

Professional Development Policy

Richard D. Steele Construction (1979) Ltd.

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1.0 SUMMARY

Richard D. Steele Construction (1979) Ltd. supports employees who want to pursue further education or training for their professional development. The Professional Development Policy (the "Policy") sets out requirements for reimbursement of professional development courses, programs, or activities undertaken by employees.

2.0 SCOPE

This Policy applies to all employees of Richard D. Steele Construction (1979) Ltd. who have completed their probationary period.

3.0 POLICY STATEMENT

Richard D. Steele Construction (1979) Ltd. has established the following rules around reimbursement of professional development activities:

- Courses, programs, or activities must be relevant to an employee's role and beneficial to Richard D. Steele Construction (1979) Ltd.
- The Policy does not cover personal development; training or development that does not support job-related skills or job-related effectiveness are not reimbursed.
- Employees must seek approval from Richard D. Steele Construction (1979) Ltd. before beginning a course, program, or activity for which they expect to receive reimbursement.
- Approval will be at Richard D. Steele Construction (1979) Ltd.'s discretion, taking into account the relevancy to the employee's role, the benefit to Richard D. Steele Construction (1979) Ltd., and budget availability.
- Employees may be required to demonstrate proof of attendance or completion of a course, program, or activity.
- All professional development efforts should respect cost and time limitations, as well as individual and business needs.
- Richard D. Steele Construction (1979) Ltd. will not reimburse expenses for repeated courses, programs, or activities due to unsuccessful attempts.
- Richard D. Steele Construction (1979) Ltd. has the right to perform an evaluation at any time during the course, program, or activity to ensure quality and obtain useful information for future applicants.

4.0 TERMINATION OF EMPLOYMENT

If an employee's employment is terminated for any reason whatsoever, whether occasioned by the employee or by Richard D. Steele Construction (1979) Ltd. for cause or without cause, the employee must refund Richard D. Steele Construction (1979) Ltd. the costs covered by Richard D. Steele Construction (1979) Ltd. under this Policy, as follows:

When Termination Occurs	Refund
Less than 12 months after completion of course, program, or activity	100%

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More than 12 months but less than 24 months after completion of course, program, or activity	50%
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5.0 REVIEW OF THE POLICY

This Policy will be reviewed and may be amended from time to time based on the needs and experiences of Richard D. Steele Construction (1979) Ltd..

Richard D. Steele Construction (1979) Ltd.

Acknowledgement & Agreement

I acknowledge that I have read, understand, and agree to abide by the Professional Development Policy.

SIGNATURE: _____
Employee

NAME: _____
Print

DATE: _____