

Dura Shiloh Tuition Reimbursement Policy

Dura Shiloh supports employees who wish to continue their education to secure increased responsibility and growth within their professional careers. The Company believes an educated employee is a valuable asset. The Company has established a reimbursement program for expenses incurred through approved institutions of learning. Full-time regular employees are eligible for participation in this program for courses that are job-related.

The company will reimburse up to a maximum of \$3,000 per year incurred by an eligible employee for continuing education through an accredited program that either offers growth in an area related to his or her current position or might lead to promotional opportunities. This can include college credit courses, continuing education unit courses, seminars and certification tests. The employee must secure a passing grade of "B" or its equivalent or obtain a certification to receive any reimbursement. Expenses must be validated by receipts, and a copy of the final grade or certification must be presented to show hours or certification received.

Procedure

- In advance of taking a class, the employee must complete the Tuition Reimbursement Application form and present it to their Supervisor and the Human Resource Leader for approval. (see attached form)
- A copy will be filed in the employee's file.
- The employee will maintain the original until he or she has completed the course.
- The employee can then enroll in the course.
- Upon completion of the course, the employee should resubmit the original tuition reimbursement form with the receipts and evidence of passing grade or certification attached.
- The HR department will then coordinate the reimbursement with the payroll department.

Eligibility Requirements

- Employee must be a full-time regular employee.
- Employee must be in good standing with The Company and not on a performance improvement plan.
- Course must be related to the employee's position.
- Courses must be attended during non-working hours and the employee will not be paid for attendance.
- If the employee resigns from Dura Shiloh within the first year after any reimbursement, he/she will be required to reimburse the Company for all expenses paid under this program in the previous twelve (12) months. If the employee resigns from Dura Shiloh more than one (1) year but less than two (2) years after any reimbursement, he/she will be required to reimburse the

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Company for 50% of the expenses paid under this program in the previous twenty-four (24) months.

Definitions

Some of the important terms used in this program are defined as follows:

Accredited Institution: means any college or university, the primary function of which is the presentation of formal instruction and which normally maintains a regular faculty and curriculum. This may include correspondence and internet courses, provided they are appropriately accredited.

Covered Costs: means the tuition and fees paid or incurred in taking an Educational Course. Such term shall include the cost of text books and supplies, but excluding any tools or supplies such as calculators or software or the costs of meals, lodging or transportation incurred incidental to taking an Educational Course. Covered costs are limited to \$1,500 for any calendar year, and may be subject to taxation in some situations.

Educational Course: means any pre-approved course at an Accredited Institution relating to an undergraduate or graduate degree, or special course. Courses which provide instruction in any sport, game, hobby, realty class, other programs not related to a degree, such as language, are not reimbursed. Co-Op work experience classes are not reimbursed on a tax-free basis.

General Conditions

A. Participation in the program does not constitute or imply a guarantee of advancement in salary or classification or continuance of employment.

B. All class work and study must be done outside the employee's work hours. Such education must not interfere with proper performance of assigned job duties.

Tax Effects of Reimbursements

Under current Internal Revenue Code provisions, the educational reimbursements made under this program are not taxable and not included in income, up to the IRS limit of \$5,250.