

# Revelio HR Policy: Educational & Learning Reimbursement

Effective Date: July 29, 2023

## 1. Introduction

At Revelio, we believe in fostering a culture of continuous learning and development. We recognize the importance of nurturing our employees' skills and knowledge to enhance their professional growth and contribute to the overall success of the company. This Educational & Learning Reimbursement Policy is designed to support employees in pursuing educational opportunities and furthering their expertise in relevant fields.

## 2. Eligibility

All full-time employees who have completed at least six (6) months of continuous service with Revelio are eligible to participate in the Educational & Learning Reimbursement program.

## 3. Approved Educational Activities

Revelio will reimburse employees for the following pre-approved educational activities:

### a. Work-Related Courses and Certifications:

- i. Courses or certifications directly related to an employee's current role or future career growth within Revelio.
- ii. Courses or certifications that align with the company's business objectives and contribute to the employee's professional development.

### b. Degree Programs:

- i. Undergraduate or postgraduate degree programs that are relevant to an employee's current role or a potential future role within Revelio.
- ii. Online or part-time degree programs that allow employees to balance work and studies effectively.

### c. Workshops and Seminars:

- i. Attendance at industry-related workshops, seminars, or conferences that offer valuable insights and knowledge applicable to the employee's role.

## 4. Reimbursement Limit

Each eligible employee can be reimbursed up to \$2500 annually for approved educational activities. The reimbursement will cover expenses such as tuition fees, course materials, registration fees, and other related costs.

## 5. Reimbursement Procedure

a. Pre-Approval Process:

- i. Before enrolling in an educational activity, employees must seek approval from their immediate supervisor and the HR department.
- ii. Employees must submit details of the proposed educational activity, its relevance to their role, and the estimated costs.

b. Documentation:

- i. Upon completion of the educational activity, employees must provide proof of attendance, such as certificates or transcripts, along with receipts for expenses incurred.
- ii. All documentation should be submitted to the HR department within 30 days of completing the course or program.

c. Approval and Reimbursement:

- i. Once the HR department verifies the documentation and confirms the eligibility of the educational activity, the reimbursement will be processed in the next available payroll cycle.
- ii. Reimbursement will be made in accordance with the company's standard expense reimbursement procedure.

## 6. Terms and Conditions

a. Employees who receive educational reimbursement must remain employed with Revelio for a minimum of six (6) months after completing the educational activity. Otherwise, they may be required to refund the reimbursed amount on a pro-rata basis.

b. Revelio reserves the right to deny reimbursement for educational activities that do not align with the employee's role, the company's objectives, or violate any other terms of this policy.

c. Reimbursement under this policy is subject to budgetary considerations and approval by the management.

## 7. Amendments and Updates

Revelio retains the right to modify or update this Educational & Learning Reimbursement Policy as necessary. Any changes will be communicated to all employees through official channels.

For any questions or clarifications regarding this policy, employees may contact the HR department.

[Signature]

[Your Name]

[Your Designation]

Revelio

Note: This policy is provided for informational purposes and is subject to review and approval by the relevant company authorities.