



Colleague Handbook

A Colleague's Guide to Success
at DeVry University

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Welcome to DeVry University

Our organization is a provider of educational services. We provide a variety of degree programs. No matter where we are, however, our goal is the same: We empower students to achieve their educational and career goals.

We aspire to be a great place to work for all colleagues. Our goal is to work together to maintain a safe, healthy and productive organization.

This handbook is designed to give you a basic overview of our organization and how we work. It's not a contract, but simply an introduction to the way we operate and some of the common sense guidelines we expect all colleagues to follow. We reserve the right to change this handbook from time to time at our discretion with or without notice.

**“WE ASPIRE TO BE A GREAT PLACE
TO WORK FOR ALL COLLEAGUES.
OUR GOAL IS TO WORK TOGETHER
TO MAINTAIN A SAFE, HEALTHY
AND PRODUCTIVE
ORGANIZATION.”**



Joining Our Organization

We are an Equal Opportunity Employer

Our diversity helps make us an outstanding organization. We value every colleague as an individual and we are an Equal Opportunity Employer.

We Hire the Best

We work hard to make sure that everyone here is well qualified for his or her specific position. That's why we ask you to be truthful when you fill out our application forms and why we ask you to provide a detailed account of your education and work history. We also ask you to provide proof of eligibility to work in your country of employment. We may also require a series of assessment tests on specific attributes and abilities.

We encourage qualified people to apply to and work for us. We comply with the Americans with Disabilities Act (ADA). For colleagues who are interested in learning more about ADA, please contact Human Resources for more details.

All colleagues of our organization were, and continue to be, hired, employed, promoted, demoted, and terminated on an "at-will" basis. This means that your employment and compensation is for no definite period of time and may be ended at any time by either the colleague or the Organization with or without notice and/or cause. In states where specific employment laws apply, we follow all state and local laws applicable to your employment with our organization.

Written or oral statements made to a colleague are not to be interpreted in any way that alters the at will relationship. This Handbook is our guide to how we operate but it is not a contract. The Organization may change its policies, including the provisions of the Handbook, from time to time, without notice, and in its sole discretion.

If you are a faculty member (regular full-time, regular part-time or visiting professor) or other professional for whom we publish academic or work-related credentials, you need to provide, among other items:

- Original official transcripts from the highest degree earned and published, or the degree qualifying you for the position
- A copy of your certification and/or license with a signature verifying authenticity

Working With Family

We welcome your family members here. However:

- We prefer that you do not work with a close relative as your manager or within the same team.
- When two colleagues are in a relationship and create a manager/colleague situation, we may reassign one of you. If we can't make an acceptable change then we may ask one of you to decide who will leave the department.

If you have relatives employed by competitors, suppliers or other organizations, you may be relocated or transferred from positions that would give you access to confidential information.





Life at DeVry

We Solve Issues Together

We care about what you have to say. Colleagues bring their own unique values, perspectives and talents to help the organization and students succeed. We follow an Open Door practice because we believe the best way to solve problems is to do so in a direct, open and respectful way. Please use the Open Door approach to raise issues and concerns. You can bring any issues or concerns you may have to the attention of your manager, your one-up manager, location leader or any manager.

Positive Work Environment

We seek to create a “Culture of Care” where every colleague has the opportunity to contribute to the success of our students and the organization, and where there is an environment of mutual trust and respect. This starts with our TEACH values, which provide the foundation for how we work with one another, fostering a climate of teamwork, energy, accountability, community and heart.

We urge colleagues to express their suggestions and concerns directly to their managers, so that we can understand each other better and continually improve the organization. You have that opportunity here through our Open Door philosophy. You can always talk with your manager or his/her manager or location leader. We want to hear from you.

We believe that the individual relationship between colleague and manager provides the best opportunity for developing trust and teamwork. Communication between colleagues and their managers should be on a one-to-one basis, without third-party interference. For this reason, we believe that labor unions are unnecessary in our workplace.

We are proud of the close working relationship among our colleagues. We will strive to preserve this relationship because our ability to work together remains the best way to achieve our shared goal of helping students achieve their academic and career goals.

Neither Discrimination Nor Harassment Is Allowed

We believe that a healthy, productive environment is one in which everyone is treated with dignity and respect. We are committed to providing a work environment where people do not treat each other differently based on those characteristics that make us unique such as race, creed, color, religion, pregnancy, gender, national origin, age, physical or mental disability, marital status, sexual orientation, veteran's status, uniformed service, citizenship status, medical condition, genetic information or gender identity. We comply with all state and local laws and the following list of characteristics may extend based the state in which you work.

We want our organization to remain a positive and productive place to work. That is why the following behavior will not be tolerated: epithets, slurs, negative stereotyping, bullying, threatening or intimidating acts, that relate to a colleague's race or ethnicity or any of the previously stated protected statuses, or written or graphic material that degrades or shows hostility or aversion toward a certain colleague. While this list includes types of conduct we will not tolerate, it is not a complete list. The organization reserves the right to identify misconduct and address in adherence

We also believe that colleagues should not have to face any unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct based on sex. This conduct is unlawful sexual harassment. Examples of such conduct includes: offensive sexually-oriented verbal kidding; teasing or jokes, repeated unwanted sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading comments about someone's appearance or sexual activity, offensive visual conduct including leering, making sexual gestures and displaying offensive sexually suggestive objects or pictures, cartoons or posters, unwelcome pressure for sexual activity, offensively suggestive or obscene letters, notes or invitations, offensive physical contact such as patting, grabbing, pinching or brushing against another's body, or sexual favoritism.

We Will Take Action

When there is a problem, we will do all that we can to address it. But we need you to help address the issue as well. Please know that if you report a problem and/or experience or witness any conduct you believe to be misconduct that goes against our policies, you should:

- Report it immediately to your manager, one-up manager or location leader.
- However, if the conduct involves your manager, one-up manager or the location leader, please use the Colleague Complaint Procedure.
- You may also file an anonymous complaint 24 hours a day, 7 days a week by visiting Speak Up at www.devry.ethicspoint.com or calling 844.703.9347.

If our investigation reveals a violation, we will take action. Even if the conduct does not amount to a violation of law or policy, we may take disciplinary action.

- We will make every attempt to preserve your confidentiality.
- We will not tolerate you being treated differently for reporting an issue, cooperating in an investigation, or filing an administrative claim with the EEOC, other state governmental agency or other employment labor boards specific to your country.

The Importance of Good Faith Reports

In order for the Speak Up resources to work effectively, all reports and inquiries must be made in "good faith." For this purpose, good faith simply requires an honest belief that the alleged misconduct included in the report is true, even if the allegation proves to be false, or a genuine inquiry about one's own or others' appropriate or inappropriate conduct or actions.

"Bad faith" allegations occur when a colleague makes misleading claims of misconduct that they know to be false. Bad faith allegations can also include repeated reports by the same colleague of the same or similar suspected misconduct that, once investigated, are found to be without merit. These type of reports waste valuable resources and create an unhealthy work environment. Colleagues found to have made bad-faith allegations are subject to disciplinary action, up to and including termination of employment.

How To Act/What To Do (Our Code of Conduct)

As part of our organization, it is your job to act responsibly and follow the Code of Conduct and Ethics (“Code”).

The Code serves as the centerpiece of our Ethics and Compliance program and applies to everyone – all our officers, directors, full-time and part-time colleagues, as well as third-party vendors.

The Code is designed to help you:

- Understand our rules
- Identify potential problems
- Know where to turn for help or guidance

We strongly encourages colleagues to report accounting irregularity, fraud, theft, embezzlement, sexual misconduct or other potentially illegal or unethical incidents to senior management. Our organization maintains an Open Door practice for colleagues who choose to come directly to senior management to report problems. But we also provide an anonymous reporting system. You may file an anonymous complaint 24 hours a day, 7 days a week by visiting [Speak Up at www.devry.ethicspoint.com](http://www.devry.ethicspoint.com) or calling [866.703.9374](tel:866.703.9374).

Tell Senior Management

Senior management wants to stay connected with all colleagues. Email DVUCommunications@devry.edu with your ideas, questions, and concerns. Messages sent to this address go directly to the DeVry Home Office.

Your Employment Category

You are classified as:

- Regular Full-Time (RFT) colleagues regularly work a full 40 hours per week throughout the fiscal year.
- Regular Part-Time (RPT) colleagues regularly work at least 20 hours each week.
- Temporary non-benefit eligible colleagues can work up to 40 hours per week but cannot exceed 999 hours per calendar year in the United States. Student workers and federal work-study students are included in this category.
- Other employment categories may apply depending on the country in which you work. Please refer back your local HR administer for questions with regards to your employment category.

What Is My Work Schedule?

Your work schedule is based on what your manager determines is necessary to meet the needs of our students or colleagues. Meeting student needs may require you to work evenings and/or weekends or even holidays at some of our locations.

Lunch Hours and Breaks

We are here to serve students but we also want you to take your breaks during the day; so meal and break times may vary to ensure staff availability to students. Skipping lunch or your break will not allow you to leave work early or arrive late. If you need to take a longer or shorter time away from work, please talk with your manager first. Additionally, some U.S. state have mandatory rules for colleagues regarding when a lunch break and/or rest period should be taken.



Accurately Recording Your Time

Accurately recording time worked is the responsibility of every colleague. Time worked is all the time actually spent on the job performing assigned duties. Each colleague may be required to record accurately the time they begin and end their work, as well as the beginning and ending time of each meal period, and the beginning and ending time of any departure from work for personal reasons.

- Before you work overtime, you must first get approval from your manager.
- If you are hourly, all hours you work in excess of 40 hours in one work week will be paid at the rate of one and one half times your regular rate of pay.
- In California, if you are non-exempt, you will be paid one and one-half times your regular rate of pay for all hours worked in excess of eight hours, up to and including 12 hours, in one workday, all hours worked in excess of 40 in a work week, and for the first eight hours worked on the seventh consecutive day of work in a workweek. You will also be paid double your regular rate of pay for all hours worked in excess of 12 hours in any workday, and for all hours worked in excess of eight hours on the seventh consecutive day of work in a work week.
- The hours you are paid for sick/personal, vacation, bereavement and sick carryover time are not considered hours worked; they will not be counted toward overtime.

Pay Periods

Most likely, you are paid on a regular, bi-weekly schedule. Certain colleagues, however, may be paid monthly, on the last working day of each month.

Please make it a point to periodically view your paycheck for accuracy. If you think there is an error, immediately contact Human Resources. If you have not been paid correctly, we will rectify the issue as quickly as possible. If you are ever overpaid, we will ask for reimbursement. This can be done with one check or through payroll deductions over a period of time. If overpaid wages are not paid back to the organization within a specified time-frame and no agreed upon arrangements are made, you may be terminated and collection action or other legal action may be taken.

Absences

Colleagues are valued members of the team and critical to the success of the organization. As a result, being at work and on time is essential to reaching goals and objectives, and creating a better working environment. If you cannot be at work, make sure to inform your manager as soon as possible.

Please remember that:

- Excessive absences, tardiness, early departures or unexcused absences may be grounds for disciplinary action up to and including termination.
- Being out for more than three consecutive days of work without reporting it to your manager may be considered a voluntary termination of employment.

Maximum Leave Policy

The maximum amount of leave that may be taken under this policy generally in the U.S. is 12 months, including FMLA, workers' compensation leave, and/or applicable state leave(s). While a leave of absence generally may not exceed 12 months, we will consider a reasonable accommodation for colleagues, including an extension of leave, that will assist you in returning to active employment per our ADA policy. This policy may vary according to state law.

Business Attire

We maintain a professional environment and believe part of that environment is created by the professional appearance of our colleagues. For the most part we expect colleagues to come to work in business casual attire. Good personal hygiene is also an expected minimum standard.

At the discretion of senior management or your manager, there may be times when more or less formal attire may be allowed. If you are unsure if an outfit is appropriate, trust your good instincts and avoid wearing it to work.

Time Off

We recognize the value of vacations. They are a great way to provide Care for Self, a staple in our culture of Care. We all need time off to recharge and refresh. Please make sure you take advantage of the time off available to you by reviewing our Time Off policy. This policy includes information about vacation, paid holiday, sick/personal time, leaves of absence, bereavement, jury duty, and military leave.

FlexWork

We strive to provide flexibility in where and how work gets done. Not all positions are eligible for all forms of FlexWork, but we encourage some level of FlexWork wherever possible and practical. FlexWork requests are reviewed and approved by your manager.

Performance Feedback

Your manager will provide you with ongoing performance coaching and feedback. As a full-time or part-time colleague, you will receive formal performance evaluations every year. If there are any concerns, your manager will work with you to solve them. If you don't feel like you are receiving sufficient feedback, take the first step and talk to your manager. Weekly one-on-ones are a common practice in our organization and make it convenient for managers and their team members to openly discuss issues that may arise.

If you are a faculty member, your institution might have separate evaluation expectations. Please see your faculty manager or academic leader for more information.

Internal Positions

Most of the time, an opening for a position will be posted internally and externally. However, managers are given the discretion to appoint a current colleague to a new position when circumstances warrant it. In most locations, to be eligible to apply for other internal positions, you must be in your position for one year and performing satisfactorily in that job, subject to manager's approval.

Substance Abuse

The use of illegal drugs and alcohol goes against our commitment to a safe, healthy, secure and productive environment for colleagues, students and community. Information on drug and alcohol abuse, as well as resources such as our organization's assistance program is available from

Alcohol and Drug-Related Support

If you have a drug or alcohol-related problem, we encourage you to seek assistance. We will assist benefit-eligible colleagues within the limits of your medical benefits plan. If you need to know where to go for help or who to talk to confidentially, call the Colleague Assistance Program at 866.248.4096 or see this website: www.liveandworkwell.com.

Tobacco Use is Prohibited

All tobacco use, including cigarettes, chewing tobacco and e-cigarettes, is prohibited on all organization premises except in designated smoking areas.

Keep It Confidential

As a colleague you will sometimes learn about confidential proprietary information and trade secrets that are about our operations, proposed new businesses and finances. This information is not known outside of the organization or even known to all of our colleagues. Because this information is significantly valuable to the organization, please do not disclose it. Only those colleagues specifically designated by the President as spokespeople are authorized to divulge confidential information about our organization.

Confidentiality and non-disclosure about proprietary information should continue even if you leave the organization.

Colleagues are also expected to handle Personally Identifiable Information (PII) with care. PII includes, among other things, Biometric Data, Veteran Status and Criminal Records.

Protect Your Work

As a colleague, it is also very important that you carefully protect your work by:

- Maintaining strong passwords.
- Using private (vs. public) computers when performing organization business.
- Using secure virtual connections (i.e., VPN) to access organization networks and data files.
- Storing data on external hard drives, thumb drives or cloud-based storage services.

Use Our Tools Responsibly

We provide communication tools primarily for business and ask that you use them responsibly. You may use any tools for personal use as long as it doesn't interfere with your work. In addition, please do not load software without approval of the IT department. And always comply with all terms of software licensing.

We also have the right to monitor and review all information accessed, stored, created or transmitted on our systems. This includes information that is accessed by personal password-protected web-based applications. Monitoring will be kept confidential.

Recording Others Is Not Allowed

You cannot record conversations involving anyone without the express written consent of all parties. The Vice President of Human Resources for DeVry or his/her designee must approve exceptions. Our use of automated recording systems to provide quality customer service to our students is excluded from this policy.

Report All Technical Problems

It is your responsibility to report technical problems to the appropriate support colleague.

Use Social Media Responsibly

Various laws govern what we can and cannot say on social media. When communicating on various social media please follow the expectations below:

- The laws related to intellectual property (i.e., trademarks or copyrights), gambling, identity theft or other related acts.
- Not divulging intellectual property or proprietary information relating specifically to our services, pricing, student services, marketing or business strategies, processes and related technologies. Keeping student information confidential.
- Avoiding excessive Internet browsing, personal messages or other conduct that strains the availability or usability of communication tools such as audio and video streaming.

For Your Safety

You are required to notify the local Incident Commander in the event of a potential or actual security concern – the situation can include threats or intimidation, filing of restraining orders, suspicious or unusual activity, colleague illness or injury, etc. If you are facing a life-threatening or dangerous situation, dial 9-1-1.

SIREN – Emergency Notification System

SIREN immediately updates registered users about weather emergencies, security incidents or other emergency situations. It allows us to quickly send recorded voicemail, email and text messages to all students and colleagues system-wide.

SIREN is only effective if everyone registers and keeps their emergency contact information updated – this includes your office, home and cell numbers, as well as your email address.

Tuition

We think one of the most important investments we can make in our colleagues is to provide them with the opportunity to take college courses or complete a degree. It's also a wonderful way to experience the service and support delivered by our institutions. DeVry offers free or significantly discounted tuition to colleagues. Please note that tuition benefits are generally considered taxable income.

Tuition Discounts For Dependents

We offer tuition discounts to eligible dependents to attend DeVry.

Photograph Release

All photographs, videos, negatives and/or other images taken of you while working for us and used in promotional materials, catalogs, etc., are our property.

Colleague Records

Your colleague records include your employment application and any other relevant documents. These records are the property of our organization and will be maintained for a certain period of time. You can review the contents at any time, excluding any information about other colleagues or students, as allowed by applicable federal, state or country law. Please contact Human Resources to review your file

Credit and Employment Verification

We use theworknumber.com to provide automated employment and income verifications. Standard verification procedure requests include:

Verification Type	Website	Information Required
Commercial Income verification or other references	theworknumber.com 1.800.367.5690	Employer Name or (Code 19441)
Social Services Only available to qualifying assistance agencies	theworknumber.com 1.800.660.3399	Colleague's Social Security Number

Employment dates and compensation are verified with your permission. Information requested by court order, governmental regulation or law should be requested by contacting Human Resources.

Reference Requests

Managers and supervisors should not provide letters of recommendation or other references on behalf of a former colleague without the institutional Human Resources leader's approval.

Other Employment

A second job may create a conflict of interest or affect your work performance at our organization. So please make sure that your manager approves of your other employment.

Sales Tax Rule

You may not use our sales tax exemption for personal items. Such use could jeopardize our status and is specifically prohibited.

Authorization Required for Contracts and Agreements

Unless you are authorized, you may not commit to an agreement or contract on behalf of our organization.

Expense Reimbursement

To receive reimbursement for any business-authorized out-of-pocket expenses for travel and mobile phones, you must have all receipts approved by your manager. Expenditures incurred more than 12 months prior to the request for payment will not be reimbursed unless otherwise required by state or country law.

Gift Restrictions

All significant gifts you receive from any work related supplier must be disclosed to DeVry's Legal Department.

No Solicitation Policy

We love the giving nature of our colleagues, but want to be respectful and ensure a work environment free from perceived pressure or obligations. For this reason, persons who are not employed by us may not distribute any literature or conduct any solicitation on our properties or premises. This includes:

- Oral or written communications.
- Raffle tickets.
- For-sale merchandise.
- Email distributions.
- Circulars, handbills or other kinds of literature.

To avoid interruption of work and protect colleagues from unnecessary annoyance, colleagues are not permitted to solicit other colleagues on working time for any purpose. Distribution of literature or other materials during working time is also not permitted. Distribution of literature in working areas is prohibited at all times.

Working time does not include break periods, meal times, or other periods during the work day when colleagues are properly not engaged in performing their work tasks. Working time includes the working time of both the colleague doing the soliciting or distributing and the colleague to whom the solicitation or distribution is being directed.

Persons who are not employed by us may not solicit or distribute literature on our property at any time for any purpose.

We may make limited exceptions to this policy for approved efforts to raise funds or other support for charitable causes officially supported by our organization as part of its overall business plan.

Community Outreach and Charitable Activities

We encourage your participation in community and civic events.

Each location and/or campus may elect to support up to two 501(c)(3) charitable organizations without political or religious ties. However, the following criteria must be met:

- The support of the 501(c)(3) organization is part of a management-approved community outreach effort to build awareness of our organization in the community.
- The event(s) must be viewed as beneficial by other colleagues and students.
- Participation in the event(s) is encouraged for the purpose of volunteerism and team building.

Locations involved in such activities must follow annual reporting requirements. Enforcing this policy is the responsibility of each location's most senior leaders. They must select someone to:

- Collect the information needed to meet the location's annual reporting requirement.
- Verify that all activities meet this requirement.

Please reach out to your manager for more information.

Life and Status Changes

Life events that would change your insurance coverage include events such as marriage, divorce, legal separation, death of a spouse or dependent child, or birth or loss of dependent child. Such events must be reported to Human Resources.





Leaving Our Organization

Leaving the Organization In Good Standing

If you resign, please give us at least a two-week notice in writing. This helps to ensure no delay of your final pay and will not jeopardize a favorable status should you re-apply for a position in the future. If we ask you to leave sooner, we will still honor your two weeks' notice for pay purposes.

Termination

Gross or serious misconduct can result in immediate termination. Some examples of such conduct are listed below:

- Conduct dangerous to others
- Possession on organization premises and property of firearms or weapons of any kind
- Possession, use or sale of illegal drugs or substances
- Possession on organization premises of open containers of alcoholic beverages, or drinking on the premises, except at organization-approved events
- Providing alcoholic beverages to underage students
- Falsifying or inappropriately changing organization records
- Material misrepresentation of organization services or programs
- Threat of physical violence
- Harassment, including sexual harassment, of other colleagues or students
- Deviation from organization policies and procedures which threaten curricula, licensure or accreditation
- Insubordination
- Moral turpitude
- Promoting student ill-will or colleague ill-will toward the organization

- Destroying, defacing or stealing property, records, money or material belonging to the organization, other colleagues or students
- Violation of local, state, federal or country regulations or laws which are associated with or related to the colleague's employment with the organization
- Violation of organization vendor licensing agreements
- Inappropriate use of organization computer information resources or electronic media

If you are terminated for misconduct, you will be paid only through the last day you worked. If you are terminated for poor work performance, we have the discretion to provide you with two weeks' base pay in lieu of notice.

Some of your benefits such as medical and dental will cease on the day of termination. You may be able to continue other benefits, such as life insurance, at your own cost. Contact Human Resources.

Continuing Your Health Benefits Under COBRA

If you leave us, for reasons other than misconduct, you and any qualified dependents currently covered under your plan may be eligible to extend group medical and dental insurance under COBRA. Details are available from Human Resource.

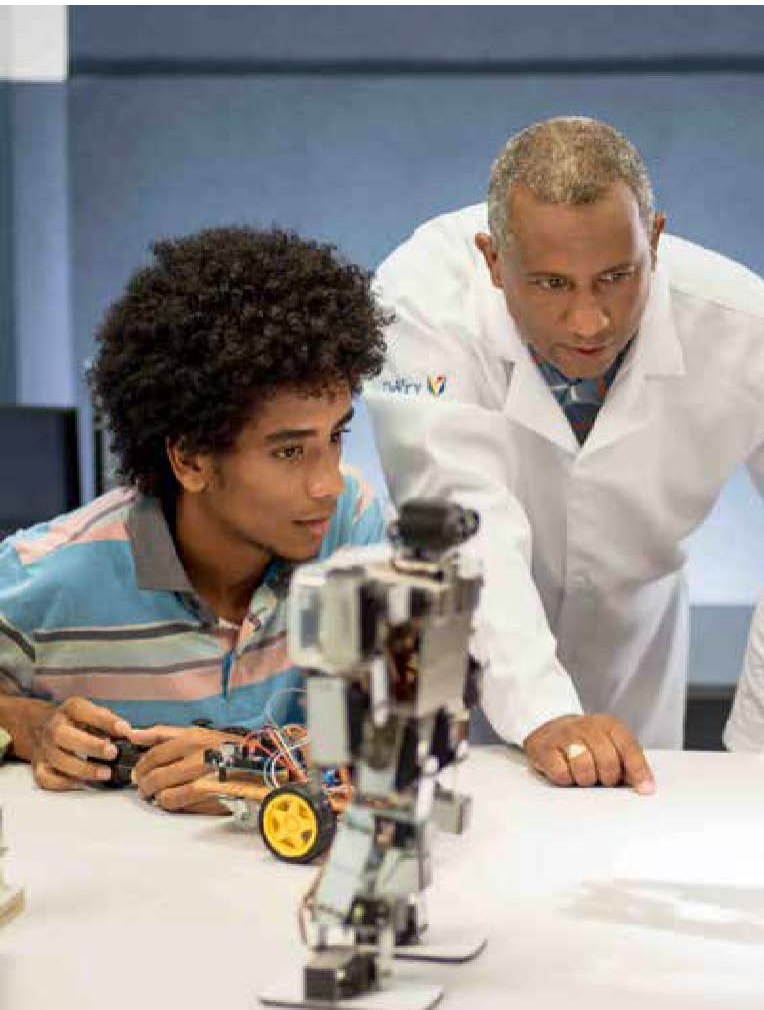
You Are Responsible for Returning our Property

Failure to return our property may cause us to take legal action. Our property includes:

- Keys
- Photo ID badges
- Laptops and any other equipment containing our data
- Grade records
- Books
- Student-related papers
- Cloud-based storage account that contains our data and grades

Severance

If you are involuntarily terminated without cause as part of a reduction in force or a job elimination, you may be eligible for severance, but may not. Generally, the amount of severance pay depends upon the eligible colleague's years of continuous service with the organization.



QUICK REFERENCE GUIDE

Colleague Assistance Program

liveandworkwell.com

Employment Verification

theworknumber.com

Feedback

DVUCommunications@devry.edu

Human Resources

HRQuestions@devry.edu

Open Positions

career@devry.edu

Speak UP

www.devry.ethicspoint.com
1.844.703.9347

Title IX Office

630.960.8019