

Professional Development Policy

I. OBJECTIVE

Environmental Works encourages employees to enhance knowledge and skills and to network with other professionals, thus improving potential for future opportunities. Environmental Works recognizes that for development purposes, employees may need to attend training seminars or workshops conducted off-site or join professional associations that will enable them to remain abreast of best practices in their respective fields. Thus, the purpose of this policy is to outline company parameters for attending external training functions. Please note that this policy is subject to annual company budgets established for external training and memberships.

II. POLICY

Continuing Education. In support of this program, we offer a training benefit to full-time employees who have been employed by the company for 1 year. The benefit can be used for costs associated with:

- Professional exams (AIA, LEED, etc.) and exam preparation courses.
- Certificate programs and credentials.
- Courses offered by an accredited institution, including e-learning.
- Workshops, seminars and conferences.
- Magazine subscriptions.

Employees may be permitted a minimum \$250 annual personal development stipend and 16 hours of paid time to attend seminars, conferences or workshop that will be paid for by the company. The training event to be attended must have a direct relationship to the job the employee performs. For work scheduling purposes, the employee's request for attendance must be received at least one month in advance of the event. Employee must notify their Project Manager or Studio Lead of the time they plan to take off due to the professional development activity.

Tuition Reimbursement. Environmental Works offers reimbursement for certain educational costs, which benefits both Environmental Works and your career. Educational courses should be directly related to improving your skills and should have a measurable impact on your contribution to Environmental Works.

The eligibility requirements for educational assistance are as follows:

- You must be a regular, full-time employee with one year or more of continuous employment with Environmental Works.

- You must have demonstrated satisfactory performance/employment with Environmental Works.

Professional Membership. Professional associations will be paid with a rebate in the amount equal to 75% of the membership dues (i.e. EW pays for 75%, Staff pays for 25%). The staff portion cannot be paid with the \$250 stipend listed above. The association selected must have a direct relationship to the job the employee performs. The employee must provide a membership-request supporting document that outlines the benefits to be gained by the company as a result of such membership, and the association application and supporting document must be presented to the Executive Director. Time to attend professional membership meetings and events need to be approved by the Executive Director.

Professional Fees. Environmental Works pays in full the cost for renewing architecture licenses and other credentials. Examples include but are not limited to:

- Architectural license renewal
- NCARB annual renewal
- LEED accreditation renewal

Job training or Career Advancement Activities. Environmental Works reserves the right to pay in full the cost for specific job training or career advancement activities in addition to the continuing education stipend listed above. These specific job training or career advancement activities will be aligned with the goals of the organization and directly impact an employee's ability to do their current job or job intended for the future. The executive director will inform the employee in advance when an activity or training falls under this category. Examples include

- Computer program training
- Leadership training
- Project Management training

Yearly Conferences. Environmental Works attends specific conferences each year as it aligns with the values and mission of the organization. Environmental Works will pick specific people each year to attend these conferences. The selection process will be based on an employee's current work load, performance history and past involvement in conferences. Selection will be done in an equitable manner to allow different employees the opportunity to attend the conferences. Below is a partial list of conferences Environmental Works typically attends:

- Housing Washington
- ACD Conference
- Structures for Inclusion
- Living Future
- Advocacy Day
- WA Nonprofits Conference

III. PROCEDURE

To participate in any aspect of this program, the employee must submit a request in writing, submitted to the HR Manager who will review and forward to the Executive Director for approval. The HR Manager will notify the employee of the approval or disapproval of their request in a timely manner.

The employee may incur expenses only after receiving approval. All expenses must be charged to the company's credit card or paid by check in order to be processed. The employee must then submit the following documents to the finance department:

1. Expense report form.
2. Receipt.
3. Copy of the approved professional development request form.

IV. ADDITIONAL INFORMATION

Environmental Works will not pay for retaking exams or tests.

Additional travel expenses may be permitted if the training is not available locally. See company travel policy for approval and reimbursement procedure.

Environmental Works reserves the right to determine which training functions and association memberships are in the best interests of the company, its future planning and direction. Thus, all requests for external training and memberships will be reviewed by the HR Manager and approved or disapproved by the Executive Director with input from Directors, based on the company's priorities and the annual budget established for these programs.