

TUITION REIMBURSEMENT COMMITMENT

Andlauer Healthcare Group (“AHG”) believes in the positive impact that development and continuous learning has on all our employees.

PURPOSE

AHG believes a diverse, knowledgeable, and relevant skillset are key to our success and sustainability. We believe an employee that possesses the right skills today and in the future is better positioned to support growing and evolving business objectives.

AHG encourages continuous learning and development by providing educational assistance to employees who seek to develop work-related knowledge and skills.

As an employer of choice, attracting and retaining talent through these programs continues to be a primary focus and framework for our unique culture.

WHO CAN PARTICIPATE IN OUR TUITION REIMBURSEMENT PROGRAM?

All full-time employees with one year’s continuous service at AHG are eligible to participate in our Tuition Reimbursement Program.

TUITION REIMBURSEMENT PROGRAM STRUCTURE

Employees that require learning and development as a condition of employment will have up to 100% of training expenses covered by the organization. AHG takes an active role in the employee learning and development process by thoroughly reviewing and developing the training of each employee prior to approval.

Provision of the learning and development tuition coverage is conditional upon the following criteria:

- The employee must request the training on their own behalf.
- A leader/manager’s approval is required prior to enrolling in the course.
- Course selection is required to be work related and support the employee’s current or possible future roles.

- The employee must *successfully* complete the training course within the designated time frame to be eligible for expense reimbursement. As a general rule of thumb, a 70% or higher is considered to be a passing grade.
- The employee must provide documentation of the result of training; as applicable. This proof of completion will be filed on the employee's file.
- The employee must complete a confirmation of training record in AHG's learning and development systems to identify training was completed.
- The employee must remain employed with the organization for a minimum of 12 months following successful completion of the training course.
- The employee may be asked to provide a debrief of learning to other employees in the same position within the organization.
- Courses will be led by a professional or industry-recognized educational institution. In addition, courses can come in a variety of forms from experiential, in-class, online, digital, and more.
- Employees are not permitted to claim any portion of the Tuition Reimbursement Program on their personal tax returns.

For more information on the specific details of the policy, employees are encouraged to access the policy via their learning and development libraries.

EMPLOYEE ELIGIBILITY

AHG commits to strict guidelines when administering the Tuition Reimbursement Program. Great care is taken to ensure that any eligibility or participation considerations respects the diversity, dignity, inclusivity of any position. In addition, the program ensures no conflict-of-interest is present in the program and process.

Our commitment extends to the safe practice of tuition reimbursement to ensure no fraud is present. Our policy commits to active determination of fraudulent activity and exposing any risks immediately upon identification.