2020 - Global Tuition Program

Effective Date: March 17, 2020

Last Revised: March, 16, 2020

Overview

HireRight (including its affiliates and subsidiaries) is committed to the professional development of our talent. In the modern competitive environment, team members need to maintain and replenish their knowledge and acquire new skills to do their jobs better. HireRight wants its team members to feel confident about improving skills, efficiency and productivity, as well as finding new ways towards professional career and skill development and success. This Program is intended to set forth the scope, terms and conditions of HireRight's Program for providing financial assistance to eligible team members for third-party educational courses.

Eligibility Requirements

To be and remain eligible to participate in the Global Tuition Program, the team member must be:

- A regular full-time team member, unless local policy and/or regulation apply;
- Actively employed by the Company for at least 6 months at the time of applying (employment with another Company that was merged with or acquired by HireRight will count toward this 6-month eligibility requirement);
- In good standing and not on active performance improvement plan;
- On the active Company payroll on course start and end date

Covered Courses and Expenses

Subject to the terms and conditions of this Program, both degreed and non-degreed educational courses are eligible. A fundamental condition for Program eligibility is that the educational course(s) of study taken must be job or career related, as determined by both your people leader and Talent Development (TD) in advance of enrollment. Courses that are required by HireRight for the team member's job will be paid for by the Company given the course is a part of their development goal/plan.

Ineligible Expenses

- Memberships in professional associations (unless directly required for team member's job)

- Parking
- Lab fees
- Computers/software
- Lunch and learn expenses
- Networking events and conferences used solely for networking purposes
- Lodging
- Meals
- Travel mileage to and from school/learning facility and/or other travel expenses
- Tuition, costs and expenses that are paid on behalf of the team member by other organizations, a scholarship or other third-party awards.

Degreed Programs: Application and Reimbursement Process

1. Team member partners with their people leader and shall create a professional and/or career development goal. The goal should describe and identify resources needed to accomplish the goal.
2. Team member shall complete, sign and submit to Human Resources using Ask HR the Education Assistance Form (available through AskHR) at least 30 days prior to the start of the class(es) each semester. Supporting documentation (program of study, course description, credits, tuition cost, etc.) must be attached to the form submission.
3. Talent Development will review the submitted form. Within one week of submission, the team member will receive an email from Talent Development confirming whether their request for reimbursement has been approved; incomplete form submissions will be returned.
4. If approved, specific instructions on next steps will be provided. If rejected, an explanation will be provided.
5. Within 15 calendar days after the course completion date the team member shall submit through AskHR evidence of course completion and final grade (e.g., transcripts, exam score, certificate status, etc.) along with invoices and receipts (the "completion documentation").
6. Reimbursement will be provided to the team member via payroll within 2 pay periods following approval from Talent Development, if the documentation is submitted correctly and meets the criteria described above. If the reimbursement is rejected, an explanation will be provided.

For "degreed" programs, you must earn a "C" (a "pass" qualifies if a grading scale is not used) or better to receive tuition reimbursement for the given class/course:

- "A" or "B" (or it's equivalent in other countries than U.S.) will receive 100% reimbursement
- "C" (or it's equivalent in other countries than U.S.) will receive 50% reimbursement
- No reimbursement for grades below "C" (or a "Fail" in a Pass/Fail course or its equivalent in other countries than U.S.))

Courses can be taken at any time outside of the team member's normal scheduled work hours. If courses occur during the team member's normal scheduled work hours, then their people leader's approval is required. For countries outside of the U.S. – please contact your local HR representative.

Non-Degreed Program: Application and Payment Process

1. Team member partners with their people leader and shall create a professional and/or career development goal. The goal should describe and identify resources needed to accomplish the goal.
2. Team member shall complete, sign and submit to Human Resources using Ask HR the Education Assistance Form (available in AskHR) at least 30 days prior to the start of the class(es) for each class. Supporting documentation (course description, credits, cost, etc.) must be attached to the form submission.
3. Non-degreed programs below $500 (cost per program) each can be paid for using corporate credit card from the Company's training budget. This expense must be coded as "5700 Staff Training (Non-Degree)" in the expense tool.
4. Non-degreed programs over $500 should go through Purchase Request Order and it is the responsibility of the requesting department to initiate and complete the process. The payment would be made upon approval from Talent Development. For individuals that do not fully complete the paid non-degreed course will not be eligible for future tuition funds for the current calendar year. In cases where a course ends with an examination and the team member doesn't pass the exam, the team member can retake it on their own expense. If a team member drops/cancels the course, they must inform Talent Development immediately, and the team member will be responsible for any cancellation fees.

Language Program: Application and Payment Process

1. Team members partners with their people leader and shall create a professional and/or career development goal that must be specifically related to the team member's current job duties or to jobs within the Company.
2. Team member shall complete, sign and submit to Human Resources using Ask HR the Education Assistance Form (available in AskHR) at least 30 days prior to the start of the class(es) for each language program. Supporting documentation (course description, credits, cost, etc.) must be attached to the form submission
3. Language programs below $500 (cost per program) each can be paid for using corporate credit card from the Company training budget. This expense must be coded as "5702 Language Training" in the expense tool.
4. Language courses for multiple team members (group language courses) over $500 should go through Purchase Request Order and it is the responsibility of the requesting department to initiate and complete the process. The payment would be made upon approval from Talent Development.

5. Certification of successfully transitioning to another language proficiency level/demonstration of progress is required and must be submitted to Talent Development upon course completion through AskHR. For individuals that do not fully complete the paid language course will not be eligible for future tuition funds for the current calendar year. In cases where a course ends with an examination and the team member doesn't pass the exam, the team member can retake it on their own expense.

Terminations

Team members who terminate employment voluntarily or involuntarily for cause with the Company or its subsidiaries within two years of receiving educational assistance for degreed programs will be required to repay the full amount of reimbursements received in the 24 months prior to separation from the Company. Reimbursement repayment process will differ depending upon country of origin, including pro-rating and signed agreements; see your local HR representative for further details. The Company reserves the right to deduct funds from the team member's final pay to offset the total amount due. Any unpaid balance shall be deemed a debt to the Company and is the team member's obligation to repay the Company this amount. The Company may take appropriate legal action to collect the monies due if payment arrangements are not made and adhered to.

Taxability

Please contact your tax advisor directly for more guidance on tuition taxability in your country.

Budgetary Restrictions and oversight

Tuition approvals are reviewed in consideration of annual goal planning and budget allocation; when budget is depleted, team member will be notified and offered option for waitlist. Waitlist will be reviewed quarterly for availability. When available, Talent Development will notify team member and people leader to re-submit request. Tuition budget will be monitored and reviewed in conjunction with Finance and HR.