



Education Reimbursement Policy

WHAT IS THIS POLICY FOR?

To encourage employees to pursue formal educational opportunities in order to improve performance in their current job and enhance their potential for greater contribution and growth within the company.

WHO IS THIS POLICY FOR?

This policy applies to all Belden associates, subsidiaries and affiliates in all business platforms in the United States.

Overview

The Education Reimbursement program is designed to encourage Belden associates to pursue formal education to promote professional growth within the organization. Participation in this program, however, will not constitute a guarantee of advancement in earnings or career. Belden will assist in the payment of expenses for education under the qualifications described in this policy.

Approved Degree Programs & Schools

Courses may be approved if they increase the employee's effectiveness in his/her present assignment, contribute to the individual's overall development in such a manner that is beneficial to both the associate and the Company, and/or provide a lasting benefit to the company. Courses may also be approved that do not meet these requirements but are required in a curriculum that leads to a degree that does.

For Example: If you are in finance and want to pursue a nursing degree, Belden will not approve as it is not related to your current role at Belden or a role that you hope to pursue at Belden. If you are in finance and want to pursue your MBA, Belden will likely approve and reimburse as it is job-related and likely to impact your work in a positive way.

The school must be a fully accredited educational institution. Undergraduate institutions must be accredited by the Association of Colleges and Schools and Graduate institutions must be accredited by the Association to Advance Collegiate Schools of Business.



Online Degree Programs

Online Degree Programs will be reviewed on a case-by-case basis. The following factors will be considered when determining if the online program will be approved.

- Appropriate accreditation
- Factors that inhibit the associate from attending a physical institution

The few instances where an exception may be approved include when an associate lives in an area where there are no accredited schools within driving distance or when an associate would like to pursue a program that is not offered at a local school.

Reimbursable Expenses

- Undergraduate – \$5,250 per calendar year
- Graduate - \$10,000 per calendar year
- Reimbursable expenses include: tuition fees, building use fees, lab fees, professional certification exams and other related qualifying examination fees.
- Non-reimbursable expenses include: books or other required CD's, computers, hardware, etc., parking fees, activity fees, and student service fees.

Required Approvals

Application Approval

- An associate who is interested in pursuing a particular course or degree should first discuss the matter with his/her immediate manager/supervisor and their human resources manager. If they approve the course(s), the associate should complete an Educational Refund Application and submit it for approval to their immediate supervisor, the Department VP and the HR manager before the course begins. A copy of the associate's degree plan (if applicable) should be attached to the application. Application forms are available in the human resources department.
- The degree program must be approved by the associate's Immediate Manager/Supervisor, Department VP, and Human Resources.
- The initial approval is valid throughout the duration of the program. Re-approval after each course/semester is not required. If an employee who is currently a participant in the benefit transfers departments, no additional approval is required.



Reimbursement Approval

- After the associate has completed the course(s), received their grade(s) and received receipts for tuition and related costs, they must submit the appropriate paperwork. If approved, the reimbursement amount will be direct deposited into their account.
- The reimbursement cost is absorbed by the participant's current department. If an employee who is currently a participant in the benefit transfers departments, the new department will then take on the cost. The associate should tell their new manager that they are enrolled in the program and the associated costs will hit their budget.

Eligibility

- There is a one year waiting period for new employees to participate in the program.
- An employee's most recent job performance must be deemed as meeting expectations in order to initially participate in the program and such performance must be sustained to remain a participant.
- Grades lower than a B- will not be eligible for reimbursement unless the overall GPA is at a minimum a 3.0.
- If no grading system is used, the employee will submit evidence of having satisfactorily completed the course.
- An official copy of the employee's grades, as well as paid invoices and/or receipts for all expenses claimed, are to be submitted for approval by the associate's immediate supervisor, the Department VP, and Human Resources.
- A 2-year continuation of employment agreement must be signed prior to beginning an undergraduate or graduate program. This agreement promises that funds will be paid back on a prorated basis to the Company if the associate were to voluntarily leave the organization prior to 2 years after receiving reimbursement funds.

Policy Limitations

- An associate who voluntarily terminates his/her employment with the Company or is terminated for cause forfeits eligibility for reimbursement. This provision does not apply to associates who have enrolled in the program and are subsequently severed by the Company as a result of a reduction in force or plant closing. In such cases, approved expenses for the associate will be reimbursed for the current term only.
- An associate may not attend classes or study in preparation for classes during scheduled working hours.
- Time for class attendance and/or study is not considered as hours worked for the Company. Associates who are eligible for educational assistance from the Veterans Administration, educational grants, or scholarships are expected to apply for the benefit. Belden will reimburse associates under the Education Reimbursement policy the difference, if any, between these benefits and the amount of the benefit that would have been paid under the Company's Education Reimbursement policy.



Delegation of Authority

- The Education Reimbursement Program will be administered by the HR Manager located in the Richmond Office.
- The expenses of the development and tuition reimbursement programs for each organization are to be maintained within an annual budget in each affected responsibility center.

