

TUITION REIMBURSEMENT PROGRAM

Revised March 2018



The ZGlobal Inc. Tuition Reimbursement Program encourages and supports associates who enroll in college, university, and energy related technical school courses to obtain an associate's, bachelor's, master's, degree.

This policy supersedes any previously published communication or presentation regarding tuition reimbursement. Tuition reimbursement benefits are provided to an associate based on information the Company may request. The Company may ask an associate to provide original documentation for verification before granting tuition reimbursement benefits. The Company may also ask an associate to sign a release authorizing the Company to solicit the required documentation and/or information from a designated third party. Providing false information may result in loss of eligibility for benefits and/or disciplinary action in accordance with the Company's Code of Conduct.

Who is Eligible to Apply for Tuition Reimbursement?

Salaried and full-time hourly associates are eligible to apply for tuition reimbursement after 90 days of service. Temporary associates are not eligible for the Tuition Reimbursement Program.

Eligibility to Receive Tuition Reimbursement.

What requirements must be met to receive tuition reimbursement?

- Must receive written prior-approval from management.
- The course must begin after the associate has met the eligibility requirements, including the 90 days of service requirement and while the associate is actively employed by ZGlobal.
- The course must end after the associate has met the eligibility requirements to apply for tuition reimbursement and while the associate is actively employed by ZGlobal.
- The course(s) must meet the requirements outlined under the "Approved Courses" section below.
- Associate must earn a grade of "C" or better. If the course is on a "pass/fail" grading system, the associate must earn a "pass" grade.
- Application and supporting documentation for reimbursement must be received by Human Resources no later than 75 days after a course is completed.
- The associate's employment status must be "active" on the date tuition reimbursement is paid. For example, even if an associate is active when the application is approved, the associate will not be eligible for the reimbursement payment if the associate terminates employment before the reimbursement is paid.

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What programs or courses qualify for reimbursement?

- Courses must be offered by an accredited college, university or technical school.
- Coursework may be completed through traditional classes or through non-traditional programs such as on-line or other distance-learning programs.
- Coursework must be related to the business of the Company.

Academic disciplines generally regarded as related to Company business and considered eligible for reimbursement under the Program include:

- Accounting
- Adult education and curriculum development
- Advertising and public relations
- Business administration and management
- Human resource management and development
- Information technology and related fields
- Law
- Engineering or Energy Related coursework
- Marketing and merchandising

Prior to applying for reimbursement:

- Associate must obtain written approval from their Manager by completing a REQUEST FOR TUITION REIMBURSEMENT APPROVAL FORM – located on the intranet.
- Applies to specific certifications and covers coursework and exam fees.

How to receive tuition reimbursement:

ZGlobal will reimburse for course work once completed and Associate seeking approval must earn a grade of "C" or better. If the course is on a "pass/fail" grading system, the associate must earn a "pass" grade. ZGlobal reimburses up to \$3,000.00 per year, per associate.