

## ***Professional Affiliations***

### *1.0 Policy*

Ultra Tech supports professional affiliations as a form of business development and networking for employees.

### *2.0 Scope*

Full-time employees who have completed the probationary period may request assistance with professional affiliation dues and membership costs.

### *3.0 Procedures*

Requests for assistance must be submitted in writing by the employee to Human Resources through the his/her immediate supervisor. Executive Management reviews/approves all requests for assistance with professional affiliation dues and membership costs.