



EDUCATIONAL ASSISTANCE POLICY

INTRODUCTION:

The Chris Mee Group wishes to promote and support the educational and professional development of all our staff. We will pay for courses that assist employees to develop themselves professionally once done in close consultation with your manager and Human resources. In certain circumstances we will also reimburse expenses where agreed in advance with your direct manager. This document outlines the approved company policy for supporting such training.

All education assistance requests should be discussed with your Manager in the first instance. Form AF-044 must be completed jointly by the staff member and the manager where the manager agrees with the application. The application form, once signed by the staff member and the staff member's manager, must be then submitted to Human Resources for review and where appropriate, approval.

Once HR approve the application form it must be forwarded to the finance manager to arrange for payment. The company will pay pre-approved and relevant education fees for employees subject to the terms and conditions below. Any additional requirements or deviations from the policy below must be agreed in writing with the Manager, HR and the finance manager.

The Case A and Case B differentiation is an important part of this policy and must be indicated clearly in the Educational Assistance Application Form AF-044. The supports available for personnel in Case A are greater than they are for Case B.

TERMS AND CONDITIONS

Case A: Where the Employer instigates the request for the educational course to be undertaken:

(i) Payment rules □

- The full cost of course fees will be paid by the company. In certain instances study time can be agreed but must be signed off in writing and in advance with the manager, HR and Finance Manager

(ii) Repayment Rules

- If the Employee is not successful at the course then he/she will need to make full repayment of any fees paid by the employer.
- If the Employee leaves within 12 months of course completion, then 100% of course fees will be repaid by the Employee.
- If the Employee leaves within 24 months of course completion, then 50% of course fees paid will be paid back by the employee.

(iii) Expenses:

- All expenses fully and exclusively spent to support completion of the course will be reimbursed by the employer subject to prior agreement being given in writing by the Manager, HR and Finance manager.

(iv) Study Time:

- In exceptional circumstances the company will agree study time for the staff member. This must be agreed in writing and in advance. The application form and approval of same must be detailed.

Case B: Where the Employee instigates the request for the educational course to be undertaken:**(i) Payment rules**

- Fifty (50%) of course fees only will be paid. Exceptions can be applied to this rule but must be signed off in writing with the manager, HR and Finance Manager

(ii) Repayment Rules

- If the Employee is not successful at the course then he/she will need to make full repayment of fees paid.
- If the Employee leaves within 12 months of course completion, then 100% of course fees will be repaid by the Employee.
- If the Employee leaves within 24 months of course completion, then 50% of course fees paid will be paid back by the employee.

(iii) Expenses:

- All expenses paid for by the employee fully and exclusively to support completion of the course will be reimbursed by the employer once prior agreement has been given in writing by the Manager, HR and Finance manager.