

Tuition Reimbursement

Effective January 1, 2018

The Company believes that the skills and knowledge of its employees are critical to the success of the organization. The Education Assistance Program encourages personal and professional development through formal education so that employees can maintain and improve job-related skills to further their careers within the Company and help ensure the development of the skills necessary to meet current and future company needs.

Eligibility

With prior approval from the employee's manager, the Company will provide educational assistance in the form of tuition reimbursement to regular full-time employees working at least a minimum of 40 hours per week and who have been employed by the Company or one of its subsidiaries for at least six months prior to the beginning of the course. In addition, the employee must remain as an eligible employee and be on the active payroll through the time of reimbursement. The cost of this benefit will be allocated to the employee's department budget; therefore, we encourage employees interested in taking advantage of benefits under this policy to let their managers know in advance for planning purposes.

Reimbursement

The Company will reimburse up to \$5,250 per calendar year for undergraduate, graduate and certificate programs as well as individual courses.¹ Reimbursement is provided for courses taken at schools that are from an accredited higher learning institute. The program of study must be job or career related as determined by your manager and the Benefits Department in advance of enrollment in the course or program.

Upon completion of each course or term and verification of a "C" or better grade, eligible employees may be reimbursed for tuition, required textbooks, and lab fees according to the following schedule, and subject to the calendar year maximum:

- "A" or "B" will receive 100% reimbursement
- "C" will receive 70% reimbursement
- "D" or lower will receive 0% reimbursement
- "Pass" in a Pass/Fail course will receive 100% reimbursement
- "Fail" in a Pass/Fail course will receive 0% reimbursement

Travel costs, late fees, parking, consumables, computers and computer programs or peripherals are not eligible for reimbursement.

Upon completion of the course, and no later than **60 days** thereafter, the employee must complete the remainder of the Education Assistance Form and submit to their manager with evidence of course completion, the final grade and all pertinent receipts attached. The Manager will review and indicate his/her final approval by initialing the form or via email. The employee will submit the completed Education Assistance Form and accompanying documents to the Benefits Department for verification, final approval and processing. Employees can send completed forms and accompanying documents via e-mail to Benefits@KLDiscDiscovery.com. Reimbursement will be made via payroll and will generally be processed within two payroll periods of receiving required documentation.

¹ The \$5,250 calendar year reimbursement maximum is calculated based on the payout date, not the dates the courses were taken.



Termination Clause

Employees who terminate employment voluntarily or involuntarily for cause with the Company or its subsidiaries within two years of receiving educational assistance will be required to repay the amount of reimbursements received in the 24 months prior to separation from the organization, based on the following proration schedule:

- Separation date within 6 months of date course and related expenses were paid: 100%
- Separation date within 12 months of date course and related expenses were paid: 75%
- Separation date within 18 months of date course and related expenses were paid: 50%
- Separation date within 24 months of date course and related expenses were paid: 25%

The Company reserves the right to deduct monies from the employee's final pay to offset the total amount due. Any unpaid balance shall be deemed a debt to the Company and is the employee's obligation to repay the Company this amount. The Company may take appropriate legal action to collect the monies due.

The Company reserves the right to modify the Education Assistance Program at any time with or without notice.

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