

GROUP PROFESSIONAL DEVELOPMENT POLICY

Overview

This policy is intended to encourage self-development among all employee and enhance their contributions to the organization. It applies to all FMI/SPA/ YSH Group of Companies' employees on full-time appointment. Employees who have completed at least one year of service are eligible.

Terms and Conditions

The respective entity will bear the annual student registration fees and/or the exam fees on a reimbursement basis to the employees within the coverage limits. Professional development courses and degree/diploma programs must be relevant to the development needs of the employees and the entity they work for. Employee who would like to claim the fees (Annual / Member and Exam) of reimbursement must submit the professional development requisition form with the approval of the Entity Head in advance. The respective entity will bear the annual/member registration fee and the exam fees as follows:

- Provide the annual /member registration fee to a maximum of up to US\$ 100 per calendar year. Re-registration will only be considered in case where there is good academic progress.
- Reimburse the exam fees if the employee passes the exam successfully as per the following coverage limit per calendar year.

COVERAGE LIMIT OF EXAM FEE PER CALENDAR YEAR	REIMBURSEMENT %
Up to USD 1,500	80% of Exam Fee
From USD 1,501 to 3,000	50% of Exam Fee

If the exam fee is in Myanmar Kyat (MMK), it will be considered as equivalent to the coverage amount. The exchange rate will be calculated based on the rate applicable on the same date when employee submit the form.

Procedure

- 1) Prepare the Professional Development Requisition Form [Form A] with the detail training information and the relevant document.
- 2) Submit the Form A to respective HR Department with the agreement of department head and the approval of entity head.
- 3) Claim the registered Annual / Member Fees in accordance with the Policy [Up to US\$ 100].
- 4) If the exam is passed, submit the Professional Development Claim Form [Form B] to the respective HR department with the relevant document for the reimbursement.