

Educational Assistance Program

Alteryx regards education and training as vital elements in developing the skills and performance of our employees. Alteryx encourages employees to further develop their knowledge, skills and abilities by pursuing formal education in areas related to the performance of tasks and duties in their current job/job family or future role at Alteryx.

If an employee is pursuing education (defined as professional development, professional certification, college credit coursework, and/or an undergraduate or graduate degree program) that is directly related to the employee's current or future role at Alteryx, then the employee may be eligible for financial assistance under the Educational Assistance Program (the "Program").

Eligibility

This Program applies to all full-time and part-time employees, as defined by the Alteryx Employee Handbook, who have completed at least three (3) months of continuous service. An employee is ineligible if, at time of application or reimbursement, Alteryx has issued a corrective action or any other disciplinary measure to the employee for any reason.

Reimbursement

There is an annual limit on the amount that each employee may request for reimbursement and such limit varies by country and hours worked by the employee, as shown in the Annual Reimbursement Limits table below. Reimbursed amounts will count towards the limit in the calendar year in which the reimbursement is made, not the year in which the courses were taken. Any reimbursement requests received after December 20th of any given year will be reimbursed the following year.

To receive reimbursement for educational expenses, employees should follow the procedures listed here:

- Prior to enrolling in an educational course, the employee must provide their manager with information about the course for which the employee would like to receive reimbursement and discuss the job-relatedness of the continuing education, certificate or development.
- Complete an [Educational Assistance Form](#), including signatures from the employee's manager and HR Business Partner. Forms must be submitted to benefits@alteryx.com prior to the start of any course or program.
- The employee is required to pay for tuition and registration fees for which reimbursement is being requested.
- To qualify for reimbursement consideration, the employee must show evidence of certificate completion or course work with a grade of "C", "PASS" or its equivalent. Failure to do so may result in reimbursement being denied.
- Upon successful completion of the certificate or course(s), itemized receipts for amounts being requested and proof of passing grade(s) must be submitted to benefits@alteryx.com within 30 days after the program or coursework have ended.
- The employee must be actively employed both at the start and at the completion of the program or course(s) for which they are requesting reimbursement. *

Annual Reimbursement Limits

<u>Country</u>	<u>Currency</u>	<u>Annual Reimbursement Limits**</u> for full-time employees
United States	USD	\$5,250
Australia	AUD	\$6,700
Canada	CAD	\$6,615
Czech Republic	CZK	Kč110,000
France, Germany, Netherlands & Spain	EUR	€ 4,129
India	INR	₹300,000
Japan	JPY	¥570,000
Singapore	SGD	S\$7,100
Sweden	SEK	45,330kr
Ukraine	UAH	₴140,000
United Arab Emirates	AED	20,000.د.ا
United Kingdom	GBP	£3,600

*As this Program is designed to be a co-investment by Alteryx and our people, an employee who receives reimbursement through the Program and leaves the company within 12 months thereafter may be asked to repay a pro-rated portion of the educational reimbursement, pending applicable laws and regulations.

**These limits are for employees who work a full-time schedule (as defined in the Alteryx Employee Handbook). If an employee works a part-time schedule, then the applicable limit shall be proportional to the hours the employee works. For example, if an employee works 50% of a full-time schedule, then the employee's limit under this Educational Assistance Program will be 50% of the above applicable country limit.