



EDUCATIONAL SPONSORSHIP POLICY

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Haines Business Systems Ltd
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Introduction

Company is committed to supporting the educational development of its employees. Where, as part of the appraisal process, specific, formal, external courses are identified as important for an individual to undertake to improve their performance, or develop their careers, it is company policy to sponsor all, or part, of the course.

This policy, which covers all staff, outlines the broad principles of which courses will be sponsored, and the procedures that should be undertaken, before the course begins, to secure sponsorship.

Courses Eligible for Sponsorship and Arrangements

1. Higher-Level Degrees

For the purposes of this policy, higher-level degrees are identified as:

- Master of Business Administration (MBA)
- Doctorate in Business Administration (DBA)
- Doctorate (Ph.D.)

The company will sponsor selected employees, subject to agreement with management, and according to the following rules:

- the course is from a recognised college or university;
- the course material is ...