

Scholarship Support Policy

Introduction

Due to EDO's belief in the importance of the teamwork's continuous learning, EDO supports and encourages employees to take complementary and specialized studies and courses that support their job skills and performance efficiency according to the following policy:

Scholarship Terms and Conditions:

1. The team member must have spent at least six months in the service and the member must have successfully passed the training and probationary period;
2. The scholarship major should be directly related to the nature of the role that the scholarship applicant plays among the employees, provided that EDO is entrusted with approving this scholarship and deciding whether the member needs it or not;
3. EDO will bear 60% and the employee will bear 40% of the total cost of the scholarship, and this last percentage can be paid in monthly installments for a period of one year whenever the employee wants to do so;
4. The employee is obligated to return EDO's contribution if he/she does not pass the course successfully;
5. In the event the scholarship is approved, the scholarship applicant declares in writing not to leave work at EDO 5 years before the end of the scholarship in order to EDO utilizes the skills gained or developed by the scholarship, otherwise the employee will be obligated to pay EDO's contribution upon leaving work and the years spent after completing the scholarship will be deducted from the amount required to be paid **by 12% a year**;
6. After completing the scholarship, the employee shall be obligated to provide a clear explanation of the benefit that will accrue to the EDO after passing the scholarship;
7. EDO will provide support during the course by approving itineraries for the employee to enable him/her to attend lectures, sections, or exams, whether

- written, oral or practical, each according to his/her studies, provided that the employee submits an official schedule of lectures, sections, or exams;
8. In the event that the employee desires to obtain a scholarship or course that is not related to the nature of the role he/she is playing, this will be at his own expense, and the support provided by EDO is to allow him/her to take an advance in the amount and the total costs will be paid in monthly installments for a period of one year whenever the employee wants to do so, in addition to approving itineraries as mentioned in the previous clause.
 9. The maximum limit for scholarships or courses granted by EDO to employees is **only ten** scholarships in one fiscal year, and the priority will be handled according first come first serve basis; the employee, who will register with the Human Resources Department, will be served first in terms of the study or course related to the nature of work only. As for the course that is not related to the employee's work and stipulated in the eighth clause, it is not subject to the aforementioned maximum limit because it is done entirely at the employee's own expense;
 10. In order to get the scholarship support policy, it is stipulated that the scholarship should not affect the work, i.e. the employee, who wants to get the scholarship, shall be obliged first to perform his/her work duties and complete his tasks on time according to the developed action plans, so that the scholarship support policy does not negatively affect the employee or the work itself.

EDO's Management