

Professional Certification Support Policy

Nexus Intelligent Systems, Inc.

1. Purpose and Scope

1 This Professional Certification Support Policy ("Policy") establishes the framework for professional development and certification support for employees of Nexus Intelligent Systems, Inc. (the "Company") in alignment with the organization's strategic talent development objectives.

2 This Policy applies to all full-time employees who have completed a minimum of twelve (12) consecutive months of continuous employment with the Company.

2. Policy Objectives

1 The primary objectives of this Professional Certification Support Policy are to:

- a) Enhance employee professional capabilities
- b) Support strategic skill development aligned with Company technology initiatives
- c) Promote continuous learning and professional growth
- d) Attract and retain top-tier technical talent

3. Certification Support Eligibility

1 Eligible Certifications

a) Technology and Professional Certifications

- AI and Machine Learning Certifications
- Cloud Computing Credentials
- Data Science and Analytics Certifications
- Project Management Credentials
- Cybersecurity Certifications

2 Eligibility Criteria

- a) Minimum twelve (12) months of continuous employment
- b) Performance rating of "Meets Expectations" or higher in most recent annual review
- c) Certification must be directly relevant to current role or strategic Company objectives
- d) Certification from recognized industry-standard credentialing body

4. Financial Support Structure

1 Reimbursement Levels

- a) Entry-Level Certifications: Up to \$1,500 per calendar year
- b) Advanced Professional Certifications: Up to \$3,000 per calendar year
- c) Strategic Leadership Certifications: Up to \$5,000 per calendar year

2 Reimbursement Conditions

- a) 80% reimbursement upon successful certification completion
- b) Full reimbursement contingent upon:
 - Passing certification examination
 - Submission of official certification documentation
 - Maintenance of certification for minimum twelve (12) months

3 Repayment Obligations

- a) Employees receiving certification support must commit to continued employment for twenty-four (24) months following certification
- b) Prorated repayment required if employee voluntarily terminates employment within twenty-four (24) months of certification support

5. Application Process

1 Certification Request Procedure

- a) Submit detailed certification proposal to Human Resources
- b) Include certification details, anticipated costs, and strategic relevance
- c) Obtain written pre-approval from immediate supervisor and HR Director

2 Documentation Requirements

- a) Completed Certification Support Request Form
- b) Detailed certification program description
- c) Cost breakdown and proposed reimbursement schedule
- d) Professional development justification statement

6. Compliance and Administration

- 1 The Human Resources Department shall:

- a) Administer this Policy
- b) Maintain comprehensive records of certification support
- c) Conduct annual policy effectiveness review

2 The Company reserves the right to:

- a) Modify or terminate this Policy at any time
- b) Deny certification support for any reason
- c) Recover funds if policy terms are not met

7. Limitations and Exclusions

1 This Policy does not cover:

- a) Personal development not directly related to professional role
- b) Certifications pursued during non-working hours
- c) Certifications not pre-approved by management

8. Effective Date and Amendments

1 This Policy becomes effective January 1, 2024

2 Amendments require written approval from Chief Human Resources Officer

9. Acknowledgment

By participating in the Professional Certification Support Program, employees acknowledge and agree to the terms and conditions outlined in this Policy.

Approved By: Dr. Elena Rodriguez, Chief Executive Officer

Date: January 22, 2024