

! "\$%&'#()\*+,-%'"(&./\*.&0.''. '\*  
1+.&2\*3+/#-)\*

Policy Number: !""# #

Subject: \$%&'()\*+,-./&0&1#2/3(450&67#5\*(#.4#8(%+.0#

Date Adopted: 9:;9# Revised: <.\*&=#1#=>\*#)/(#+#"?:?@#

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" + (%4#A3&\*#B>0&/, #.44)(\*\*(\*#13(#\*/3(450&67#5\*(#.4#)(%+.0#>C#5%&'()\*&+, #C./&0&+&(\*D##A&/E(+&%6#  
\*( )' &/(\*#.4#C(\*#.)(#.44)(\*(4#&%#F>.)4#<>0&/, #G>D#H!HD#

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(45/.+&>%D##L00#5%&'()\*&+, #C./&0&+&(\*#.)(#4(\*&6%(4#B)&=. )&0, #+>#./ />=B0&\*3#&+\*#(45/.+&>% .0#  
>PQ(/+&'(\*D##A3&\*#4>/5=(%+&B)>'&4(\*#B>0&/&(\*#.4#B)>/ (45)(\*#C>)+3(#\*/3(450&67#5\*(#.4#)(%+.0#  
>C#5%&'()\*&+, #C./&0&+&(\*D##A3(#R>)4#C./&0&+&(\*7#.\*#5\*(4#&%#3&\*#B>0&/, 7#&%/054(\*#.00#P5&04&%6\*7#  
\*+)5/+5)(\*7C&(04\*7#B.)E&%6#0>+\*7#.4#.00#>+3()#.)(\*#>R%(47#0(\*.(47#>)#>B().+(4#P, #+3(#5%&'()\*&+, D#

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.D - 56789;<5=\* '>?5=@::6A\*'BC75DJ#A3(#5%&'()\*&+, #=. &%+. &%\*#. #/ .0(%4.)#>C#.00#(' (%+\*#

>/ /5))&%6#>%#/. =B5\*D##%9>?\*E9>;;7B\*9=D;6;C7897F8\*GC55\*;Q. 240 . 2 (: )<I (?) JJI (#AQ. 240 0 0 . 2





&&D ##L# = .Q>)&+, #M>' ()#\ " ] N#>C#3>\*(#. +(%4&%6#(' (%+\*:= ((+&%6\*\*\*/3(450(4#P, #82U\*#>)#  
 .CC&0&. +(4#6)>5B\*# = 5\*+P(#\$ KL#\*+54(%+\*7#C. /50+, 7#>)\*#. CCD#  
 #  
 &&D ##L% , #/>\*+\*#. \*\*>/&. +(4#R&+3#3(#(' (%+:= ((+&%6# = 5\*+P(#B. &4#P, #3(#82U#>). CC&0&. +(4#  
 6)>5B#  
 #  
 4D ^ (/>). +&>%\*7#B)>B\*#. %4#% , #>+3()# = .+( )&. 0\*+3. +.#.)(#P)>563#++>#3(#P5&04&%6:C. /&0&+, #P, #3(#  
 B()\*>%#>)#6)>5B#)(%+&%6&+# = . , #>%0, #P(#5\*(4#>)#B0. / (4#&%#3(#P5&04&%6:C. /&0&+, #R&+3#3(#  
 />%\*(%+>C#3(#C. /&0&+, #. 4 = &%&\*+). +>)D#  
 #  
 (D <)>B()#. +&)(7#R3&/3#&%/054(\*#\*3&)+#. %4\*3>(\*7# = 5\*+P(#R>)%#. +.#. 00#& = (\*D#  
 #  
 CD##A3(#5%&' ()\*&+, #)(\*)' (\*#3(#)&63#++>#4(% , #5\*(#>C#&+\*#C. /&0&+&( \*#># . % , #. BB0&/ . %+R3(%#3(#  
 5%&' ()\*&+, #4(( = \*#\*5/3\*5\*(#&\*#%>+&%#3(#P(\*+&%+())(\*+>C#3(#5%&' ()\*&+, D#  
 #  
 6D L00#% (/ (\* .) , # \$ KL#<>0&/ (# ^ (B. )+ = (%+ />\*+\*#R&00#P(#. \*\*5 = (4#P, #3(#>)6. %&S. +&>%#>)#6)>5B#  
 A3(#C. /&0&+, #. 4 = &%&\*+). +>)7#&%# />%\*50+. +&>%#R&+3#3(#\$ KL#<>0&/ (# ^ (B. )+ = (%+7#R&00#4(+() = &% (#  
 +3(#\*( /5)&+, #)(Z5&)( = (%+\*#C>#). %\*( ' (%+D##Y+&\*#3(#>)6. %&S. +&>%X\*#>)#6)>5BX\*#)(\*B>\*#&P&0&+, #+>#  
 />>)4&% . +(#R&+3#3(#\$ KL#<>0&/ (# ^ (B. )+ = (%# . %4# .) . %6(#. BB)>B)&. +(\* ( /5)&+, D## - .&05)(#+>#  
 .) . %6(#B)>B()\* ( /5)&+, #&%# . #+& = (0, # = . %%)# = . , #)( \*50+&%# / . % / (00. +&>%#>C#3(#(' (%+D#  
 #  
 3D Y%4&' &45. 0\*#>)#6)>5B\*#)(\*)' &%6\*#B. / (#&%# . #5%&' ()\*&+, #C. /&0&+, #R&00#P(#)(\*B>\*#&P0(C#>)+3(#  
 P(3. ' &>#>C#3(&#) = (=P())\*#. %4#65(\*+\*#. %4#C>#). % , #4. = .6(# / .5\*(4#P, #3(#65(\*+M\*N#>#  
 = (=P())M\*N# . %4# . 6)((#+>#)(\*B / +3(#)&63+\*#>C#>+3(#6)>5B\*#5\*%&6#3(#C. /&0&+, D##L00#5%&' ()\*&+, #  
 ' &\*&+>)\*# = 5\*+P. P&4(#P, #3(#)50(\*7#)(650. +&>%\*# . %4#B>0&/&(\*#>C#3(#5%&' ()\*&+, #. \*#R(00# . \*#. 00#  
 C(4(). 07#\*+. +(#. %4#0> / . 0#0. R\*D#  
 #  
 &D###\_)>5B\*#>)6. %&S. +&>%\*# = 5\*+P(#/> = B0(+ (0, #C&%&\*3(4#R&+3#3(#)>> = 7# . %4#+ (.) 04>R% : /0( . %5B7#  
 P, #3(#+& = (#&%4&/ . + (4#>%#3(#)(Z5(\*+&C>) = D###  
 #  
 QD####\_)>5B\*#)(Z5&)&%6# . 54&>: ' &\*5. 0#(Z5&B = (%+& = 5\*+\*#>+ (#3(#(Z5&B = (%+& ((4(4#>%#3(#  
 )(\*') . +&>%#C>) = D##K3. )6(\*# = . , #P(#. \*\* (\* (4#C>#)(%+ . 0#>C#(Z5&B = (%+ . \*#R(00# . \*#0. P>#) />\*+\*#  
 C>)+3(#\*(+05B# . %4#P)(. E04>R%#>C#(Z5&B = (%+D##L4. = .6(#4(B>\*#&+ = . , #P(#)(Z5&)(4D#  
 #  
 ED VT+( ) . 0#6)>5B\*# = . , #%>+ . BB)>B)&. +(#>#) = .E(#5\*(#>C#3(#5%&' ()\*&+, X\*#% . = (#>#) . % , #>C#3(#  
 5%&' ()\*&+, X\*#). 4(#>#)\*(' &/ (# = .)E\*#>)#B)>B()+, #&%# ' &>0. +&>%#>C# />B, )&63+0. R\*#&%#3(#&#  
 .4' ()+&\*%&6# = .+( )&. 0\*D## \$ (\*#>C#\*5/3# = .+( )&. 0# = 5\*+P(#)(Z5(\*+(4#&%#R)&+&%6D##<)&>)#R)&+((%#  
 .5+3>)&S. +&>%# = 5\*+P(#6&' (%P(C>#)(# . % , #5\*(#>C#\*5/3# = .+( )&. 0#)(6. )40(\*#>C#3(# = >4(#>C#  
 +) . %\* = &\*%&>D#  
 #  
 OD###L0/>3>0# = . , #%>+P(\*') (4#>)#P(#>%#3(#B)( = &\* (\*5%0(\*# . 5+3>)&S(4#P, #3(#B)(\*&4(%+  
 B5)\*5. %+>#F>.)4#<>0&/ , #G>D#! " \D#  
 #  
 =D G># . %& = .0\*#>)#B(+\*#>C# . % , #E&%4#\*3. 00#P(#B() = &+ (4#&%# . % , #P5&04&%6:C. /&0&+, 7#(T / (B+M. N#  
 \*)' &/ (# . %& = .0\*7#MPN# . %& = .0\*5\*(4#P, #0. R#(%C>)/ ( = (%+7#M/N#4> = (\*+&/# . %& = .0\*#&%#3(#



PD <>&+, #?J#./+&'&+&(&\*&B>%\*>)(4#P, #.)+\*#B)>6). = \*#&%#3(#K>00(6(#>C#L)+\*7#`5 = .%&+&(\*7#. %4#2>/&.0#2/&(%/( \*D#

#  
/D <>&+, #@J#./+&'&+&(&\*&B>%\*>)(4#P, # \$KL#<5P0&/#LBB(.). %/( \*D#

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4D <>&+, #!J#./+&'&+&(&\*&B>%\*>)(4#P, #. %4#5+&0&S&%6#F)(R()0` (6( = .%#K>%C()(%/(#K(%+())D#

#  
(D <>&+, #\J#./+&'&+&(&\*&B>%\*>)(4#P, #82U\*#D#

#  
CD###<>&+, #HJ#./+&'&+&(&\*&B>%\*>)(4#P, #.CC&0&.(+4#6)>5B\*D#

#  
6D <>&+, #;J#./+&'&+&(&\*&B>%\*>)(4#P, #.CC&0&.(+4#6)>5B\*D#

#  
L00#6)>5B\*#)(Z5(\*+&%6#>#5\*(#^>% .04# a D#8(, %>04\*#<())C>)= .%/(#` .00# = 5\*+/#>= B0(+(#.#)  
(\*())'. +&>%#)(Z5(\*+C>)=#B)>'&4(4#>%0&%(D#A3(#C>)=#R&00#P(#)'&(R(4#P, #+3(#4&)(/+>)#>C#  
8(, %>04\*#<())C>)= .%/(#` .00D##YC#3())(#.#)(#Z5(\*+&%7#3(#C>)=#R&00#P(#C>)R.)4(4#>#+3(#4(. %>#>C#  
+3(#K>00(6(#>C#L)+\*7#`5 = .%&+&(\*7#. %4#2>/&.0#2/&(%/( \*D##YC#>+)( \*>0' (47#&+#R&00#P(#B)(\*%+(4#>#  
+3(#B)(\*&4(%+X\*#(T(/5+&'(#\*+.CC#C>)#.#C&% .0#4(/&\*&>%D#

#  
;D ' - Q%2 ! / # ' ' N\*3&# + &# (#% ' \* , + &\* ( Q%\* R# ' ' 2N . (%\* - %' ' (%&\* , + &\* , #' %\* . ' ' 2\*  
3%& , + & S# ' ' N\* . & ( ' J#

\*  
#I ( Q%\* - + ' ' - %& (\*Q . / / \* . ' ' 2\*&% - # ( . / M&%Q% . & ' . / \*Q . / / \*

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.D <>&+, #IJ#./+&'&+&(&\*&B>%\*>)(4#P, #+3(#UCC&/(#>C#3(#<)(\*&4(%+D#

#  
PD <>&+, #?J#./+&'&+&(&\*&B>%\*>)(4#P, #+3(#^(B.)+ = (%+>C# b 5\*%&/D#

#  
/D <>&+, #@J#./+&'&+&(&\*&B>%\*>)(4#P, #+3(#K>00(6(#>C#L)+\*7#`5 = .%&+&(\*7#. %4#2>/&.0#2/&(%/( \*D#

#  
4D <>&+, #!J#./+&'&+&(&\*&B>%\*>)(4#P, # \$KL#<5P0&/#LBB(.). %/( \*D#

#  
(D <>&+, #\J#./+&'&+&(&\*&B>%\*>)(4#P, #82U\*#.#CC&0&.(+4#R&+3#3(#^(B.)+ = (%+>C# b 5\*%&/D#

#  
CD <>&+, #HJ#./+&'&+&(&\*&B>%\*>)(4#P, #82U\*#.#CC&0&.(+4#R&+3#3(#K>00(6(#>C#L)+\*7#

#  
`5 = .%&+&(\*7#. %4#2>/&.0#2/&(%/( \*D#

#  
6D

LBB(.).%/(#R3>#R&00#/#>%\*50+#R&+3#3(#/3.&)#>C#3(#^(B.)+=(%+#>C# b 5\*&/D#YC#3(#.)(#  
Z5(\*+&>%\*7#3(#C>)=#R&00#P(#C>)R.)4(4#>#3(#4(.%#>C#3(#K>00(6(#>C#L)+\*7#`5=.%&+&(\*7#.%4#  
2>/&.0#2/&(%/(#D##YC#>+#)(\*>0'(47#&+#R&00#P(#B)(\*(%+(4#>#3(#B)(\*4(%+X\*#(T(/5+&'(#\*+.CC#C>)#.#  
C&% .0#4(/&\*&>%D#

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##I (Q%\*T. S % '\* SI\*1&#2N%'\*1 / . - 0\*1+U\*(Q%. (&%\*

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.D <>&+,#IJ#./+&'&+&(\*#\*B>%\*>)(4#P,#+3(#UCC&/(#>C#3(#<)(\*&4(%+D#

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PD <>&+,#?J#./+&'&+&(\*#\*B>%\*>)(4#P,#+3(#^(B.)+=(%+#>C#-&0=7#A3(.+)(7#.%4#K)(.+&'(#  
a )&+&%6D#

#

/D <>&+,#@J##./+&'&+&(\*#\*B>%\*>)(4#P,#+3(#K>00(6(#>C#L)+\*7#`5=.%&+&(\*7#.%4#2>/&.0#  
2/&(%/(#D#

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4D <>&+,#!J#./+&'&+&(\*#\*B>%\*>)(4#P,#\$KL#<5P0&/#LBB(.).%/(#D#

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(D <>&+,#\J#./+&'&+&(\*#\*B>%\*>)(4#P,#82U\*#.CC&0&.(+4#R&+3#3(#^(B.)+=(%+#>C#-&0=7#  
A3(.+)(7#.%4#K)(.+&'(# a )&+&%6D#

#

CD <>&+,#HJ#./+&'&+&(\*#\*B>%\*>)(4#P,#82U\*#.CC&0&.(+4#R&+3#3(#K>00(6(#>C#L)+\*7#  
`5=.%&+&(\*7#.%4#2>/&.0#2/&(%/(#D#

#

6D <>&+,#;J##./+&'&+&(\*#\*B>%\*>)(4#P,#.CC&0&.(+4#6)>5B\*D#

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3D <>&+,#9J##./+&'&+&(\*#>C#(T(+)% .0#6)>5B\*D#

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L00#6)>5B\*#)(Z5(\*+&%6#>#5\*(#3(#c.=(\*# b D#F)&46(\*#F0./E#F>T#A3(.+)(#=#5\*+/#>=B0(+(#.#  
)(\*(' .&+&#%)(Z5(\*+&C>)=#B)>'&4(4#>%0&%(D#A3(#C>)=#R&00#P(#( '&(R(4#P,#+3(#4&)(/+>#>C#<5P0&/#  
LBB(.).%/(#R3>#R&00#/#>%\*50+#R&+3#3(#/3.&)#>C#3(#^(B.)+=(%+#>C#-&0=7#A3(.+)(7#.%4#K)(.+&'(#  
a )&+&%6D##YC#3(#.)(#Z5(\*+&>%\*7#3(#C>)=#R&00#P(#C>)R.)4(4#>#3(#4(.%#>C#3(#K>00(6(#>C#L)+\*7#  
`5=.%&+&(\*7#.%4#2>/&.0#2/&(%/(#D##YC#>+#)(\*>0'(47#&+#R&00#P(#B)(\*(%+(4#>#3(#B)(\*4(%+X\*#  
(T(/5+&'(#\*+.CC#C>)#.#C&% .0#4(/&\*&>%D#

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###I N. / / %&)V\*' (!2#+ '\* . " 2\* - / . ' '&+ + S '\*

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.D <>&+,#IJ#./+&'&+&(\*#\*B>%\*>)(4#P,#+3(#UCC&/(#>C#3(#<)(\*&4(%+D#

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/D <>&+,#@J##./+&'&+&(\*#\*B>%\*>)(4#P,#+3(#K>00(6(#>C#L)+\*7#`5=.%&+&(\*7#.%4#2>/&.0#  
2/&(%/(#D#

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4D <>&+,#!J#./+&'&+&(\*#\*B>%\*>)(4#P,#\$KL#<5P0&/#LBB(.).%/(#D#

#

(D) <>&+, #\J#. /+&' && (\*#\*B>%\*>)(4#P, #82U\*#.CC&0&. +(4#R&+3#+3(#^(B.)+= (%+#>C#L)+#. %4#  
^ (\*&6%D#

#

CD <>&+, #HJ#. /+&' && (\*#\*B>%\*>)(4#P, #82U\*#.CC&0&. +(4#R&+3#+3(#K>00(6(#>C#L)+\*7#  
` 5 = .%&+& (\*7#. %4#2>/&. 0#2/&(% / (\*D#

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6D <>&+, #;J##. /+&' && (\*#\*B>%\*>)(4#P, #.CC&0&. +(4#6)>5B\*D#

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3D# <>&+, #9J##. /+&' && (\*#>C#(T+)% .0#6)>5B\*D#

#

L00#6)>5B\*#)(Z5(\*+&%6#>#5\*(#3(#6.00(), 7#\*+54&>\*7#. %4#/0. \*\*))>>=\*# = 5\*+/#>=B0(+(#.#)(\*)'. +&>%#  
)(Z5(\*+&C>)=#B)>' &4(4#>%0&% (D#A3(#C>)=#R&00#P(#)' &(R(4#P, #+3(#4&)/+>)#>C#<5P0&/#  
LBB(.). % / (\*#R3>#R&00#/#>%\*50+#R&+3#3(#/3.&)#>C#3(#^(B.)+= (%+#>C#L)+#. %4#^ (\*&6%D##YC#3)(#  
.)(#Z5(\*+&>%\*7#+3(#C>)=#R&00#P(#C>)R.)4(4#>+3(#4(. % #>C#3(#K>00(6(#>C#L)+\*7# ` 5 = .%&+& (\*7#. %4#  
2>/&. 0#2/&(% / (\*D##YC#>+)(\*>0' (47#&+#R&00#P(#B)(\*(%+(4#>+3(#B)(\*&4(%+X\*#(T(/5+&' (#\*+.CC#C>)#.#  
C&% .0#4(/&\*&>%D#

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.D <>&+, #IJ#. /+&' && (\*#\*B>%\*>)(4#P, #+3(#UCC&/(#>C#3(#<)(\*&4(%+D#

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PD <>&+, #?J#. /+&' && (\*#\*B>%\*>)(4#P, #+3(#^(B.)+= (%+\*#>C#L)+#. %4#^ (\*&6%7# b 5\*%&/7#. %4#  
- &0=7#A3(.+)(7#. %4#K)(. +&' (# a )&+&%6D#

#

/D <>&+, #@J##. /+&' && (\*#\*B>%\*>)(4#P, #+3(#K>00(6(#>C#L)+\*7# ` 5 = .%&+& (\*7#. %4#2>/&. 0#  
2/&(% / (\*D#

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4D <>&+, #!J#. /+&' && (\*#\*B>%\*>)(4#P, # \$KL#<5P0&/#LBB(.). % / (\*D#

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(D) <>&+, #\J#. /+&' && (\*#\*B>%\*>)(4#P, #82U\*#.CC&0&. +(4#R&+3#+3(#K>00(6(#>C#L)+\*#. %4#  
^ (\*&6%7# ` 5 = .%&+& (\*7#. %4#2>/&. 0#2/&(% / (\*D#

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CD <>&+, #HJ##. /+&' && (\*#\*B>%\*>)(4#P, #.CC&0&. +(4#6)>5B\*D#

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6D# <>&+, #;J##. /+&' && (\*#>C#(T+)% .0#6)>5B\*D#

#

L00#6)>5B\*#)(Z5(\*+&%6#>#5\*(#3(#>PP, # = 5\*+/#>=B0(+(#.#)(\*)'. +&>%#)(Z5(\*+&C>)=#B)>' &4(4#  
>%0&% (D#A3(#C>)=#R&00#P(#)' &(R(4#P, #+3(#4&)/+>)#>C#<5P0&/#LBB(.). % / (\*D##YC#3)(#.)(#  
Z5(\*+&>%\*7#+3(#C>)=#R&00#P(#C>)R.)4(4#>+3(#4(. % #>C#3(#K>00(6(#>C#L)+\*7# ` 5 = .%&+& (\*7#. %4#  
2>/&. 0#2/&(% / (\*D##YC#>+)(\*>0' (47#&+#R&00#P(#B)(\*(%+(4#>+3(#B)(\*&4(%+X\*#(T(/5+&' (#\*+.CC#C>)#.#  
C&% .0#4(/&\*&>%D#

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9D ' - Q% 2 ! / # ' ' N\* 3 & # + & # ( # % ' \* , + & \* ( Q % \* 1 & % R % & \ Q % N % S . ' ' \* - + ' ' , % & % ' ' - % \*  
- % ' ' ( % & \* . ' ' 2 \* ! - . \* 2 + R ' ' ( + R ' ' J #

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.D <>&+, #IJ#5%&'()\*&+, #.+30(+&/#+(. =\*D#  
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PD <>&+, #?J#82U\*#. %4#. CC&0& .+(4#6)>5B\*7#R&+3#+3(#B)&>#R)&+(%#. BB)>' .0#>C#+3(#4&)(/+>)#>C#