



an Asahi Kasei company

EDUCATIONAL ASSISTANCE PROGRAM

PURPOSE

ZOLL believes that formal education has a positive impact on an employee’s contribution to the Company. It supports self-development and educational efforts by providing reimbursements for many of the expenses associated with continuing educational courses. The purpose of this program is to encourage self-development by employees and define eligibility for financial assistance to employees who take work-related courses on their own time.

ELIGIBILITY

- You must be a full-time employee
- You must have completed 12 full months of employment
- The course, certificate, or degree will directly help the employee on his/her current job in the organization and/or will prepare the employee to take on further responsibility within the organization

POLICY

- Eligible employees may receive non-taxable reimbursement up to the maximum of \$5,250 annually
- Your Department VP and HR Director must approve the application for reimbursement prior to registration for the educational study
- Written evidence of your successful completion of the educational study (a passing grade), as well as proof of payment, must be provided
- You must be employed when the course begins and ends to receive reimbursement

PROCEDURES AND APPROVAL

BEFORE THE COURSE STARTS

Employee: Discusses development plans, training needs, and educational assistance possibilities with department manager. Prior to enrolling in the educational study, the employee needs to complete the Educational Assistance Form and provide it to their department manager for pre-approval.

Department Manager: Sends application, if employee is eligible and educational study is appropriate to the Department VP for approval.

Department VP: Assess the cost and educational study by considering the employee's current and future assignments and potential impact on the employee’s work responsibilities. If eligible, signs and sends the Educational Assistance Form to HR for final approval. Once approved by HR, the application will be returned to the employee.

AFTER THE COURSE ENDS

Employee: Completes Request for Educational Assistance Reimbursement Form, obtains signatures of the appropriate individuals, and submits to HR along with:

- Copy of the educational study receipt
- Completion of the educational study (passing grade)
- Proof of payment

Human Resources: Upon receipt of the Educational Assistance Reimbursement Form and proper documentation listed above, HR reviews/approves and forwards to Payroll for payment to the employee.