

## **Career Development and Education 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 education in areas related to the performance of tasks and duties in their current job/job family or future role at Alteryx.

The primary purpose in supporting continuing education for our employees is to improve employee skills and knowledge in ways that will enhance employee job performance and capabilities. This policy is intended to cover situations where a) Employee has a need to attend an external education program to acquire and broaden their knowledge and skills which is deemed necessary for the growth of the individual in relation to his/her present or future job functions b) The job-related learning and development need cannot be satisfied by in-house training program or tools.

Alteryx supports external training, education, language development programs and professional development through short courses, classes, and workshops from external organizations or professional associations and other non-degree granting organizations. Alteryx may also support memberships and certifications by qualified professional organizations. Only programs, certifications and memberships that address both our business needs and employee's career goals will be considered. The primary purpose of this program for our employees is to improve employee skills and knowledge in ways that will enhance employee job performance and capabilities.

### **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 20<sup>th</sup> of any given year will be reimbursed the following year.

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

- Prior to enrolling, the employee must provide their manager with information about the seminar/course/etc. for which the employee would like to receive reimbursement and discuss the job-relatedness of the continuing education, certificate, or development.
- Complete an [Educational/Career Development Assistance Form](#), including signatures from the employee's manager and HR Business Partner. Forms must be submitted to [benefits@alteryx.com](mailto: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.
- The employee must remain employed at Alteryx one-year after the employee completes the course work, seminar, educational, and/or equivalent program. If the employee does not remain employed at Alteryx for one-year after the employee completes the course work, seminar, educational, and/or equivalent program, the employee will be required to pay Alteryx the amount reimbursed under this Policy, as allowed by law.
- Nothing in this Program guarantees the employee any period of continued employment by Alteryx following the completion of the course work, seminar, educational, and/or equivalent program. Alteryx remains able to terminate the employee's employment within the one year following completion consistent with applicable law.
- Upon successful completion of the certificate or course(s), itemized receipts for amounts being requested and proof of passing grade(s)/completion must be submitted to [benefits@alteryx.com](mailto: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

| <b>Country</b>                       | <b>Currency</b> | <b><u>Annual Reimbursement Limits*</u></b> for full-time employees |
|--------------------------------------|-----------------|--------------------------------------------------------------------|
| United States                        | USD             | \$5,250                                                            |
| Australia                            | AUD             | \$6,700                                                            |
| Canada                               | CAD             | \$6,615                                                            |
| Czech Republic                       | CZK             | Kč110,000                                                          |
| Brazil                               | BRL             | 23760 BRL                                                          |
| France, Germany, Netherlands & Spain | EUR             | € 4,129                                                            |
| Hong Kong                            | HKD             | 41,000                                                             |
| 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             | 20,000د.إ.                                                         |
| United Kingdom                       | GBP             | £3,600                                                             |

\*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.