

Watson-Marlow Tuition Reimbursement

Watson-Marlow encourages the professional and personal development of our colleagues to enhance their knowledge and skills, thus improving their potential for future employment opportunities.

Definitions

- Minimum eligibility—six months of company service.
- Matriculating—coursework leads to a degree at a college or university.
- Non-matriculating—coursework that does not lead to a degree.

Policy

To further these objectives, Watson-Marlow, Inc., and Watson-Marlow American Manufacturing, Inc., reimburse employees 70% of the total cost of the Tuition Reimbursement program tax-free up to an annual limit of **\$5,250**. Reimbursements during a calendar year in excess of \$5,250 will result in a taxable fringe benefit to the employee in accordance with Internal Revenue Service Publication 15-B. The minimum acceptable grade to trigger reimbursement is a “B-” for undergraduate and graduate coursework. This benefit is available to full-time employees who have been employed by Watson-Marlow for six months. The benefit can be used for:

- Courses offered by an accredited institution (matriculating or non-matriculating), including e-learning.
- Related course expenses include academic fees and books.

Procedure

To participate, employees must submit a request by completing a Tuition Reimbursement Request Form and emailing it to Human Resources (HR). The request should include how the proposed coursework will assist in the employees’ current position or future growth at Watson-Marlow. The request should also indicate how the employees’ job will be conducted in parallel with the course.

HR will work with the employee’s immediate supervisor, department head, and president to review and approve the course prior to its start. If all parties approve the employee’s

application, HR will advise the employee that the benefit has been approved. If the employee’s application is not accepted, then HR will notify the employee.

The employee may incur expenses only after receiving approval from Human Resources. At the conclusion of the exam or course, the employee must submit a transcript, certificate of completion, or other relevant documentation to HR for filing in the employee’s personnel file. The employee must then submit the following documents to finance through Certify for reimbursement: academic fees and book receipts, a copy of this approved application, and a final grade report or certificate from the educator. If you do not have a Certify account, please provide your documentation to HR for submission on your behalf.

Additional Rules

- Any financial benefit applied for and approved under this tuition reimbursement program will be coordinated with any other tuition assistance, such as the G.I. Bill. This means employees may receive 100% reimbursement from the total available sources. Any benefits due to an employee should first come from external assistance sources, with this tuition reimbursement program acting as a supplement, up to 100% of the tuition cost, with a maximum of 70% from the Company’s program. The employee may not receive duplicate payments.
- Due to the high cost to reimburse education expenses, any employee who voluntarily terminates employment or is terminated for cause within two years after the course completion date will be liable to repay all education benefits previously paid by Watson-Marlow, Inc. according to the following graduated percentage scale:

Length of Service from Course Completion Date	Repay the Following % of Your Education Costs
Less than 1 year	100%
1 year but less than 2 years	50%

Contact

- For any questions or clarification, contact: hr.americas@wmfts.com