

Professional Development

1.0 Policy

Ultra Tech supports professional development as a form of on-going education for employees. The Company will pay all or part of the expenses for approved professional seminars.

2.0 Scope

Full-time employees who have completed the probationary period and are currently performing duties and responsibilities of the job satisfactorily may be considered for professional development.

3.0 Guidelines

Professional Seminars are those instructional classes which do not require examinations or follow-up. Seminars are limited in duration, generally one day to one week. Depending on the subject relevance to work assignments, the costs, the budgeted dollars available, and the impact on project responsibilities, the Company will pay all or part of the expenses for professional seminars.

Prior approval must be obtained by submitting a Request and Authorization for Training Form to Human Resources through the employee's manager. Executive Management reviews/approves all requests for professional seminars.

4.0 Procedures

Prior to attending the seminar, the employee should forward his/her request for training authorization to their supervisor for the necessary signature(s). The supervisor then forwards the request to Human Resources for approval. Human Resources determines if the employee is eligible for Professional Development and if the seminar is related to the employee's work assignment.

To allow Human Resources to determine the course's relatedness, the employee should provide the following when applying:

- ?? Request and Authorization for Training Form
- ?? Seminar description which details cost, seminar content, and seminar dates

Human Resources forwards the request to tExecutive Managemnt who reviews/approves all seminar requests. If the Request and Authorization for Training Form has been approved, the employee will receive the original request form with the signatures required for approval (a copy will be filed in Human Resources). However, if the request is denied, the employee will receive an explanation for the denial. A response to the

employee will normally be given within seven (7) days of the date that the request is received in Human Resources.