



Frontier's Educational Assistance Policy

At Frontier Supply Chain Solutions Inc., we strongly believe that our employees are our most important asset and we are firmly committed to developing their potential. We support and strive to provide educational, training and learning opportunities for our employees through a range of sources, including educational institutions.

Our Educational Assistance Policy program provides eligible employees with reimbursement of all or part of their tuition and book fees for the successful completion of courses (subject to prior company approval)

Eligibility

All full time employees who have completed one full year of service are eligible to apply for educational assistance. All employees receiving educational assistance must agree to sign an educational assistance agreement outlining the terms and conditions of the assistance.

Reimbursement Breakdown and Provisions

1. Management Initiated Courses

Where Frontier specifically requests an employee to take a specific course the costs of the course will be paid 100% by Frontier at time of enrollment. Payment may be made directly to the institution or reimbursed to the employee.

If the employee fails to complete the course (i.e. drops out) or fails to achieve a passing grade the employee will be required to either (a) re-take the course at their own expense at the next available opportunity or (b) reimburse the company for the cost of the program (either via lump sum payment or payroll deductions over a period not to exceed 12 months).

Should the employee elect to terminate their employment prior to the completion of the course, the employee agrees to reimburse Frontier for the full cost of the course through payroll deduction on their final pay cheque (this does not apply to management initiated terminations).

2. Employee Initiated Courses

Should an employee wish to take a course that could benefit their skill development in their present job or potentially a job within the company that they aspire to, they can initiate a request for educational assistance. Once

approved, the employee is required to pay for the course initially and then upon successful completion (and submission of corresponding grades) they will be reimbursement for the amount based on the initial approval. Courses that are deemed directly related to the employee's current job will be reimbursed at 100%. Courses that relate to future job potential but not necessarily the employee's current position will be reimbursed at 50% of the total cost. Human Resources reserves the right to determine the relevancy of a particular course and level the course will be funded at if approved.

Should Frontier or the employee elect to terminate their employment prior to the completion of the course, Frontier will not be responsible for reimbursing any portion of the course costs.

3. Educational Assistance in Excess of \$1000 Per Calendar Year

Where Frontier is providing educational assistance in excess of \$1000 per calendar year (or 12 month period for consecutive courses), the employee will also be required to sign an agreement requiring them to continue to work for Frontier for a period of not less than one (1) year following the date of reimbursement. Should they fail to work this one (1) year period then the employee agrees to reimburse Frontier for the full cost of the course through payroll deduction on their final pay cheque (this does not apply to management initiated terminations).