

EVP POLICY

PURPOSE

This policy describes the Employee Value Proposition (EVP) programs that contribute to making The Learning Bar a great place to work. The Learning Bar offers a unique opportunity to knowledge workers who are passionate about improving educational outcomes for all children. Our highly desirable work environment includes flexible work arrangements, autonomy in the job, and opportunities to learn and grow in a career. Our employees are empowered by supportive leaders who accept and trust in the abilities of the whole person.

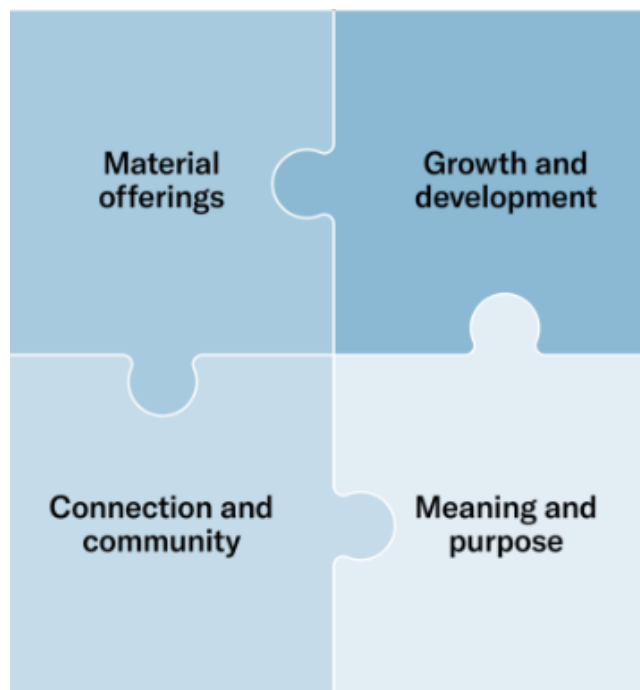
The Learning Bar operates with an “open door” policy. Any time you have a concern we encourage you to discuss it with the person to whom you report or the CEO. Confidentiality will always be in the forefront of these discussions.

We are a supportive and flexible global team that embraces a healthy work-life balance. We care about each other, our families, and our work and are always looking for new ways to ensure team members value the components that make up the EVP.

SCOPE

The unique offering of a multi-layered value proposition applies to all employees of The Learning Bar.

EVP COMPONENTS



1. **Meaning and purpose** - At The Learning Bar we work with a purpose. Currently, educators using our products reach about 1,000,000 students worldwide and our long-term goal is to be helping 25,000,000 children annually by the year 2034. Core Values drive the culture, and 'We Statements' help to describe how we express these values in our daily work. We value and accept your authentic self, and believe that by leveraging each employee's strengths, the company will succeed.
 - Vision: "Giving all children the opportunity to thrive."
 - Mission: "Providing innovative solutions to increase educational prosperity for all children." Together, we make an impact! You make a difference here.

2. **Material offerings** - The Learning Bar strives to offer a fair salary package and a well-equipped and comfortable workspace. We have an expansive office space with beautiful artwork on display and we offer a fully hybrid and flexible work environment.
 - Fair pay based on national benchmarking and a review of pay bands is completed every two years. The compensation program considers compensable factors and overall performance of the company, team and individual.
 - Fully hybrid and flexible work environment. Many of our employees work from locations throughout Canada and some even work from other countries temporarily. We are proud of our international workforce and support them as they seek Canadian permanent residence status.
 - Flexible time off policies (including vacation, paid sick leave, and immediate access to paid general holidays – which includes five days in December for salaried employees). In fact, TLB employees enjoy eleven additional paid holidays above and beyond the provincially mandated (statutory) holidays.
 - Comprehensive insurances, extended health, and dental coverage (cost of premiums are 50% employer and 50% employee and are continued during Maternity / Parental Leave at these same percentages); LTD, vision care, access to virtual health, an employee and family assistance program (EFAP), and specialty medical / paramedical services, travel insurance; and we are always seeking new ways to improve our offerings.
 - Wellness initiatives (like shots and shots flu clinic and mental health training).
 - Employee Referral Bonus Program - Candidate is expected to notify the Human Resources Manager and/or hiring manager that they were referred by a TLB employee. The employee making the referral is paid a one-time taxable bonus of \$500 CDN (after 90 days) for the successful hire of an employee and/or literacy coach referral.

3. **Growth and development** - We trust employees to complete tasks on time but at their own pace; and offer support and guidance as required. Your growth is also important to use. Our goal is to allow room for you to grow into increased responsibilities or new positions. Please ensure your manager knows your career goals and let them know if you are interested in an upcoming training. You have a future at TLB through the following initiatives:
 - An annual training budget and ongoing learning series are offered. We encourage all full-time employees to engage in professional development seminars, workshops, or courses - as well as accepting stretch assignments that build skills and improve job performance.
 - Our preference is to promote from within. For those who wish to advance their career, a path is contemplated for each role in the organization.
 - We offer cross-departmental projects to allow for cross germination of ideas.

4. **Connection and community** - We actively participate in social media, and proudly share client and employee experiences (with their express permission, of course); and content that supports excellence in educational practices. The CEO regularly seeks feedback from employees, and shares business and operational information. Continuous improvement and positive change help drive us forward. We work collaboratively, and when a team member is in need, we pitch in to help. The purposeful work we do every day is rewarded with regular celebrations that include our families.
- We are proud of the products and services offered to our customers and believe that by surveying our staff and clients we will discover ways to improve. To gauge satisfaction, the Net Promoter Score (NPS) and the employee NPS is regularly utilized.
 - Volunteer Program - Employees are encouraged to volunteer for up to 12 hours annually. We ask that you get the time pre-approved by your manager and log it in Clockify as Internal: Volunteering. Annually, there is a ½ day TLB-sponsored volunteer project for four additional hours. If you also participate in the TLB-sponsored volunteer opportunity, your impact grows from 12 hours to 16 hours annually. Go ahead, make a difference in your community, we support you!
 - Donation Matching Program - TLB match of employee donation up to \$250 annually. Simply submit proof of donation to a registered charity to accounting@thelearningbar.com. Care for others and we will help you double your impact!
 - The Learning Bar faithfully supports two like-minded community organizations (Inclusion NB and Big Brothers Big Sisters) with regular donations.
 - Opportunities to interact with colleagues (including but not limited to virtual town hall meetings and coffee breaks).
 - Annual parties (summer and holiday) to celebrate success together.

You make a difference here.

VARIATIONS

- We will regularly review this Policy, and related Policies and Procedures, in consultation with key stakeholders, to take account of changes in legislation, best practice guidelines, activities, services and products.
- We reserve the right to vary or replace this Policy from time to time.