

Professional Development Reimbursement Policy

Summit Digital Solutions, Inc.

Effective Date: January 1, 2024

Policy Number: HR-PD-2024-01

Version: 2.0

1. Purpose and Scope

1. Summit Digital Solutions, Inc. ("Company") is committed to fostering continuous learning and professional growth among its employees. This Professional Development Reimbursement Policy ("Policy") establishes guidelines for requesting and receiving reimbursement for professional development activities.

2. This Policy applies to all full-time employees who have completed their initial 90-day probationary period.

2. Definitions

1. "Professional Development Activities" include:

- Industry certifications and examinations
- Technical training programs
- Professional conferences and seminars
- Academic courses relevant to current role or career progression
- Professional association memberships
- Digital learning subscriptions and online courses

2. "Eligible Expenses" include:

- Registration fees
- Required materials and textbooks
- Certification exam fees
- Travel expenses (subject to the Company's Travel Policy)
- Professional membership dues

3. Reimbursement Guidelines

1. Annual Allocation

- Individual Contributors: Up to \$5,000 per calendar year
- Senior Engineers/Technical Leads: Up to \$7,500 per calendar year
- Management Level: Up to \$10,000 per calendar year

2. Approval Requirements

a) All professional development activities must be pre-approved by:

- Immediate supervisor
- Department head
- Human Resources for amounts exceeding \$3,000

b) Requests must be submitted at least 30 days prior to the activity start date using the Company's Professional Development Request Form.

4. Eligibility Criteria

1. Professional development activities must:

- Directly relate to the employee's current role or planned career progression
- Align with Company's technology stack or service offerings
- Demonstrate clear business value to Summit Digital Solutions
- Be provided by accredited institutions or recognized industry organizations

2. Priority will be given to:

- Certifications in AI, ML, IoT, and digital transformation technologies
- Programs aligned with the Company's Peak Performance Platform
- Industry-recognized credentials in enterprise technology consulting

5. Employee Obligations

1. Continued Employment

Employees receiving reimbursement exceeding \$2,500 must commit to continued employment for:

- 12 months for amounts between \$2,500 and \$5,000
- 18 months for amounts between \$5,001 and \$7,500
- 24 months for amounts exceeding \$7,500

2. Repayment Requirements

Employees who voluntarily terminate employment before completing their commitment period must repay reimbursement amounts on a pro-rated basis.

6. Reimbursement Process

1. Documentation Requirements

- Completed reimbursement form
- Original receipts and proof of payment
- Evidence of completion or attendance
- Certification of successful completion where applicable

2. Payment Timeline

- Reimbursement requests must be submitted within 30 days of activity completion
- Approved reimbursements will be processed within two pay periods
- Payments will be included in regular payroll deposits

7. Policy Administration

1. The Human Resources department is responsible for:

- Policy interpretation and updates
- Approval process oversight
- Budget allocation and tracking
- Compliance monitoring

2. Records Retention

All documentation will be maintained in accordance with the Company's record retention policy.

8. Modifications and Exceptions

1. The Company reserves the right to modify or terminate this Policy at any time.

2. Exceptions to this Policy require written approval from:

- Department Vice President
- Chief Human Resources Officer
- Chief Financial Officer for amounts exceeding \$10,000

9. Legal Compliance

1. This Policy complies with applicable federal, state, and local laws regarding employee benefits and compensation.
2. Any conflicts between this Policy and applicable laws will be resolved in favor of legal compliance.

Last Updated: January 1, 2024

Policy Owner: Human Resources Department

Approved by: Executive Leadership Team