



## Educational Support Reimbursement

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**TITLE:** Educational Support Reimbursement Policy  
**EFFECTIVE DATE:** January 1, 2022  
**BUSINESS AREA:** Human Relations  
**COVERED:** Full-time; Non-union; Salaried/Hourly; U.S.

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### I. PURPOSE AND SCOPE

Bimbo Bakeries USA (“BBU” or the “Company”) encourages associate development by providing educational support reimbursement to associates who successfully complete approved courses of study or certification programs. This policy establishes guidelines for those BBU associates eligible for the program.

### II. POLICY

All active full-time, non-union associates who have completed one year of service and who have demonstrated good work performance, as determined by the company are eligible to participate in the BBU Educational Support Reimbursement program.

Courses must be related to the associate’s present job or a future position which is reasonably attainable within BBU. Courses must be conducted by accredited colleges, universities or other recognized educational institutions. This policy does not apply to continuing education courses.

### III. REIMBURSEMENT AMOUNTS AND PROCESS

BBU will reimburse 100% of the cost of tuition, books and fees directly related to the approved course(s) up to \$10,000 per calendar year. \$5,250 will be tax-free per the IRS guidelines. Any payments above \$5,250 will be taxable up to a maximum of \$10,000 per calendar year. BBU will not reimburse deferral fees paid by associate to defer the payment of tuition.

An associate must submit proof of course registration along with the Educational Support Reimbursement Form to receive the 50% upfront reimbursement. The remaining 50% balance will be paid upon proof of minimum grade requirement. For undergraduate courses, C is the minimum grade required for reimbursement. For graduate courses, B is the minimum grade for reimbursement. If the associate does not provide proof of minimum grade requirement at the end of the semester or does not meet the minimum grade requirement, the associate will be responsible to reimburse the amount paid by BBU.

#### A. REIMBURSEABLE EXPENSES AND FEES

Includes tuition, technology fees, textbooks (including shipping and sales tax), entrance exam or test preparation, student activity fees, general/athletic fees, internet service fees, exam fees, late fees, registration fees, transcript fees, parking fees, student union fees, graduation fees, personal computer, library fees, insurance fees.



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### **B. HOW TO APPLY TO REIMBURSEMENT**

Prior to enrolling for classes, an associate must submit an Educational Support Reimbursement Application and Repayment Agreement, which includes obtaining approval signatures from an associate's manager and Human Relations Business Partner. This form will only need to be completed once for each degree program. Executive MBA programs must be approved by the Functional Vice President and Vice President of Human Relations.

### **C. HOW TO REQUEST REIMBURSEMENT**

Once an associate has completed their course(s), they are required to submit the Educational Support Reimbursement Form. They must submit their request and supporting documentation within 60 days of the completion of the course(s). Associates will be required to submit an itemized statement from the school indicating all classes, tuition costs, applicable fees, book receipts, outside financial assistance and final grade.

Associates will not be permitted to attend courses during their normal work hours.

### **D. TERMINATION AND REPAYMENT INFORMATION**

An associate who received reimbursement and who resigns from BBU or is terminated for cause within the 12-month period immediately following reimbursement will be required to repay to the Company the educational support reimbursement they received.