



EMPLOYEE GUIDELINES

GENERAL.....	3
Welcome.....	3
Purpose of Handbook.....	4
Effective Date.....	4
Management Rights Clause.....	4
OUR WORKPLACE.....	5
PLATO Core Values.....	5
The Physical Work Environment.....	6
Security and Safety.....	6
Emergency Facility Closings.....	6
Smoking Policy.....	7
Professional Appearance.....	7
STANDARDS OF PERSONAL CONDUCT.....	8
Code of Business Conduct and Ethics.....	8
Copyright Compliance Policy.....	9
Confidentiality, Proprietary Information and Inventions.....	10
Outside Employment.....	10
Solicitation.....	10
Use of Company Property and Equipment.....	11
Access Codes and Passwords.....	11
Intellectual Property.....	12
The Internet and Email.....	13
Computer Viruses and Malware.....	15
Duty to Return Property.....	16
Cell Phone Policy.....	17
Policy Against Harassment.....	18
Drug-Free Workplace and Use of Alcohol.....	19
Workplace Violence.....	21
Prohibition of Firearms.....	21
Policy on Flowers for Death of Family Member.....	21
EMPLOYMENT AT PLATO.....	22
Employment "At Will".....	22
Equal Employment Opportunity.....	22
Accommodation of Disabilities.....	23
Religious Accommodation.....	23
Employment Eligibility.....	24
Job Openings and Posting.....	24
Background Checks.....	24
Employment Classifications.....	26
Bridging of Service.....	27
Hiring of Relatives.....	27
Referral Bonus.....	27
Employment Records/Verification Requests.....	27

Access to Personnel File.....	27
Changes to Personnel Information.....	28
Resignation.....	29

TIME AWAY.....30

Attendance Requirements.....	30
Paid Time Off.....	30
Holidays.....	31
Sick Time.....	32
Leaves of Absence.....	32
Family and Medical Leave Act (FMLA).....	33
Parental Leave Policy.....	35
Accommodation for Nursing Mothers.....	36
Military Leave.....	36
Policy for Natural Disaster Relief.....	37
Bereavement Leave.....	37
Child School Conferences and Activities Leave.....	38
Time Off To Vote.....	38
Jury Duty And Witness Testimony.....	38

PERFORMANCE AND PAY PROGRAMS.....39

Performance Development Program.....	39
Compensation Reviews.....	39
Pay Periods.....	39
Time Reporting.....	40
Overtime.....	40

HANDBOOK ACKNOWLEDGMENT RECEIPT.....42

OUR WORKPLACE

PLATO CORE VALUES

Our core values are the set of beliefs we share about how we will operate our business. Our values are evident every day in the way we work, interact with each other, and treat our customers. They should be used as a guide to help make decisions, set priorities, and manage work. They are:

We respect each other. We value the diversity of experience, background, and culture that our colleagues bring to the Company. We approach every interaction believing we share a loyalty to the Company and its success. We openly discuss issues, concerns, and suggestions in order to reach a decision that focuses on improving processes rather than fixing people. We behave in a professional manner at all times, working diligently to communicate effectively.

We value our customers. We operate the Company in an efficient, effective, and profitable manner; it is in the best interest of our customers. We are candid and honest with our customers in order to establish reasonable expectations. We work diligently to deliver quality products and services with the appropriate specifications, at the right price, on the agreed upon schedule – every time.

We expect financial success. We are earnest about our obligations to financial objectives. We recognize that all of our employees, customers, and shareholders share the financial benefits of a well-managed business that achieves predictable growth and profitability, greater than the market.

We embrace change. We energetically adapt our products, services, practices, and processes to new opportunities and methods of doing business. We assure that changes in the market drive changes in the Company.

We are dedicated to excellence. We are individually and collectively committed to exceptional performance. We plan, prepare, and execute in a manner that leads to extraordinary results.

We value education. We believe that education is a life-long process that contributes to productive citizenship. We strive to add quality and innovation to the learning process through our inspired solutions

EMPLOYMENT AT PLATO

EQUAL EMPLOYMENT OPPORTUNITY

PLATO is an equal employment opportunity employer and is committed to the fair and equal treatment of all employees. PLATO does not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, disability, veterans or citizenship status or any other characteristic protected by applicable federal, state or local laws.

All of PLATO's employment decisions are based solely on job-related requirements and in support of its commitment to equal employment opportunity. PLATO ensures that all conditions and privileges of employment including recruitment, hiring, placement, promotions, demotions, transfers, compensation, benefits, layoffs, recall from layoff, training and development, education, tuition assistance, and social and recreational programs are administered without regard to an applicant's or employee's legally-protected status or characteristics.

The successful attainment of equal employment opportunity and affirmative action requires the maximum cooperation of all employees. Although PLATO's managers and supervisors are primarily responsible for seeing that this policy and all of PLATO's EEO-related policies are implemented, all of PLATO's employees share the responsibility for assuring that their actions comply with these policies.

The Vice President of Human Resources has been designated as the Corporate Equal Employment Opportunity (EEO) Officer for PLATO and is responsible for advising the President and CEO, on all matters pertaining to equal employment opportunity and affirmative action. The Corporate EEO Officers responsibilities include designing and implementing an audit and reporting system that monitors the effectiveness of PLATO's Affirmative Action Programs, determining whether all employees in legally-protected groups are afforded equal employment opportunity and recommending any remedial actions. Under this system, The Corporate EEO Officer will track the attainment of PLATO's affirmative action objectives and commitments.

Applicants and employees who have a physical or mental disability or are covered veterans and wish to benefit from PLATO's Affirmative Action Program are encouraged to voluntarily notify the Corporate EEO Officer of their status either now or in the future. All voluntary reported self-identification information provided to PLATO concerning an applicant's or an employee's disabled or veterans status will be kept confidential. PLATO will provide reasonable accommodations to all qualified applicants and employees with disabilities provided that they can safely perform the duties and assignments of a job for which they are applying or are hired and these accommodations will not create significant difficulty and expense for PLATO.

No negative action will be taken against any individual for making a request to see PLATO's Affirmative Action Program for Individuals with Disabilities and Covered Veterans or voluntarily identifying their disabled or veteran's status. PLATO's Affirmative Action Program for Individuals with Disabilities and Covered Veterans is available for inspection during normal business hours by contacting the Corporate EEO Officer.

Any applicant or employee who feels he/she has been treated in a manner that violates this EEO

policy should contact his/her immediate manager or supervisor or the Corporate EEO Officer. The Corporate EEO Officer can be reached at 10801 Nesbitt Avenue South, Bloomington, MN 55437 or 952 832-1000 during normal business hours. No applicants or employees will have to tolerate harassment, intimidation, threats, coercion or discrimination for: filing a complaint; assisting or participating in an investigation, compliance review, hearing or other activity; opposing any unlawful act or practice; or exercising any other rights under any law or regulation requiring equal employment opportunity.

Diversity

In keeping with our mission of Inspired Solutions for Teaching and Learning, we recognize that the opportunity to learn, grow and be successful has no boundaries. At PLATO, we value individual differences, unique characteristics and experiences; they enrich our ability to be competitive. As our industry and markets become increasingly more diverse, we celebrate our own talent and are committed to a culture where everyone is treated with fairness and respect.