

CONTINUING EDUCATION

The Firm encourages the continued education of all staff and individual initiative on the part of each staff member in their continued education. To this end, the Firm will provide a measure of financial support to individual staff members who demonstrate such initiative. For each staff member, the Firm will contribute 80% of cost to a maximum of \$450 a year.

Because continued education is, ultimately, a personal and professional responsibility, each individual will be expected to contribute 20% of the total cost of each professional development activity, up to the maximum combined Firm contribution, plus 100% of all amounts over the total Firm contribution amount.

All requests for Continuing Education funds should be made in writing to Human Resources prior to the purchase date. If approved, Human Resources will send you a confirmation via email. All requests to attend conferences must be approved by the Managing Principal.