domestic or romantic relationship, or become members of the same household in a way that creates a reporting or conflict issue must notify Human Resources.

Jaunt will evaluate available options, which may include changes in reporting relationships, reassignment, transfer, or other action necessary to resolve the conflict. Human Resources and appropriate leadership will manage situations involving relationships within the chain of command.

1.8 Employee Referral Program

Jaunt encourages employees to refer qualified individuals for employment. An employee who refers an individual who is subsequently hired by Jaunt and successfully completes the applicable probationary period is eligible for a \$500 referral bonus.

The referral must be identified through Jaunt's established referral process before or at the time the candidate applies for employment. Referral bonuses will be processed through payroll following successful completion of the referred employee's probationary period.

Participation in the Employee Referral Program is voluntary. Referral of a candidate does not guarantee an interview or employment, and all applicants will be evaluated through Jaunt's normal hiring process.

Jaunt reserves the right to modify, suspend, or discontinue the Employee Referral Program, including the referral bonus amount and eligibility requirements, at any time.

1.9 Open Door Policy

Jaunt encourages employees to raise questions, concerns, ideas, and workplace issues. Employees may speak with their supervisor when appropriate or contact Human Resources or another member of management.

Employees are not required to report through their immediate supervisor when another reporting option is more appropriate. Specific policies provide additional reporting channels for harassment, discrimination, retaliation, safety concerns, and suspected wrongdoing.

1.10 Employee Grievance Process

Jaunt encourages employees to raise workplace concerns and seek resolution when they disagree with an employment decision, disciplinary action, workplace practice, or the application of a Jaunt policy.

Whenever appropriate, employees are encouraged to first discuss the concern with their supervisor. If the concern involves the employee's supervisor, the employee is uncomfortable raising the matter with the supervisor, or the matter remains unresolved, the employee may contact Human Resources or the next appropriate level of management.

An employee who wishes to request formal review must submit the concern in writing to Human Resources. The grievance must briefly describe the decision or action being challenged, the reason the employee believes reconsideration is appropriate, and the resolution being requested.

Human Resources will coordinate an appropriate review and may gather additional information or meet with the employee and others involved. When practical, the review will include a management representative who was not the original decision-maker. The employee will be informed of the outcome following the review.

If the employee continues to disagree with the outcome, the employee may request final review by the CEO or the CEO's designee. The determination following final review will conclude Jaunt's internal grievance process.

Jaunt prohibits retaliation against an employee for raising or participating in a good-faith grievance. This process does not replace reporting procedures for discrimination, harassment, retaliation, safety concerns, whistleblower matters, or other legally protected complaints. Employees may use the reporting channels provided in those policies at any time.

1.11 Employee Classifications

Employees are classified as full-time or part-time and as exempt or non-exempt based on the position and applicable wage and hour requirements.

- Full-time employees are generally scheduled to work 30 to 40 hours per week and are eligible for benefit plans subject to applicable plan terms.
- Part-time employees generally work 29 or fewer hours per week and may have a variable schedule. Eligibility for paid leave or other programs is governed by the specific policy or plan terms.
- Exempt employees hold positions that meet applicable exemption requirements under the Fair Labor Standards Act and generally are not eligible for overtime pay.
- Non-exempt employees are eligible for overtime pay as required by applicable law.
- New employees serve a three-month probationary period as described in Section 1.12.

1.12 Probationary Period

New employees serve a three-month probationary period designed to support training, orientation, feedback, and evaluation. The probationary period does not change the at-will employment relationship.

When additional time is appropriate to evaluate performance, complete required training or credentials, or address other job-related circumstances, Jaunt may extend the probationary period.

Employees may use available Annual Leave and Sick Leave during the probationary period subject to the normal approval and use rules. The probationary period does not, by itself, restrict an employee from applying for or transferring to another position. Supervisors are expected to provide regular feedback during the probationary period.

1.13 Onboarding

Onboarding begins before or at the start of employment and is coordinated by Human Resources with the employee's supervisor and department. New employees receive information about their role, Jaunt's policies and expectations, required employment documentation, benefits when applicable, and resources needed to begin work successfully.

Employees will receive or be given access to this Handbook and are expected to complete the handbook acknowledgment. Operators also receive position-specific onboarding and are responsible for following the Jaunt Operator Handbook.

1.14 Pay, Timekeeping, and Overtime

Employees are paid bi-weekly on Friday. When a designated holiday falls on Friday, payroll is normally issued on Thursday.

Non-exempt employees must accurately record all time worked and may not work off the clock. Overtime should be approved in advance; however, all time actually worked must be reported and will be paid. Unauthorized overtime may result in corrective action. Jaunt will maintain the salary basis required for exempt employees. Employees who believe an improper salary deduction occurred should contact Human Resources. Payroll deductions will be made only when required, authorized, or otherwise permitted by law.

Discretionary raises may be granted within approved pay ranges based on job performance and other relevant considerations. Employees who have reached the maximum of their salary range may be considered for a discretionary lump-sum payment in lieu of an increase to base salary. Any such payment is subject to approval by the CEO.

Safety & Attendance Bonus

Jaunt recognizes employees who demonstrate a strong commitment to workplace safety and dependable attendance through quarterly bonus incentives.

Eligibility Period

Employees become eligible to participate in the Safety and Attendance Bonus Program upon successful completion of their three-month probationary period. Eligibility begins with the first full calendar quarter following completion of the probationary period.

Employees must be actively employed and in an eligible position on the date the bonus is paid.

Safety Bonus (Operators and Mechanics Only)

Operators and Mechanics are eligible to receive a \$100 quarterly safety bonus based on successful completion of required safety assessments and compliance with company safety standards.

Attendance Bonus (All Non-Exempt Staff)

All non-exempt employees are eligible to receive a \$50 quarterly attendance bonus based on attendance occurrences and compliance with company attendance policies and attendance requirements.

To qualify for quarterly bonus payments, employees must:

- Remain actively employed through the applicable payout date
- Maintain satisfactory job performance
- Have zero attendance occurrences or meet applicable attendance standards for their position during the applicable quarter
- Remain in good standing with Jaunt

Management reserves the right to review and determine bonus eligibility based on policy compliance and employment status. Jaunt reserves the right to modify, suspend, or discontinue bonus programs at any time.

1.15 Work Schedules

Supervisors may establish or modify work schedules based on staffing, service, and business needs. Non-exempt employees are expected to work their assigned schedules and accurately record all time worked.

General office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. Employees are generally expected to be available during the normal working hours applicable to their positions; however, schedules may vary based on job responsibilities, operational needs, and approved work arrangements.

Jaunt operates service 364 days per year, and schedule expectations vary by role. Employees approved for telecommuting are also subject to Section 4.3.

1.16 Breaks

Non-exempt employees who work more than six hours are required to take a 30-minute unpaid meal period. Employees must be fully relieved of work duties during the meal period.

If an employee performs work during a meal period, the employee must accurately report that time so that all time worked is recorded and paid.

1.17 Benefits

Jaunt offers a benefits package designed to support employees' health, financial security, and retirement planning. Eligibility and coverage vary by benefit and employee classification.

This section provides a general overview only. The official plan documents, Summary Plan Descriptions, insurance contracts, and other governing materials control eligibility,

coverage, contributions, benefit amounts, waiting periods, and other plan terms. If this Handbook conflicts with an official plan document, the plan document controls.

Jaunt reserves the right to amend, modify, or discontinue benefit plans. Employees should contact Human Resources or review current plan materials for detailed benefit information.

Medical, Dental, and Vision Insurance

Eligible full-time employees may participate in Jaunt's medical, dental, and vision plans. Jaunt pays a portion of the cost of coverage. Employees may elect coverage for eligible dependents and are responsible for the applicable employee and dependent contributions.

Group Life and Long-Term Disability Insurance

Jaunt provides eligible full-time employees with group life insurance and long-term disability coverage at no cost to the employee, subject to the terms of the applicable plans.

Supplemental Insurance

Employees may have access to voluntary supplemental insurance benefits, such as accident, short-term disability, hospital, cancer, or other supplemental coverage. These benefits are generally employee-paid through payroll deduction. Availability, portability, and other terms are governed by the applicable plans.

Retirement Savings, 457 Plan

Jaunt offers eligible employees the opportunity to save for retirement through its 457 deferred compensation plan. Employees may contribute a portion of their pay through payroll deductions, subject to plan and federal contribution limits.

Jaunt also provides a matching contribution to eligible employee contributions in accordance with the current terms of the retirement plan. Eligibility, the amount and structure of the match, investment options, vesting, enrollment, distributions, and other plan provisions are governed by the official plan documents.

Employees should contact Human Resources for current retirement-plan information, enrollment assistance, or questions about their account.

COBRA Continuation Coverage

Employees and covered dependents who lose group health coverage because of certain qualifying events may have the right to temporarily continue coverage at their own expense under the Consolidated Omnibus Budget Reconciliation Act, commonly known as COBRA.

Qualifying events may include termination of employment or a reduction in hours that results in loss of coverage, as well as certain events affecting a covered dependent, such as divorce, legal separation, death of the covered employee, or loss of dependent eligibility.

FMLA leave itself is not a COBRA qualifying event. However, COBRA continuation rights may arise if FMLA leave ends, the employee does not return to work, and group health coverage is lost, or when another COBRA qualifying event occurs.

When COBRA applies, eligible individuals will receive information describing their continuation rights, election deadlines, cost of coverage, and the length of time coverage may continue. Employees and dependents are responsible for notifying Human Resources of certain qualifying events when required. COBRA rights and obligations are governed by federal law and the plan documents.

Workers' Compensation

Jaunt provides Workers' Compensation coverage in accordance with Virginia law. Employees must promptly report work-related injuries or illnesses to their supervisor and Human Resources, regardless of severity.

Emergency medical treatment should be obtained when necessary. For non-emergency treatment, employees are expected to follow Jaunt's Workers' Compensation procedures, including applicable authorized-provider requirements.

Employee Assistance Program

Jaunt provides access to an Employee Assistance Program, or EAP, for eligible employees and their immediate family members. The EAP provides confidential support and counseling resources for personal or work-related concerns. Employees should contact Human Resources for current program and contact information.

1.18 Personal Appearance and Dress

Employees are expected to use good judgment in selecting clothing and personal appearance appropriate for their workday. Appropriate attire may vary depending on an employee's duties, scheduled meetings, anticipated interaction with passengers, visitors, community partners, or the public, and any applicable safety requirements.

Jaunt recognizes that casual clothing may be appropriate for employees whose work that day does not involve expected customer- or public-facing responsibilities. Employees should consider their scheduled activities and work environment when selecting attire and should be prepared to adjust when work responsibilities or circumstances require a different level of dress.

Regardless of the work setting, clothing should be clean, in good condition, provide appropriate workplace coverage, and not interfere with the safe performance of job

duties. Clothing displaying discriminatory, threatening, obscene, or otherwise inappropriate words or images is not permitted.

Supervisors are responsible for addressing dress or appearance concerns consistently and in consultation with Human Resources when needed. Please note that some positions have specific uniform, footwear, identification, grooming, or safety requirements based on job responsibilities. Operators are subject to the appearance and dress requirements contained in the Jaunt Operator Handbook.

Employees who need an exception or accommodation related to dress or grooming should contact Human Resources in accordance with Section 1.4.

1.19 Communication, Visitors, and Electronic Communications

Employees are expected to use good judgment with personal telephone and cell phone use during working time. Personal use should be reasonable and should not interfere with job performance, safety, customer service, or operations.

Employees may not text, read messages, or otherwise use a handheld device while operating a Jaunt vehicle or while driving on Jaunt business. An employee who needs to use a device must first stop in a safe location. Lawful hands-free use may be permitted when appropriate for the position. Operators must follow any stricter requirements in the Jaunt Operator Handbook.

Visitors may enter only authorized areas of Jaunt facilities. Employees must help protect workplace safety, equipment, confidential information, and secure areas when hosting or interacting with visitors. Jaunt's technology and electronic communication systems are governed by Section 4.7.

1.20 Smoking and Vaping

Smoking and vaping are not permitted in Jaunt buildings or vehicles. Employees may not smoke or vape while driving or while serving passengers. Smoking and vaping may occur only in designated areas and during times when the employee is otherwise permitted to take a break. Tobacco and vaping waste must be disposed of appropriately.

1.21 Use of Jaunt Vehicles

Jaunt vehicles are intended for authorized business purposes. Personal use of a Jaunt vehicle requires prior approval from the CEO.

Employees using Jaunt vehicles must comply with all applicable safety, vehicle, licensing, and insurance requirements, as well as any position-specific rules in the Operator Handbook or other Jaunt procedures.

1.22 Workplace Violence and Weapons

Jaunt is committed to maintaining a workplace free from violence, threats, intimidation, and other conduct that creates a safety concern. Employees should promptly report concerns to a supervisor, Human Resources, or another member of management. In an emergency or immediate threat, employees should contact 911.

Except as permitted by law, firearms and other weapons are prohibited in Jaunt buildings, Jaunt-owned or leased vehicles, and other prohibited work areas. Employees may store a lawfully possessed firearm and ammunition in a locked private vehicle on Jaunt property, provided it remains secured and stored in accordance with applicable law.

Violations of this policy, including threatening, displaying, brandishing, or using a weapon improperly, may result in disciplinary action, up to and including termination.

1.23 Criminal Activity and Traffic Violations

Employees must promptly report criminal charges, convictions, or other legal matters that could reasonably affect their ability to perform their jobs, maintain required licenses or credentials, protect safety, or fulfill Jaunt responsibilities. Employees who drive for Jaunt must also promptly report moving violations and any suspension, restriction, or revocation of driving privileges.

Jaunt will review the circumstances and the relationship of the matter to the employee's position. Depending on safety, licensing, operational, or other business considerations, Jaunt may determine whether the employee will continue working, be reassigned, or be temporarily removed from certain duties while the matter is reviewed.

1.24 Outside Employment and Conflicts of Interest

Employees may engage in outside employment or other business activities provided they do not interfere with the employee's work schedule, attendance, performance, or responsibilities at Jaunt and do not create an actual or apparent conflict of interest.

Employees may not use Jaunt vehicles, facilities, equipment, supplies, confidential information, work time, or other resources for outside business activities unless specifically authorized.

Employees in safety-sensitive positions may be subject to additional requirements or limitations related to outside employment, including hours-of-service and fatigue-management requirements.

Employees who are unsure whether an outside activity creates a conflict, interferes with their Jaunt responsibilities, or is subject to additional requirements should contact Human Resources.

1.25 Drug-Free Workplace

Jaunt is committed to maintaining a safe, drug-free workplace. Employees may not unlawfully manufacture, distribute, possess, use, or be under the influence of controlled substances or alcohol while on Jaunt property, in Jaunt vehicles, or while conducting Jaunt business.

Employees must promptly report criminal drug charges to Human Resources. Violations may result in corrective action up to and including termination, depending on the circumstances involved.

All individuals offered employment with Jaunt are required to successfully complete Jaunt's pre-employment drug screening requirements as a condition of employment.

Employees in safety-sensitive positions and other employees subject to ongoing drug and alcohol testing must also comply with Jaunt's applicable Drug and Alcohol Safety Plan and all applicable testing requirements.

Any Operator who tests positive for a prohibited substance or refuses to submit to a required drug or alcohol test will be immediately removed from safety-sensitive duties in accordance with applicable DOT and FTA regulations. Such violations may result in disciplinary action, up to and including termination, consistent with Jaunt policy and applicable law.

1.26 Safety

Jaunt is committed to providing safe transportation and maintaining a safe and healthy workplace. All employees are expected to follow applicable safety practices, procedures, and training; use equipment and facilities safely; and promptly report unsafe conditions, hazards, injuries, illnesses, or other safety concerns to their supervisor. No employee should knowingly take an action that creates an unreasonable risk to passengers, coworkers, the public, or themselves.

Employees must follow all safety requirements applicable to their position and work environment. Operators and other employees who operate Jaunt vehicles are also responsible for complying with applicable vehicle safety procedures, required training, and the Jaunt Operator Handbook.

Work-related injuries, illnesses, vehicle incidents, accidents, exposures, and other workplace safety events must be reported promptly in accordance with Jaunt's applicable reporting and Workers' Compensation procedures.

Bloodborne Pathogens and Exposure Control

Employees whose work may involve exposure to blood or other potentially infectious materials must follow Jaunt's Exposure Control Plan, use required personal protective equipment, follow clean-up and disposal procedures, and promptly report exposures.

The detailed Exposure Control Plan is maintained as a separate controlled safety document.

1.27 Business-Related Expenses

Authorized employees may use Jaunt-issued credit cards for approved business-related expenses. All credit card use is subject to the requirements outlined in the Purchases by Credit Card section of Jaunt's Financial and Grants Management Policy, as well as applicable Finance and Procurement procedures.

Business expenses must be appropriately authorized, documented, and submitted for reimbursement in accordance with current Finance requirements. Personal use of Jaunt-issued credit cards is prohibited.

Questions regarding credit card use, purchasing authority, or expense reimbursement should be directed to the CFAO or Finance.

1.28 Conduct Expectations

Jaunt is committed to a workplace grounded in respect, fairness, accountability, and service. Employees are expected to conduct themselves in a manner consistent with Jaunt's Values and to understand that their behavior can affect coworkers, customers, community members, and the organization as a whole. Jaunt's Values help guide workplace expectations, performance, professional development, and day-to-day decision-making.

Expected Conduct

- Act honestly, openly, and responsibly.
- Communicate respectfully, including during disagreements or difficult conversations.
- Treat coworkers, supervisors, customers, and community members with dignity and respect.
- Perform work to the best of your ability and strive for quality service.
- Accept responsibility for actions and decisions.
- Follow appropriate reporting and communication channels.
- Protect Jaunt property and resources.
- Work safely and avoid endangering yourself or others.
- Report to work as scheduled and ready to perform assigned duties.

Undesirable Conduct

Conduct that may result in corrective action includes, but is not limited to:

- Insubordination or refusal to perform assigned responsibilities.
- Failure to meet reasonable performance expectations.
- Misuse, damage, or unauthorized personal use of Jaunt property or resources.
- Sleeping while responsible for work duties.

- Conduct that creates an unreasonable safety risk.
- Dishonesty or other serious misconduct.
- Other behavior inconsistent with Jaunt policy or workplace expectations.

Attendance and punctuality are addressed in Section 4.1 Attendance Policy. Conduct that does not meet Jaunt's expectations may result in corrective action consistent with Section 4.10 Discipline Policy.

Employees are responsible for understanding and following Jaunt policies and for raising questions with their supervisor or Human Resources when expectations are unclear.

1.29 Performance Management and Employment Records

Jaunt is committed to meaningful performance feedback. Supervisors should provide employees with ongoing feedback throughout the year and formal performance evaluations on a regular basis.

Evaluations may consider quality and quantity of work, job knowledge, initiative, attendance, conduct, service, achievement of role expectations, and other factors relevant to the position. Performance information may be considered in development, promotion, compensation, corrective action, and other employment decisions.

Performance Improvement

A Performance Improvement Plan may be used when structured improvement is appropriate. A plan may identify performance concerns, expected improvements, available support, timeframes, and follow-up. The structure and duration may vary depending on the circumstances.

Promotion and Transfer

Employees are encouraged to apply for positions for which they are qualified. Jaunt may recruit internally, externally, or both, based on business needs. Selection decisions are based on qualifications, performance, experience, and other relevant factors.

Employment Records

Jaunt maintains employment records needed to administer the employment relationship. Employees are responsible for keeping personal and employment information current through Jaunt's designated HR system or Human Resources.

Personnel records are Jaunt property and are maintained securely. Access is limited to individuals with a legitimate business or legal need. Medical and other legally protected confidential information will be maintained separately as appropriate. Employees may request to review their personnel file through Human Resources in accordance with Jaunt's procedures.

1.30 Confidential Nature of Work

Employees may have access to confidential or non-public personnel, passenger, customer, financial, security, operational, medical, or business information. Employees may access and use such information only as needed to perform their jobs and may not disclose it to unauthorized individuals.

Employees must safeguard confidential information in verbal, paper, and electronic form and must not leave sensitive information accessible to unauthorized persons. Requests for information that fall outside an employee's assigned responsibilities should be referred to a supervisor, Human Resources, or another appropriate department. These confidentiality responsibilities continue after employment ends to the extent permitted by law.

Nothing in this policy prohibits employees from discussing their own wages, hours, or working conditions or engaging in other protected activity.

2. LEAVE

Leave is an authorized absence from work, with or without pay. Employees are expected to follow the notice and approval requirements applicable to the type of leave requested. Staffing and operational needs may be considered when leave is discretionary. Nothing in this section limits leave, accommodation, or other rights protected by law.

2.1 Holidays

Jaunt provides the following designated holidays for eligible full-time employees: New Year's Day; Martin Luther King Jr. Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Thanksgiving Day and the Friday following Thanksgiving; Christmas Eve; and Christmas Day. When an official holiday falls on a weekend, Jaunt will communicate the observed business-office holiday schedule.

Full-time employees receive eight hours of holiday pay for each designated holiday. Part-time employees are not eligible for holiday pay. Holiday pay is not considered hours worked for overtime purposes.

Employees must work their scheduled workday immediately before and after a holiday, or be on approved paid leave, to receive holiday pay, unless otherwise required by law or approved by Human Resources.

Non-exempt employees who are approved to work on a designated Jaunt holiday will receive one and one-half times their regular rate for actual hours worked in addition to applicable holiday pay.

Employees with schedules that differ from a standard eight-hour day, including four-day/ten-hour schedules, receive holiday pay in hours as described above unless Jaunt adopts a different written rule for that work group.

Floating Holiday

Jaunt provides eligible full-time employees with two paid Floating Holidays, equivalent to 16 hours, per fiscal year.

Floating Holiday time may be used at an approved time during the fiscal year. It does not carry over from year to year and expires if not used by June 30. Unused Floating Holiday time is not paid upon separation from employment.

Employees should request Floating Holiday time as far in advance as reasonably possible through the normal leave-request process.

2.2 Annual Leave

Annual Leave is a paid leave benefit available to eligible full-time employees. Employees may use accrued Annual Leave subject to normal scheduling and approval requirements. Approval is based on operational needs, staffing, and other relevant circumstances.

Employees should not make nonrefundable commitments until leave has been approved. There is no separate waiting period before a new employee may use available Annual Leave.

Years of Service	Monthly	Annual	Carryover Max
Less than 2	8	96	80
More than 2 to 5	10	120	80
More than 5 to 10	12	144	80
More than 10 to 15	14	168	80
More than 15	17	204	80

Carryover

Employees may carry forward up to 80 hours of accrued Annual Leave from one fiscal year to the next. When an eligible employee separates from employment, Jaunt will pay the employee’s accrued, unused Annual Leave balance, subject to the notice and cause provisions in Sections 3.1 through 3.3.

Voluntary Annual Leave Cash-Out

Jaunt may offer employees an opportunity to cash out a portion of accrued Annual Leave when authorized by the CEO. Instructions timing, cash-out limits, and administrative

instructions will be communicated when the program is offered. Employees participating in a voluntary cash-out must retain at least 40 hours of Annual Leave after the cash-out.

2.3 Sick Leave

Full-time and part-time employees are eligible for paid Sick Leave.

Accrual and Balance

Full-time employees accrue 8 hours of Sick Leave per month, up to 96 hours per fiscal year. Part-time employees accrue Sick Leave at 50% of the full-time rate, or 4 hours per month, up to 48 hours per fiscal year.

Unused Sick Leave carries over from year to year, subject to the following limits: Full-time employees may only accumulate up to 1,040 hours of Sick Leave, and part-time employees may only accumulate up to 520 hours. Unused Sick Leave in excess of these limits will expire at the conclusion of the fiscal year.

Use of Sick Leave

Sick Leave may be used for an employee's own illness, injury, health condition, medical care, treatment, or preventive care; for the care or health-related needs of a family member; and for other legally protected purposes.

Notice, Scheduling, and Documentation

Employees must follow Jaunt's established notice and call-out procedures when using Sick Leave. When the need for leave is foreseeable, employees should provide as much advance notice as practicable and make reasonable efforts to schedule planned absences in a manner that minimizes disruption to operations.

Jaunt may request reasonable documentation consistent with protected leave requirements. Planned absences may be subject to normal scheduling requirements. Sick Leave will be administered consistent with legally protected leave rights.

2.4 Family and Medical Leave Act (FMLA)

Jaunt provides leave under the federal Family and Medical Leave Act (FMLA) to eligible employees.

Eligibility

An employee is generally eligible for FMLA leave if the employee has worked for Jaunt for at least 12 months, has worked at least 1,250 hours during the 12 months immediately before the leave begins, and works at a location where Jaunt employs at least 50 employees within 75 miles.

Qualifying Reasons for FMLA Leave

Eligible employees may take up to 12 workweeks of unpaid, job-protected FMLA leave during the applicable 12-month period for qualifying reasons, including:

- The birth of a child and bonding with the child.
- Placement of a child for adoption or foster care and bonding with the child.
- Care of a spouse, child, or parent with a serious health condition.
- The employee's own serious health condition when it prevents the employee from performing the essential functions of the position.
- Certain qualifying needs arising from the foreign deployment of the employee's spouse, child, or parent who is a military member.

Leave for birth, adoption, foster placement, or bonding must generally be completed within one year of the birth or placement.

Military Caregiver Leave

An eligible employee may take up to 26 workweeks of FMLA leave in a single 12-month period to care for a covered servicemember with a serious injury or illness when the employee is the servicemember's spouse, son, daughter, parent, or next of kin.

12-Month Measurement

Jaunt measures the 12-month FMLA period forward from the first date an employee takes FMLA leave. An eligible employee may use up to 12 workweeks of FMLA leave during that 12-month period.

A new 12-month period begins the next time the employee takes FMLA leave after the prior 12-month period has ended. Military caregiver leave is measured using the separate single 12-month period applicable to military caregiver leave.

Intermittent and Reduced-Schedule Leave

FMLA leave may be taken intermittently or on a reduced work schedule when medically necessary or otherwise permitted by law. Employees using intermittent FMLA leave must follow Jaunt's normal call-out and attendance procedures unless unusual circumstances prevent them from doing so. Employees should work with Human Resources regarding scheduling, certification, and timekeeping requirements.

Notice and Requesting Leave

When the need for FMLA leave is foreseeable, employees should provide at least 30 days advance notice when possible. When 30 days notice is not possible, employees must notify Jaunt as soon as practicable and follow normal call-out procedures.

Employees do not need to provide a diagnosis when initially requesting leave, but they must provide enough information for Human Resources to determine whether the absence may qualify for FMLA protection. Employees should also tell Human Resources when leave may be related to a condition or reason for which FMLA leave was previously approved.

Medical Certification

Jaunt may require medical certification or other documentation supporting the need for FMLA leave and may require periodic recertification when permitted by law. Employees will be given the required forms and the applicable deadline for returning requested certification. If submitted certification is incomplete or insufficient, Human Resources will notify the employee of the additional information needed and provide an opportunity to correct it within the required timeframe.

Paid Leave During FMLA

Employees are required to use available accrued paid leave concurrently with FMLA leave to the extent permitted by law and consistent with Jaunt's applicable paid-leave policies. Using paid leave does not extend the employee's FMLA entitlement. Paid leave and FMLA run at the same time when both apply.

Benefits During FMLA

During approved FMLA leave, Jaunt will maintain the employee's group health coverage on the same terms that would apply if the employee were actively working. Employees remain responsible for their required share of benefit premiums. Other benefits and leave accruals are handled in accordance with applicable plan terms and Jaunt policies.

FMLA leave itself is not a COBRA qualifying event. If FMLA leave ends and the employee does not return to work or otherwise loses eligibility for group health coverage, COBRA continuation rights may apply. See Section 1.17, Benefits.

Return to Work and Job Restoration

Employees returning from FMLA leave will be restored to the same position or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment, as required by law; however, exceptions may apply, as permissible by law.

When FMLA Leave Is Exhausted

An employee's FMLA protection ends when the employee has exhausted their available FMLA leave. Employees are generally expected to return to work at that time.

If an employee is unable to return to work, the employee should contact Human Resources. Jaunt will evaluate the circumstances and determine whether any additional rights or obligations apply under applicable law or Jaunt policy. Nothing in this section guarantees or creates an entitlement to leave beyond the amount provided by the FMLA.

If group health coverage is lost, COBRA continuation rights may apply as described in Section 1.17.

Jaunt's Responsibilities

When Jaunt becomes aware that an employee's absence may qualify for FMLA, Human Resources will provide the required eligibility and rights-and-responsibilities notices. If

the leave qualifies, Jaunt will notify the employee that the leave is being designated as FMLA leave.

No Retaliation or Interference

Jaunt will not interfere with an employee's FMLA rights or retaliate against an employee for requesting or using FMLA leave, opposing a practice prohibited by the FMLA, or participating in an FMLA-related investigation or proceeding.

Questions About FMLA

Employees with questions about FMLA eligibility, certification, intermittent leave, benefits, return-to-work requirements, or remaining FMLA entitlement should contact Human Resources.

2.5 Parental Leave

Jaunt provides eligible full-time employees with up to six weeks of paid parental leave following the birth of a child or placement of a child for adoption or foster care.

Eligibility

Full-time employees are eligible for Paid Parental Leave after completing 12 months of continuous employment with Jaunt.

Use of Paid Parental Leave

Paid Parental Leave may be used for bonding with a new child following birth, adoption, or foster care placement. Leave must be used within three months of the birth or placement and does not have to be taken consecutively.

Paid Parental Leave is paid at the employee's regular rate of pay. Employees are not required to use accrued Annual Leave or Sick Leave before receiving Paid Parental Leave.

When an employee is eligible for leave under the Family and Medical Leave Act (FMLA), Paid Parental Leave will run concurrently with FMLA leave when both apply. Paid Parental Leave does not extend an employee's FMLA entitlement. Employees who are not eligible for Paid Parental Leave may use other available leave in accordance with Jaunt policy and applicable law.

Requesting Leave

Employees should notify Human Resources and their supervisor as far in advance as reasonably possible when Paid Parental Leave is anticipated. Jaunt may request reasonable documentation necessary to administer the leave.

Employees should work with Human Resources to coordinate Paid Parental Leave with FMLA or other applicable leave.

2.6 Pregnancy, Childbirth and Lactation Accommodations

Employees who need an accommodation should contact Human Resources. Jaunt will provide reasonable accommodations to qualified applicants and employees for known limitations related to pregnancy, childbirth, or related medical conditions, including lactation, unless doing so would create an undue hardship. Jaunt will engage in a timely, good-faith interactive process to identify an appropriate accommodation and will not require an employee to take leave when another reasonable accommodation can be provided.

Accommodations will be considered based on the individual's needs and job responsibilities. Examples of accommodations include modified duties or schedules, additional restroom breaks, seating, access to water, temporary transfer, light duty, assistance with manual labor, and leave.

For lactation, Jaunt will provide reasonable break time and an appropriate private space, other than a bathroom, that is shielded from view and free from intrusion, as required by law. For employees whose work occurs away from a fixed Jaunt location, including operators, Human Resources and Operations will coordinate reasonable arrangements based on the employee's needs, work schedule, safety requirements, and available facilities.

Jaunt prohibits discrimination, retaliation, coercion, intimidation, interference, or other adverse treatment because an individual requested, discussed, assisted with, or used a pregnancy-related or lactation accommodation; opposed conduct believed to violate applicable requirements; or participated in an accommodation process. Jaunt also will not deny an employment opportunity because of an individual's need for a reasonable accommodation. Concerns regarding this policy or its implementation should be reported promptly to Human Resources.

2.7 Crime Victim Leave

Jaunt will provide unpaid leave to an employee who is a victim of a crime when the employee needs time away from work to attend covered criminal proceedings related to that crime, in accordance with Virginia law. Employees should provide Human Resources with the required documentation and as much advance notice as reasonably possible.

If eligible, employees may choose to use available paid leave for time away from work under this policy. Jaunt will not retaliate against or otherwise discriminate against an employee for requesting or using Crime Victim Leave.

2.8 Administrative Leave and Personal Allocated Leave

Administrative Leave

Jaunt may place an employee on paid or unpaid Administrative Leave when appropriate, including while reviewing workplace concerns, conducting an investigation, addressing

safety or operational issues, or for other legitimate business reasons. Placement on Administrative Leave is not, by itself, disciplinary action.

The duration, pay status, work restrictions, benefit treatment, and return-to-work expectations associated with Administrative Leave will be communicated to the employee based on the circumstances.

Personal Allocated Leave

Personal Allocated Leave is a separate paid leave benefit available only to designated positions. It is provided in addition to Annual Leave and Sick Leave and does not accrue. Eligibility, the amount of PAL provided, permitted use, expiration, and treatment upon separation are governed by Jaunt's established program requirements.

2.9 Leave Without Pay

When an employee needs time away from work and does not have available paid leave, discretionary Leave Without Pay may be approved by the CEO or designee based on the circumstances and operational needs. Employees generally must exhaust available paid leave before discretionary Leave Without Pay is approved.

This requirement does not override legally protected leave or reasonable-accommodation obligations. Employees on approved unpaid leave are responsible for any required employee share of benefit premiums in accordance with plan terms and Jaunt procedures. Paid leave generally does not accrue during periods of unpaid leave unless required by law or another policy.

2.10 Military Leave

Jaunt provides military leave and reemployment rights in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Jaunt will not discriminate or retaliate against an employee or applicant because of past, present, or future military service or because the individual exercises rights protected by USERRA.

Notice of Military Service

Employees should provide Jaunt with advance notice of military service when reasonably possible. Advance notice is not required when military necessity or other circumstances make notice impossible or unreasonable.

Reemployment Rights

Employees returning from qualifying military service may be entitled to reemployment if they meet applicable USERRA requirements, including timely return to work or application for reemployment.

USERRA generally provides that a returning servicemember will be restored to the position the employee would have attained if continuously employed, or to another

appropriate position as required by law. Reemployment rights may include restoration of seniority, status, pay, and other employment benefits. Jaunt will make reasonable efforts, including training or retraining when required, to help a returning servicemember qualify for an appropriate position.

Returning to Work

The amount of time an employee has to report back to work or apply for reemployment generally depends on the length of military service:

- For service of less than 31 days, the employee generally must report for the next regularly scheduled work period after allowing reasonable travel time and rest.
- For service of 31 through 180 days, the employee generally must apply for reemployment within 14 days.
- For service of 181 days or more, the employee generally must apply for reemployment within 90 days.
- Additional time may be available when an employee is hospitalized or recovering from a service-connected injury or illness.

Benefits During Military Leave

Health and retirement benefits during military leave will be administered in accordance with USERRA and the applicable benefit plans. Depending on the length of service, employees may have rights to continue health coverage and to receive pension or retirement credit for qualifying military service. Employees should contact Human Resources before leave, when possible, to discuss benefit continuation and any employee premium obligations.

Jaunt does not currently provide a separate paid military-leave benefit beyond available accrued paid leave, subject to applicable law. Employees may elect to use available paid leave when permitted by law and Jaunt policy.

Employees should contact Human Resources regarding military leave, benefits, required documentation, and return-to-work requirements.

2.11 Jury Duty and Court Appearance

Jaunt provides leave with full pay for an absence reasonably necessary for an employee to serve on a jury. Paid court-appearance leave may also be provided when an employee is required by subpoena or other legal process to appear as a witness, subject to applicable documentation requirements.

This policy does not generally provide paid leave for an employee's personal legal matter when the employee is a party to the proceeding, unless payment is required by law or available under another Jaunt leave policy. Employees should notify their supervisor and

Human Resources as soon as reasonably possible and provide required documentation.

2.12 Volunteer Emergency Responder Leave

Eligible employees serving as qualifying volunteer emergency responders will be provided leave and employment protections in accordance with Virginia law. Employees should provide as much notice as required and reasonably possible and submit appropriate documentation upon request.

Leave under this policy is unpaid unless the employee elects to use available paid leave.

2.13 Bereavement Leave

Jaunt provides full-time and part-time employees with up to five paid working days of Bereavement Leave following the death of a family member or household member.

Bereavement Leave may also be approved for the death of another individual with whom the employee had a significant personal relationship.

Bereavement Leave may be used for grieving, making arrangements, attending funeral or memorial services, travel, or other matters related to the death. Leave does not need to be taken consecutively but should generally be used within 90 days of the death.

Employees should notify their supervisor as soon as reasonably possible when Bereavement Leave is needed. Additional time away may be requested using other available leave, subject to applicable leave policies and approval requirements.

Jaunt reserves the right to request reasonable documentation when necessary to administer the leave.

2.14 Training and Professional Development

Jaunt supports training and professional development that strengthens employee skills, supports career growth, and advances organizational needs.

Training required by Jaunt is considered work time. Non-exempt employees will be paid for required training time and must accurately record that time as hours worked.

Employees may request approval to attend job-related courses, conferences, certifications, training, or other professional development opportunities. Approval of work time, registration fees, travel, or other expenses must be obtained in advance and may depend on business needs, available budget, and the relevance of the opportunity to the employee's position or professional development at Jaunt.

Employees must obtain advance approval before committing Jaunt funds or requesting paid work time or reimbursement for a professional development activity.

2.15 Requests for Leave

Employees must request anticipated leave through Jaunt's designated leave-request process and provide the requested dates and information reasonably needed to evaluate the request. Employees should submit requests as far in advance as reasonably possible.

Submitting a timely request does not guarantee approval when leave is discretionary. Supervisors may consider staffing, workload, scheduling, service needs, and other relevant factors. In an emergency or when the employee's supervisor is unavailable, another appropriate member of management may address the request.

2.16 Sick Leave Bank

Jaunt maintains a voluntary Sick Leave Bank to provide additional paid leave to participating employees who experience a qualifying medical emergency and meet the requirements of the Sick Leave Bank Program.

Employees who elect to participate contribute eligible accrued leave to a common bank. Donated leave is not designated for a particular employee. Participating employees may apply to Human Resources for leave from the Bank in accordance with the program's eligibility requirements, available Bank balance, and established limits.

The Sick Leave Bank is an additional benefit and does not reduce or replace an employee's rights to Sick Leave, FMLA, reasonable accommodation, Workers' Compensation, or other leave or benefits provided by law or Jaunt policy. Requests for use of the Bank will be evaluated using consistent, objective eligibility criteria and documentation requirements established in the separate Sick Leave Bank Program.

Detailed participation, contribution, eligibility, documentation, and administration requirements are maintained in the separate Sick Leave Bank Program.

3. EXITING EMPLOYMENT

3.1 Employment Resignation

Employees are expected to provide at least two weeks' written notice of resignation so Jaunt can plan for an orderly transition. The resignation notice period is generally an active working period.

Annual Leave during the notice period requires supervisor approval. Leave that was approved before notice of resignation was submitted may be reconsidered on a case-by-case basis based on operational and transition needs, except for protected leave or leave governed by another applicable policy.

Employees may not use Annual Leave or other paid leave solely to extend their resignation date or last day of employment. Unless otherwise approved by Human

Resources or required by law, an employee must actively work their final scheduled workday. The employee's separation date will generally be the last day actually worked.

Employees who provide the required notice will be paid their accrued, unused Annual Leave balance. Employees who do not provide the required two weeks' written notice may forfeit payment of accrued Annual Leave, to the extent permitted by law. This forfeiture provision applies specifically to failure to provide the required resignation notice and is not based on a discretionary determination made after separation. Other accumulated leave is not paid at separation unless required by law or expressly provided by another policy.

Employees are expected to return Jaunt property, complete outstanding transition responsibilities, and cooperate with reasonable offboarding requirements before their final day.

3.2 Layoff

When Jaunt determines that a layoff or reduction in force is necessary, Jaunt will provide as much advance notice as reasonably possible based on operational and financial circumstances.

Employees separated through layoff will be paid their accrued, unused Annual Leave balance. Other accumulated leave is forfeited unless payment is required by law or another Jaunt policy. Benefits will end or continue in accordance with applicable plan terms and continuation requirements.

3.3 Involuntary Separation

Employees involuntarily separated for reasons other than cause will receive payment for their accrued, unused Annual Leave balance. For purposes of this policy, a separation is considered "for cause" when it results from serious misconduct, repeated or material policy violations, dishonesty, criminal conduct related to employment, or other conduct resulting in termination under Jaunt policy.

Human Resources will review the circumstances of the separation to ensure this policy is applied consistently. Employees involuntarily separated for reasons other than cause will receive payment for accrued Annual Leave up to the applicable maximum in accordance with Jaunt policy.

3.4 Exit Interview

Employees leaving Jaunt may be invited to participate in an exit interview with Human Resources. The purpose is to give employees an opportunity to provide feedback about their work experience and to help Jaunt identify opportunities for improvement.

4. WORKPLACE POLICIES

4.1 Attendance Policy

Reliable attendance and punctuality are important to Jaunt's ability to provide safe and dependable service. Employees are expected to report to work as scheduled, arrive ready to work on time, remain at work for the scheduled period, and follow the designated call-out procedure when they will be absent or late.

Attendance expectations and corrective procedures may vary by position or department based on service and staffing needs. Employees who are subject to a separate attendance procedure or to attendance requirements in the Jaunt Operator Handbook must follow those requirements in addition to this general policy.

Protected absences and schedule changes, including those related to leave, disability, pregnancy, military service, or workers' compensation, will not be treated as policy violations solely because the employee exercised a protected right.

Employees who fail to report to work as scheduled and do not follow the applicable call-out procedure may be subject to corrective action. An employee who is absent for three consecutive scheduled workdays without notifying Jaunt will be considered to have voluntarily resigned due to job abandonment, unless the absence is protected or exceptional circumstances apply.

4.2 Non-Discrimination, Anti-Harassment, and Anti-Retaliation Policy

Jaunt is committed to a work environment in which all individuals are treated with respect and dignity. Discrimination, harassment, and retaliation based on a protected characteristic are prohibited.

This policy applies to employees, applicants, supervisors, contractors, interns, volunteers, vendors, customers, and other third parties with whom employees interact in connection with work. Protected characteristics include race, color, religion, national origin, ancestry, citizenship status, age, sex, pregnancy, childbirth or related medical conditions, gender identity or expression, sexual orientation, marital status, military or veteran status, disability, genetic information, and any other status protected by applicable law.

Prohibited Harassment

Harassment may be verbal, visual, written, electronic, or physical. Examples include slurs, insults, offensive jokes or images, unwanted sexual attention, sexual comments or requests, threatening or intimidating conduct, repeated unwelcome behavior based on a protected characteristic, or conduct that unreasonably interferes with work or creates an intimidating, hostile, or offensive work environment.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, sexual comments or conduct, or other unwelcome behavior of a sexual nature when

submission to or rejection of the conduct affects employment decisions or when the conduct creates an intimidating, hostile, or offensive work environment.

Reporting Concerns

Employees are encouraged to report discrimination, harassment, or retaliation promptly so concerns can be addressed. An employee may report to Human Resources, a supervisor, another manager, or another appropriate member of leadership. Employees are not required to report to the person involved in the concern or to follow the normal chain of command when doing so would be uncomfortable or inappropriate.

Investigation and Response

Jaunt will review reports promptly and take appropriate steps to investigate and respond. Information will be shared only to the extent reasonably necessary to investigate, respond, or comply with legal obligations, but confidentiality cannot be guaranteed. Employees are expected to cooperate with workplace investigations.

When Jaunt determines that misconduct occurred, corrective action may include coaching, training, counseling, reassignment, discipline, or termination depending on the circumstances.

No Retaliation

Jaunt prohibits retaliation against an individual for making a good-faith report, requesting an accommodation, participating in an investigation, or otherwise exercising rights protected by law. Employees who believe retaliation has occurred should report it through any of the reporting channels described above.

4.3 Telecommuting Policy

Jaunt considers telecommuting a flexible work arrangement that may be appropriate when both the employee and the position are suited to remote work. Telecommuting is not an entitlement, does not apply to every position, and does not change the terms and conditions of employment.

Eligible employees may work remotely up to two days per week with supervisor approval and Human Resources review. The schedule, and whether an employee is eligible, is determined based on the employee's role and business needs. Any arrangement allowing more than two remote days per week requires CEO approval.

Eligibility and Agreement

Employees approved for telecommuting must have a written telecommuting agreement. New arrangements begin with a three-month trial period and will be reviewed by the employee's supervisor at the end of the trial period to determine whether the arrangement should continue.

Approved telecommuting arrangements will be reviewed at least annually thereafter. Jaunt may modify or end an arrangement at any time based on performance, attendance, service needs, staffing, security requirements, changes in job duties, or other business reasons.

Work Expectations

Telecommuting employees must remain available during the agreed work schedule, maintain expected performance and responsiveness, accurately record time when non-exempt, protect confidential information, and comply with Jaunt technology and information-security requirements. Telecommuting does not change leave-request, attendance, or overtime approval requirements.

4.4 Whistleblower Protection Policy

Jaunt encourages employees to report suspected wrongdoing, fraud, waste, abuse, violations of law, or other conduct that may be improper or contrary to Jaunt's obligations as a public organization. Reports should be made in good faith and based on a reasonable belief that the information reported is accurate. Knowingly making a false report is not protected by this policy and may itself be subject to appropriate corrective action.

Employees may raise concerns with their supervisor, Human Resources, the CEO, or an appropriate governmental, regulatory, or law enforcement authority.

Jaunt prohibits retaliation against an employee for making or preparing to make a good-faith report of suspected wrongdoing or abuse, or for participating in an investigation, hearing, inquiry, or other proceeding related to such a report. Prohibited retaliation may include discharge, threats, discrimination, or other adverse action because of protected whistleblower activity.

Whistleblower protection does not prevent Jaunt from addressing legitimate performance or conduct concerns or from disciplining an employee for misconduct or violations of law that are unrelated to the employee's protected reporting activity. Jaunt will comply with the Virginia Fraud and Abuse Whistle Blower Protection Act, Va. Code § 2.2-3009 et seq., and other applicable whistleblower protections.

4.5 Closing and Severe Weather

Jaunt provides public transportation services throughout the year and does not automatically follow local school closings. When Charlottesville Area Transit is operating, Jaunt will continue paratransit service as operationally appropriate. The CEO or designee will determine service levels and any changes to Jaunt operations during severe weather, emergencies, or other conditions affecting operations.

Employees should not assume Jaunt is closed unless they receive confirmation through an appropriate Jaunt communication channel. Depending on operational needs, employees may be required to report onsite, report on a delayed schedule, work

remotely when approved and appropriate, remain available, or not report. Employees who believe they cannot safely travel should notify their supervisor as soon as possible. Remote work approved during a weather or emergency event does not create an ongoing remote-work arrangement.

Non-exempt employees will be paid for compensable hours worked. When scheduled hours are not worked because of a closure, delayed opening, early release, or an employee's inability to report, those hours are unpaid unless the employee elects to use available Annual Leave or payment is otherwise required by law or Jaunt policy. Exempt employees will be paid in accordance with applicable salary-basis requirements.

When Jaunt remains open and an employee is unable to report to work or work remotely, the absence is treated as an individual employee absence. Employees may use available Annual Leave in accordance with Jaunt's leave policies.

4.6 Travel Policy

Jaunt reimburses employees for reasonable and necessary expenses incurred while conducting authorized Jaunt business. Business travel must be appropriately approved, support Jaunt business needs, and be planned with reasonable cost considerations. Reimbursement for authorized business travel, including mileage, lodging, meals, and other eligible expenses, will be administered in accordance with applicable Jaunt requirements and, where appropriate, current federal travel reimbursement guidelines.

Employees are expected to submit required documentation and expense information in a timely manner. Questions regarding allowable expenses, reimbursement rates, or travel approval should be directed to the CFAO or Finance.

4.7 Technology Use and Information Security

Employees share responsibility for protecting Jaunt's information, technology systems, electronic resources, and confidential data. Jaunt technology and systems are provided primarily for authorized business purposes and must be used responsibly, securely, and in accordance with applicable Jaunt policies.

Employees are expected to:

- protect passwords, login credentials, access cards, and other authentication information;
- access only systems, files, and information they are authorized to use;
- use only authorized software, applications, devices, storage methods, and cloud services for Jaunt business;
- safeguard confidential, sensitive, employee, customer, financial, and operational information;
- avoid disabling, bypassing, or interfering with security controls;

- exercise caution with suspicious emails, links, attachments, login requests, or other potential security threats; and
- promptly report suspected phishing, compromised accounts, lost or stolen devices, accidental disclosures, unauthorized access, or other security incidents through Jaunt's designated IT reporting process.

Employees must not:

- use Jaunt technology or systems for unlawful purposes, personal financial gain, harassment, discrimination, threats, or other inappropriate conduct;
- install unauthorized software, or permit unauthorized individuals to access Jaunt systems; or
- store or transmit Jaunt information through unauthorized personal email accounts, applications, devices, or storage services.

Limited personal use of Jaunt technology may be permitted when it is reasonable, does not interfere with work responsibilities or operations, does not create additional cost or security risk, and otherwise complies with Jaunt policy.

Employees have no expectation of privacy when using Jaunt-owned systems, devices, networks, or accounts. Jaunt may access, review, monitor, or investigate information on its systems when reasonably necessary for business, security, compliance, or investigative purposes, consistent with applicable law.

Detailed technical, cybersecurity, remote-access, device, software, data-handling, and other information-security requirements are maintained separately by Information Technology and may be updated as technology, business needs, and security risks change. Employees are responsible for following those requirements.

This policy does not limit activity protected by law, including the rights described in Sections 1.30 and 4.8.

4.8 Public Representation and Social Media

Employees should recognize that when their connection to Jaunt is apparent, their conduct may reasonably be associated with the organization. This may include times when an employee is wearing a Jaunt uniform or identification, using or operating a Jaunt vehicle, attending an event on behalf of Jaunt, appearing in a Jaunt workplace or service setting, or posting content that visibly identifies the employee with Jaunt.

Employees are expected to use good judgment when representing or being visibly associated with Jaunt and to conduct themselves in a manner consistent with Jaunt's workplace expectations.

Employees using personal social media accounts should not state or imply that they are speaking on behalf of Jaunt unless authorized to do so. Employees should take care not to post confidential or nonpublic information, including protected employee, passenger, customer, security, personnel, or operational information. Photos, videos, or other content involving passengers, workplace incidents, accidents, investigations, or other sensitive situations must not be shared unless authorized.

Requests for comment from the media or other non-Jaunt employees should be referred to the CEO or other appropriate spokesperson.

Jaunt's expectations regarding respectful conduct, discrimination, harassment, threats, retaliation, confidentiality, and appropriate use of Jaunt property also apply to work-related conduct occurring through social media or other electronic communications.

Nothing in this policy is intended to restrict lawful personal expression, an employee's right to discuss wages, hours, or working conditions, good-faith reporting of workplace concerns or suspected wrongdoing, or other activity protected by law.

4.9 Artificial Intelligence and Generative AI

Jaunt recognizes that artificial intelligence (AI), including generative AI tools, may support productivity, research, communication, analysis, and other business activities. Employees may use AI for Jaunt business only when the tool and intended use are authorized and consistent with Jaunt's technology, information-security, confidentiality, privacy, records-management, and other applicable requirements. These requirements apply to stand-alone AI tools as well as AI features built into other software.

Employees may not:

- enter, upload, paste, or otherwise disclose confidential, sensitive, personally identifiable, or other non-public Jaunt information into an AI system unless Jaunt has specifically approved both the system and that use;
- use AI tools to screen, rank, score, recommend, make, or materially influence employment decisions involving applicants or employees, including hiring, promotion, compensation, performance evaluation, discipline, or termination, unless the use has been approved by Human Resources and appropriate human review is maintained;
- use AI as the sole basis for a final employment decision; or
- use AI in a manner that violates applicable law, Jaunt policy, confidentiality obligations, intellectual-property rights, or contractual requirements.

Employees must:

- review and verify AI-generated content before it is relied upon, distributed, published, submitted, or used for Jaunt business;
- remain responsible for the accuracy, appropriateness, and quality of their work when AI is used;

- follow Jaunt requirements regarding approved AI tools, accounts, and access methods; and
- promptly report any suspected disclosure of Jaunt information, AI-related security incident, or unintended exposure of sensitive information in accordance with Jaunt's IT reporting procedures.

Jaunt may restrict or prohibit particular AI tools or uses as technology, security risks, legal requirements, and business needs evolve. Employees must comply with additional AI standards, approved-tool requirements, and technical guidance established by Information Technology.

4.10 Discipline Policy

Jaunt may use corrective or disciplinary action when conduct, performance, attendance, workplace behavior, or other circumstances do not meet expectations. Depending on the circumstances, action may include coaching, written warnings, a Performance Improvement Plan, suspension, demotion, or termination.

Jaunt is not required to use every form of corrective action or to follow a particular sequence. The appropriate response depends on the seriousness of the issue, prior history, employee response, operational or safety concerns, and other relevant factors.

Serious misconduct may result in immediate termination.

Any unpaid disciplinary suspension involving an exempt employee must comply with applicable salary-basis requirements. Administrative leave used while a matter is investigated is addressed separately in Section 2.8 and is not, by itself, disciplinary action.

HANDBOOK ACKNOWLEDGEMENT & DISCLAIMER

I acknowledge that I have received access to the Jaunt Employee Handbook and understand that it is my responsibility to read and follow the policies that apply to my employment.

I understand that this Handbook is intended to provide general information about Jaunt's employment policies, practices, expectations, and benefits. It does not create a contract of employment, guarantee employment for any specific period of time, or alter the at-will employment relationship.

I understand that my employment with Jaunt is at will. This means that either Jaunt or I may end the employment relationship at any time, with or without cause or advance notice, subject to applicable law.

I understand that Jaunt may interpret, revise, add to, suspend, or discontinue policies, practices, or procedures described in this Handbook when appropriate. When changes are made, Jaunt will communicate them through appropriate channels.

I understand that some subjects addressed in this Handbook may also be governed by separate policies, procedures, benefit plan documents, safety requirements, or other materials. When an official plan document or other controlling policy applies, that document will govern to the extent of any conflict.

I understand that I am responsible for asking my supervisor or Human Resources if I have questions about a policy or about how a policy applies to me.

I also understand that employees are expected to promptly raise concerns involving discrimination, harassment, retaliation, safety, suspected wrongdoing, or other workplace concerns through the reporting channels described in this Handbook.

My signature confirms that I received the Handbook and understand the statements above. My signature does not create a contract of employment or change my at-will employment status.

Employee Name: _____

Employee Signature: _____

Date: _____