

Professional Development Reimbursement Policy

Nexus Intelligent Systems, Inc.

1. Purpose and Scope

1 This Professional Development Reimbursement Policy ("Policy") establishes the guidelines and procedures for financial support of professional development activities for employees of Nexus Intelligent Systems, Inc. (the "Company").

2 The purpose of this Policy is to:

- a) Encourage continuous learning and skill enhancement
- b) Support employee professional growth
- c) Align individual development with organizational strategic objectives
- d) Maintain competitive talent development practices in the enterprise AI and technology sector

2. Eligibility

1 Full-time employees who have completed a minimum of twelve (12) consecutive months of continuous employment with the Company are eligible to apply for professional development reimbursement.

2 Eligibility is contingent upon:

- a) Satisfactory job performance
- b) Alignment of proposed development activities with current role or potential career progression
- c) Recommendation from direct supervisor
- d) Compliance with annual budgetary allocations

3. Reimbursable Activities

1 The Company will consider reimbursement for the following professional development activities:

- a) Advanced degree programs
- b) Professional certification courses
- c) Technical training and workshops
- d) Industry conference attendance
- e) Professional association memberships

f) Relevant online learning programs

2 Reimbursement Limits:

- a) Maximum annual reimbursement: \$5,000 per employee
- b) Individual activity reimbursement cap: \$2,500
- c) Prorated reimbursement for partial fiscal year employment

4. Reimbursement Conditions

1 Pre-Approval Requirements:

- a) Submission of detailed development plan
- b) Comprehensive cost breakdown
- c) Demonstration of direct relevance to current role or future career trajectory
- d) Written approval from Department Head and Human Resources

2 Reimbursement Conditions:

- a) 80% minimum grade/completion requirement for academic courses
- b) Successful certification or course completion documentation
- c) Commitment to remain employed with the Company for a minimum of twelve (12) months following reimbursed activity

5. Repayment Obligations

1 Employees who voluntarily terminate employment within twelve (12) months following a reimbursed development activity shall be obligated to repay:

- a) 100% of expenses if termination occurs within six (6) months
- b) 50% of expenses if termination occurs between six (6) and twelve (12) months

2 Repayment shall be deducted from final compensation or invoiced directly to the employee.

6. Application Process

1 Employees must submit:

- a) Completed Professional Development Request Form
- b) Detailed activity description
- c) Comprehensive cost estimate

d) Learning objectives and anticipated outcomes

2 Review and Approval:

- a) Human Resources will conduct initial screening
- b) Department Head provides strategic alignment assessment
- c) Final approval by Chief Human Resources Officer

7. Compliance and Administration

1 The Company reserves the right to:

- a) Modify or terminate this Policy at any time
- b) Deny reimbursement for activities deemed non-essential
- c) Audit and verify submitted documentation

2 This Policy shall be reviewed annually and updated to reflect organizational needs and market conditions.

8. Disclaimer

1 Participation in this program does not guarantee continued employment or future promotional opportunities.

2 All reimbursements are subject to available budgetary resources and organizational priorities.

9. Effective Date

1 This Policy is effective January 1, 2024, superseding all prior professional development reimbursement guidelines.

Approved By:

Dr. Elena Rodriguez

Chief Executive Officer

Nexus Intelligent Systems, Inc.

Date: January 22, 2024