



Scope of Services

March 14, 2022 (updated)

Strong Start Academy Elementary School

Pricing for Strong Start Academy Elementary School

Most Popular Pricing Plan

| Two Year Agreement | |
|---|--------------------|
| Strong Start Academy Elementary School - | |
| Tier 3 - up to 49 employees | |
| 2 Year Agreement | \$ 7,176.00 |
| One Time HR Set Up Fee | \$ 1,000.00 |
| | |
| 20% Annual Service Discount | \$ (1,440.00) |
| 50% Set Up Fee Discount | \$ (500.00) |
| Amount Due | \$ 6,236.00 |

One Year Agreement

| One Year Agreement | |
|---|--------------------|
| Strong Start Academy Elementary School - | |
| Tier 3 - up to 49 employees | |
| 1 Year Agreement | \$ 3,588.00 |
| One Time HR Set Up Fee | \$ 1,000.00 |
| | |
| 20% Annual Service Discount | \$ (720.00) |
| 0% Set Up Fee Discount | \$ - |
| Amount Due | \$ 3,868.00 |

Recommended Add-On

| Annual Core Compliance Training Bundle | |
|---|--------------------|
| <i>Considered an HR Best Practice every organization should implement</i> | |
| Sexual Harassment Prevention | |
| Workplace Safety | |
| Business Ethics | |
| Preventing Workplace Violence | |
| 25 Employees | \$ 1,000.00 |

*Single a la carte courses = \$12.50 per employee
Bundle of 4 = \$40 per employee*

Upon confirmation of payment, we will get you scheduled with your dedicated HR Manager in order to begin your onboarding and implementation process.

Your implementation call is scheduled immediately and takes place within 5 business days, or at your convenience.

Bambee Compared to the Other Options

| Two Year Investment | Bambee | Hiring a W2 HR Manager | Outsourced HR Consultant | Median Cost of a Wrongful Termination Dispute |
|---------------------|----------------|---|---------------------------------|---|
| Total Investment | \$6,236 | \$85,000/year + payroll tax and benefits per year | \$60,000 - \$120,000 (\$200/hr) | \$54,000 |

What can Bambee take off your plate?

HR Research & Compliance

- HR Policies
- Wage & Hour
- Labor Code
- OSHA
- EEOC
- 1099 Classification

Hiring & Onboarding

- Job Descriptions
- Hiring/Interviewing Best Practices
- Offer Letters
- Automated & Consistent Onboarding Process

Performance Management

- Monthly Report Cards
- Annual Reviews
- Corrective Actions
- All Documentation Stored in Employee Folders

Terminations

- Risk Assessments
- Unemployment Benefits
- Requirements at Termination

Employee Support

- First Point of Contact for Employees
- HR Coaching & Guidance for Management
- Compliance Training*

*Training Modules provided at an additional cost

What will Bambee do for Strong Start Academy Elementary School?

What You Get

Bambee gives you a dedicated HR manager who helps you craft HR policy and understand compliance



Dedicated HR Manager

Not a call center or a hotline, your HR manager is dedicated to you.



In-Depth HR Audit

We audit your current HR business practices and help uncover hidden risks to your business.



Written Policies

We'll work with you to craft your internal HR policies that fit the way you run your business.



A Powerful Platform

Store documents and company data in a platform designed to help you avoid mistakes



Unbiased Guidance & Coaching

Not a call center or a hotline, your HR manager is dedicated to you.



Unlimited HR Support

Available to help by phone, email, or chat. Consider us an extension of your team.

Let Bambee put your HR practices on Autopilot

The Most Important HR Practices for Small Businesses on Autopilot

Today, Bambee's HR Autopilot keeps over 10,000 American Businesses HR compliant all year long, with up-to-date HR policies, mandatory training, and regular, two-way feedback between you and your employees.

FOR YOUR BUSINESS

HR Audits

Learn where your HR gaps are

HR Policies

Core protective documents and customized policies

Training & Certifications

Keeping your staff compliant

Cabinet

Storing and securing important HR documents

FOR YOUR EMPLOYEES

Employee Feedback

So your employees know how they're doing

Employee Voices

Giving your team an outlet to speak up

Bambee's HR Autopilot Encourages Employee Engagement

HR Autopilot creates professional workplaces **for employees**

Studies show that employees thrive with the right HR practices in place. This benefits you, your employees, and your business. Bambee's HR Autopilot is already benefiting over 100,000 American employees.



Automating Compliance Reviews Keeps Companies on Track

People want to work at companies that are making best efforts to follow fair HR practices and create rules-based environments.



Understanding HR Policy Creates Alignment

Employees do better when they understand the rules around the culture they contribute to.



Coaching Helps Employees Reach Professional Goals

Every employee deserves to know how they're performing at their jobs and how they can perform better in their role



In App Training Empowers Employees With Workplace Knowledge

Giving employees the tools to follow the rules increases the likelihood they do so.



Responding to Feedback Holds the Company Accountable

Resentment is the number one contributing factor to poor performance and labor claims. Giving employees a safe place to voice concerns is key to addressing them.

Your Dedicated HR Manager, NO It's NOT a Call Center

Expert guidance from your own **Dedicated HR Manager**

Sometimes, you need the human touch. Bambee gives you a dedicated HR Manager who helps you craft HR policy and reach HR compliance.

FOR YOUR BUSINESS

Ongoing Relationship

There for you through the whole year

Custom HR Policies

Policies to fit your specific needs

Employee Management

Bringing on and dismiss employees the compliant way

Navigate Labor Regulations

Helping to keep your company safe

Phone, Email, and Chat Support

Communication on your terms

FOR YOUR EMPLOYEES

Employee Relations

Happy employees are happy employees

Field Employee Concerns

Taking care of concerns before they become complaints



Bambee HR Autopilot: HR Audits

01 HR AUDITS

Quickly Identify Your HR Gaps

HR rules change. Audits let you identify any HR gaps, and then we help you with an action plan to get your internal practices up-to-date to keep protecting your company and employees.

The screenshot shows an 'HR Audit' form with several questions. The first question is '16. Do you have any employees that work in other states or cities?' with radio buttons for 'Yes', 'No', and 'I'm not sure.' The 'No' option is selected. The second question is '16. Do you have any active or prior employment-related legal claims, within the past 3 years, against you or the Company, based on either of these policies? *' with radio buttons for 'Yes', 'No', and 'I'm not sure.' The 'No' option is selected. The third question is '17. Do you offer emplo...' with radio buttons for 'Yes', 'No', and 'I'm not sure.' The 'No' option is selected. The fourth question is '18. Do you have up-to-date (current year) Federal, State and Local labor notices posted in your break rooms?' with radio buttons for 'Yes', 'No', and 'I'm not sure.' The 'No' option is selected. Overlaid on the form is a box titled 'Acme's HR Compliance Score™' with the subtitle 'Your score estimates the health of Human Resources at your company'. Below the subtitle is a progress bar with four segments: red, orange, yellow, and green. The green segment is highlighted with a green circle and the word 'GOOD' inside it.

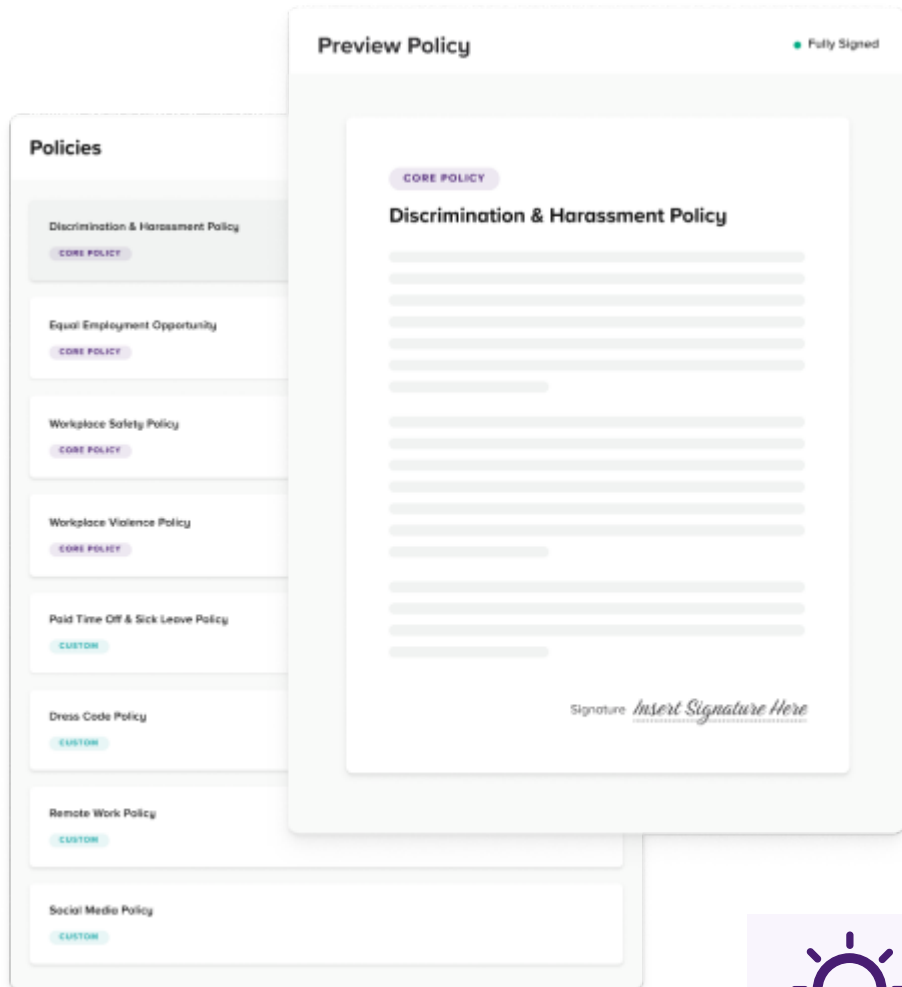


DID YOU KNOW?

Misclassification of an employee can include substantial financial penalties and even up to 1 year in prison.

One error in I-9 verification forms can cost your business \$1,404 per employee...do the math!

Bambee HR Autopilot: HR Policies



02 HR POLICIES

Policies That Protect Your Business and Standardize Your Culture

HR Autopilot makes sure all core, protective policies are current, signed by your employees, and reaffirmed semi-annually. Then, your dedicated HR Manager crafts any custom HR policies your business needs.

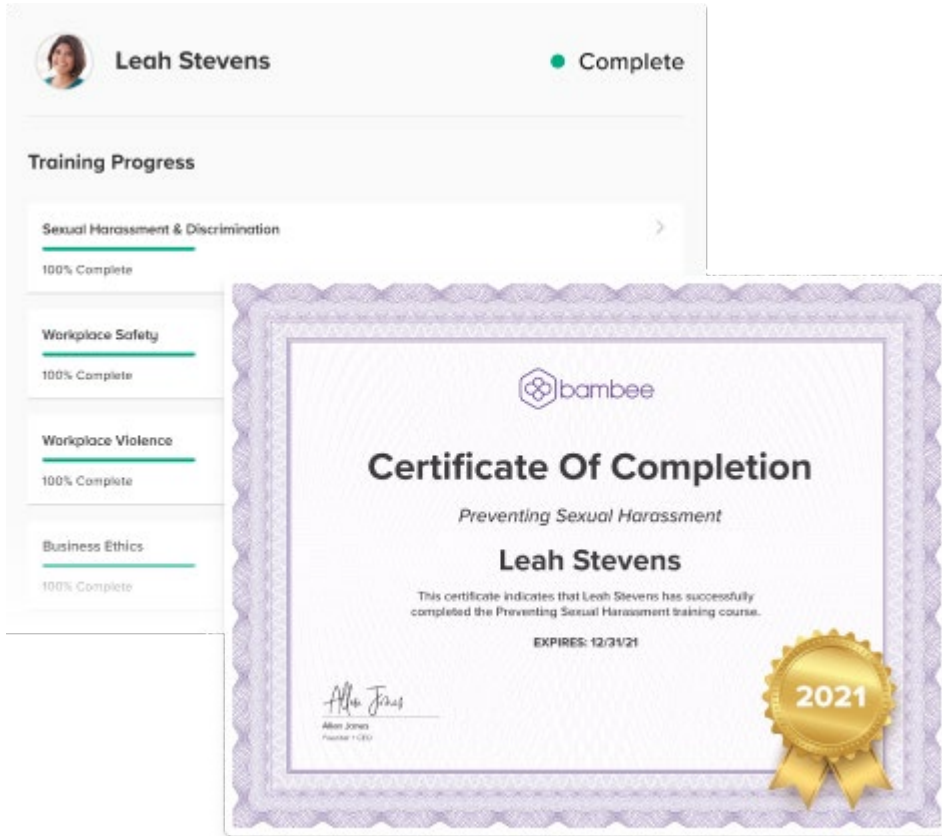


DID YOU KNOW?

HR policies need to be compliant with local, state and federal regulations.

Creating effective HR policies reduce HR risks and liabilities by creating consistent employee-related practices.

Bambee HR Autopilot: Employee Training



03 TRAINING & CERTIFICATIONS

Training That Keeps Your Staff Compliant and Productive

Bambee takes care of important and often-mandatory training like sexual harassment, workplace safety, and business ethics - and reports back to you on everyone's progress.

Over 600 training courses are available for you to select.

\$12.50 per training course per employee
or
\$40 for a bundle of 4 courses per employee

Popular training bundles include:

- Core Compliance
- Cyber Security
- New Supervisor
- Project Management
- Remote Workforce
- Customer Service



DID YOU KNOW?

Only 12% of companies have an advanced compliance and ethics training program.

The average annual cost from companies that experience non-compliance issues is about \$14.82 million.

Bambee HR Autopilot: Employee Report Cards

04 STAFF PERFORMANCE TRACKING

Deliver Feedback to Improve Employee Performance

Bambee's Report Cards help you track your staff against their goals, and open up a regular dialogue to give praise, constructive feedback, or take corrective action.

The screenshot displays the Bambee HR Autopilot interface. At the top, it shows a 'Report Card: August 2021' for a list of employees. The list includes Amber Mills, Edith Walker, Linda Hall, Elaine Ward, Sam Higgins, Phyllis Peterson, and Irene Turner. A feedback modal is open for Elaine Ward, asking 'How well is Elaine Ward doing?'. The modal features three performance options: 'NEEDS IMPROVEMENT' (red minus icon), 'SATISFACTORY' (green checkmark icon), and 'OUTSTANDING' (orange star icon). The 'SATISFACTORY' option is selected. Below the options, a text box contains the feedback: 'Well done on today's presentation! Great to see your confidence growing.' A purple button is visible at the bottom right of the modal.



DID YOU KNOW?

70% of employees who receive consistent performance feedback feel more valued.

Focusing feedback on an employee's weaknesses can cause their performance to decline by 27%.

Bambee HR Autopilot: Employee Voices

05 UNDERSTAND EMPLOYEE MORALE

Create A Space For Employees to Speak Their Thoughts

Employee Voices lets your employees share concerns and alert you to potential problems. But it doesn't have to be bad news - it's also a great way for your staff to express gratitude, anonymously or publicly.

The screenshot displays the 'Employee Voices' interface with three feedback entries:

- WORKPLACE ISSUES:** Christopher Wheeler (sad face emoji) reports concerns about workplace safety due to construction and equipment left behind.
- COWORKER CONCERNS:** David Barker (sad face emoji) mentions a coworker who goes over the line with jokes, making it difficult to get offended.
- ROLES & RESPONSIBILITIES:** Alma Rose (sad face emoji) expresses confusion about job changes and how to get verbal feedback formalized on paper.

A callout box at the bottom right says: "I can help you respond to feedback." with a profile picture of a woman and a Bambee logo.

DID YOU KNOW?

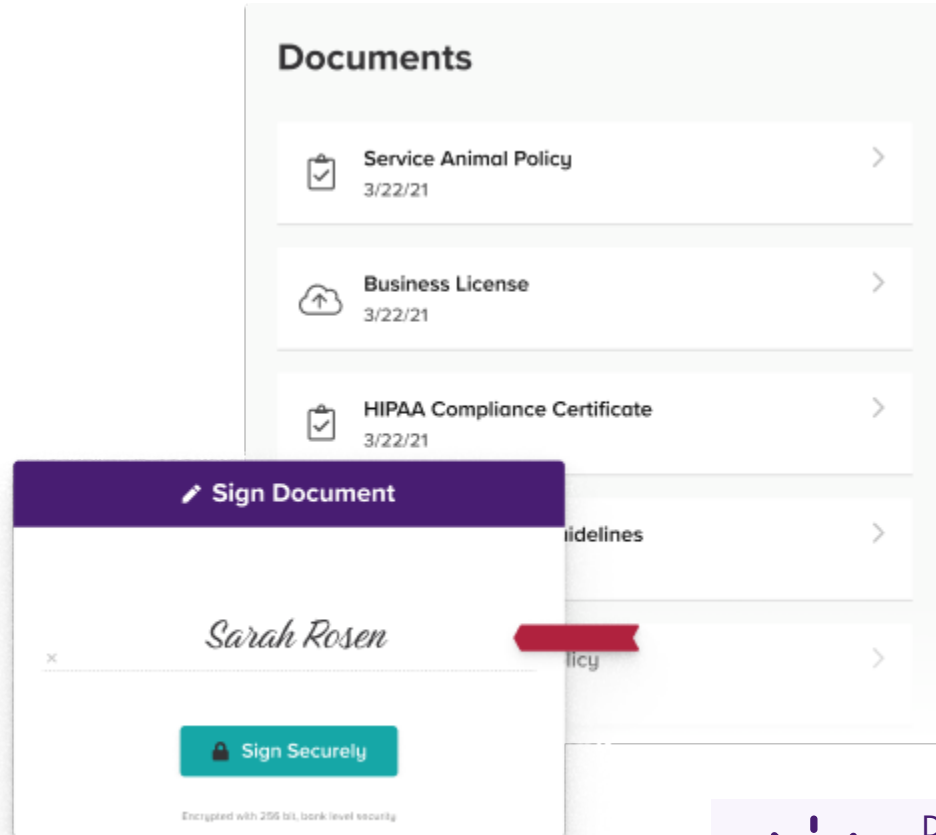


Employees are 4 times more likely to stay with a company when employers listen to and act on feedback.

21% of employees do not report issues at work because they believe nothing will be done about it.

74% of employees would be more likely to share feedback anonymously.

Bambee HR Autopilot: Document Storage



06 COMPLIANT DOCUMENT STORAGE

Comply with EEOC Document Retention Standards

Federal & state laws mandate that certain company files be held for a certain period of time. Plus, never guess who signed what - or where your important HR documents are. They're all gathered safely in your Smart Cabinet.



DID YOU KNOW?

A DOL audit can happen without notice.

If you are found to be out of compliance, FLSA violations can range from \$2,050 on up per violation per employee.

HR Autopilot + Your Dedicated HR Manager



Ashley Medows



- ✓ 5+ Years Experience
- ✓ Supports All 50 States



DID YOU KNOW?

41% of organizations attribute the success of their HR software to a close relationship between IT and HR.



Employee Relations & HR Problem Solving

The most sensitive issues require rich dialog. Your HR Manager engages with you to create the right outcomes for your business.



Craft HR Policy, Procedures & Shape Company Culture

Your HR Manager builds policies specific for your businesses based on labor regulation and your unique company culture for better alignment.



Onboarding, Terminations & Navigating Labor Regulations

Lean on Bambee for onboarding, terminations, and corrective actions and get clarity on all your regulatory questions.



Employer Coaching & Guidance

Your HR Manager gets to know you on a first name basis and gives you full remote HR support plus coaching where you need it.

Unlimited Access to your Bambee HR Manager

You HR Manager is available by phone, email, or chat!



Cameron Williamson
Casco Bay Dental

How can I avoid paying unemployment?



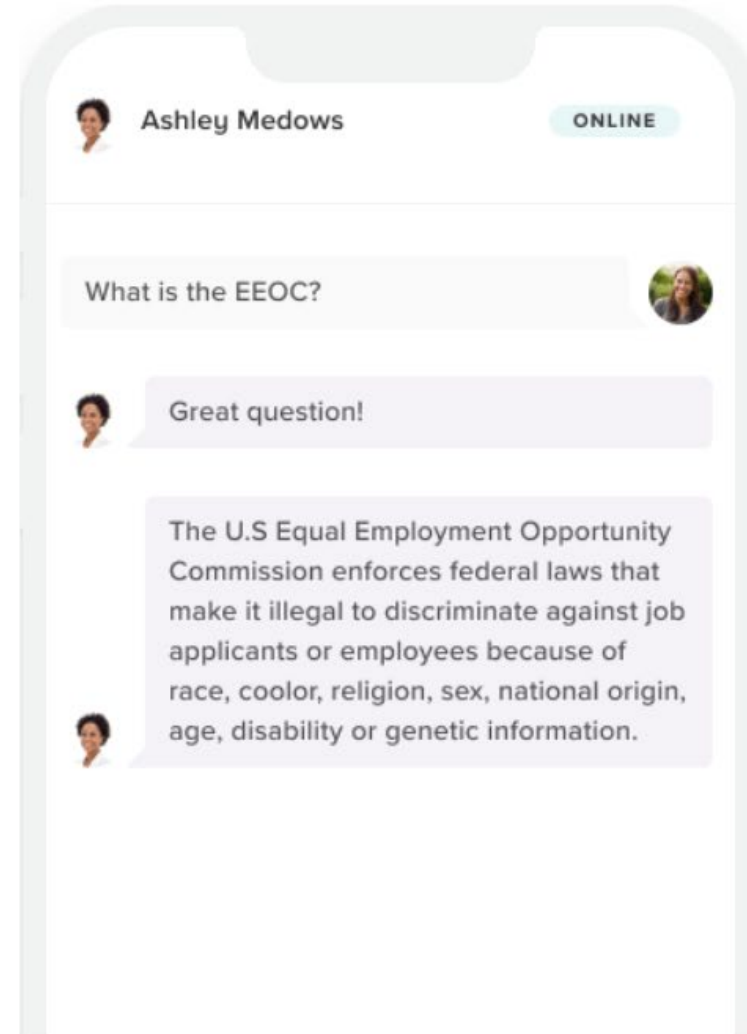
Dianne Russell
Carpet Caretakers, LLC

Can I terminate someone with a disability?



Eleanor Pena
Waba grill

What is the EEOC?



Unlimited Written Communication for your Employees

Employee Voices

Every Employee Deserves To Be Heard

Employee Voices is a real time chat service designed for employees to interact with your HR manager. The service is built into the Bambee platform making it easy to deploy and use.

- ✓ Objective & Professional
- ✓ Facilitate Transparency & Resolve Conflict
- ✓ Enable A Thriving Workplace



Mike
Engineer



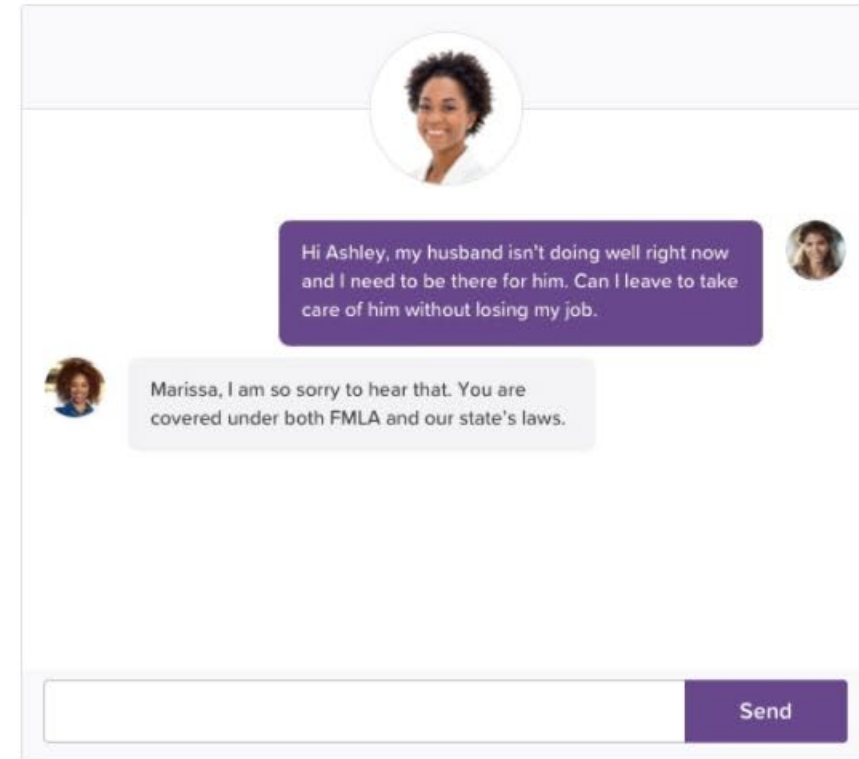
Deborah
Account Manager



Sam
Sales Executive



Marisa
Strategy Associate



Bambee Guided Payroll

Exclusively for Bambee Clients ONLY



Finally, payroll for small business + HR Guidance

Run Your Payroll

Search Employees

Total Gross Pay
\$20,507.64

HOURLY EMPLOYEES (3)

| | | | |
|--|-----------------|------------|--------------------------|
| | Abigail Hawkins | \$1,948.55 | Edit Pay |
| | Floyd Boone | \$2,630.44 | Edit Pay |
| | Hope Steele | \$1,589.99 | Edit Pay |

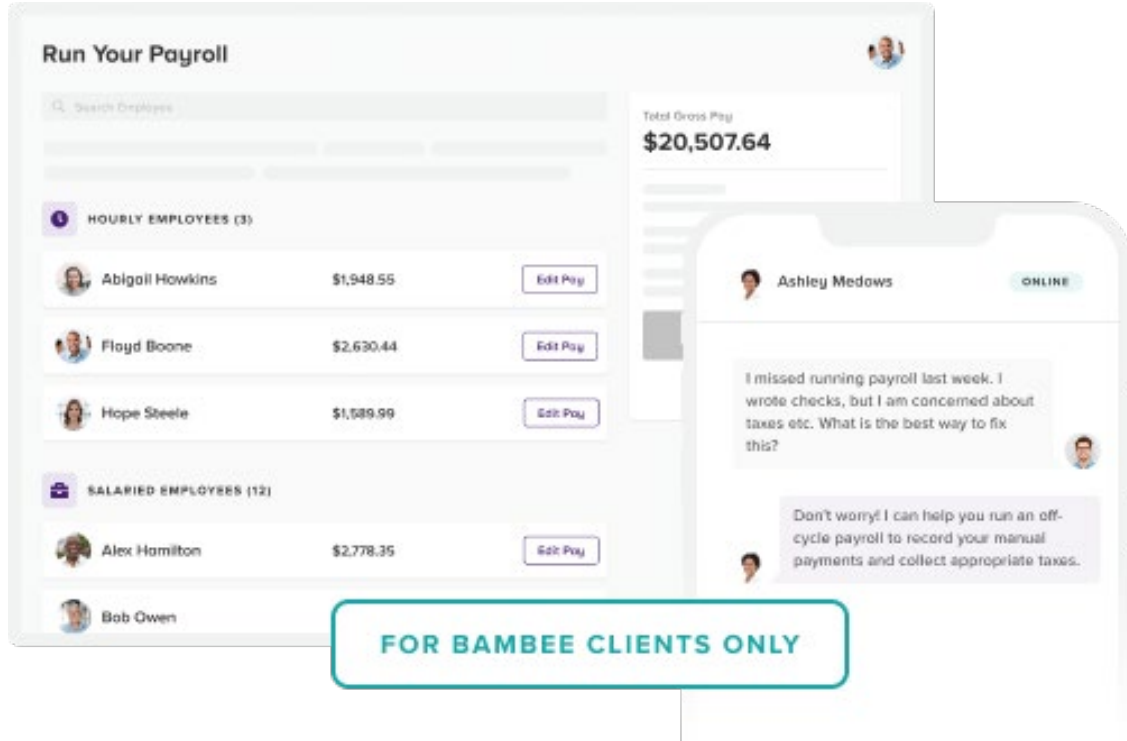
SALARIED EMPLOYEES (12)

| | | | |
|--|----------------|------------|--------------------------|
| | Alex Hamilton | \$2,778.35 | Edit Pay |
| | Bob Owen | \$2,401.13 | Edit Pay |
| | Debbie Foster | \$1,620.26 | Edit Pay |
| | Freda Peterson | \$1,685.43 | Edit Pay |

[Preview Payroll](#)

[Finish Later](#)

Bambee Guided Payroll



OPTIONAL ADD ON FOR BAMBEE CLIENTS

Join Bambee and access the most affordable payroll solution for small businesses

Make payroll a snap with Bambee Guided Payroll, which includes built-in HR support. You'll enjoy:

- ✓ 2-Day Direct Deposit
- ✓ Automatic handling of federal, state, and local taxes
- ✓ Guidance from your HR Manager on wage and hour regulations

| Bambee Guided Payroll | |
|---|------------------|
| Optional Add On for Bambee Clients Only | |
| Company Size: 21+ Employees | \$4 pepm* |
| 25 Employees** | \$ 100.00 |
| *pepm - per employee per month | |
| **Based on actual employee count/month | |
| Payroll Service/month | \$ 100.00 |





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