

Tuition Reimbursement and Continuing Education Benefit

It is the Company's policy to encourage employees to participate in career development activities. Courses offered by approved institutions of learning (such as accredited colleges or universities) help employees increase their value as individuals and as employees of the Company by developing their skills in order to upgrade their performance.

Under our program, any full-time employee employed by the Company for a minimum of one year may submit a request for tuition reimbursement to the manager of their department. The request must be made in writing prior to registration for your course, and you must receive written approval from your department manager and Human Resources in advance of the date your course commences.

In order to be eligible for tuition reimbursement at the completion of your course, the following conditions must be met:

- The course must be directly job related in the opinion of management or it must be a required part of a degree program that is related to the company's business.
- The employee must have the additional written approval of their respective manager and the division's President in advance of the course.
- The employee must receive a grade of "C" or better, or "pass" in a pass/fail course, in order to qualify for any tuition reimbursement.

GRADE RECEIVED	AMOUNT OF REIMBURSEMENT
A	100%
B	75%
C	50%
D or F	0%
Pass	100%
Fail	0%

- The company institutes a Claw Back Clause in which the employee must reimburse the company for all received reimbursements if they voluntarily exit the business within one year of their last reimbursement.
- The employee must be an employee in good standing. This is defined as an employee who is not on any final written warnings, performance improvement plans, etc.
 - The employee may re-enroll in the tuition reimbursement program one year after their last final written warning or one year following the conclusion of their performance improvement plan.
- Upon completion of the course, the employee must submit an official transcript from the school, indicating the grade received, as well as, a receipt or other official proof of payment.

Tuition reimbursement under our program is for tuition and registration fees only. Related costs, such as books and other study materials, are the responsibility of the employee. The maximum total reimbursement for any employee during any calendar year is limited to \$5,250.