

TUITION REIMBURSEMENT POLICY

To encourage professional development, Standard Motor Products, Inc. (“SMP”) offers tuition reimbursement as outlined in this policy.

Employee Eligibility

After one (1) year of employment, full-time employees who are meeting performance expectations are eligible to apply for tuition reimbursement. All requests for tuition reimbursement must be approved in advance prior to enrolling in the course(s) by division management and corporate Human Resources, in the case of undergraduate courses, or by the Executive Talent Management Committee, in the case of graduate courses.

Eligible Educational Expenses

To qualify for tuition reimbursement:

- You must be employed by SMP for the duration of the course, from registration through completion of the course.
- The course must be job-related and scheduled during non-working hours.
- There must be clear alignment between the employee’s educational ambitions and the organization’s needs.
- The educational institution must be accredited or have recognized professional accreditation for specific courses in which the employee is enrolling.
- You must successfully complete the course by obtaining a grade of at least an A for 100% reimbursement and a B for 90% reimbursement. Courses with a grade of below B will not be reimbursed.
- You must pay all required tuition and fees when due, and SMP will reimburse you upon successful completion of the course and receipt of required documentation.

SMP will provide tuition reimbursement for approved courses up to \$5,250 per calendar year for undergraduate courses or up to \$10,000 per calendar year and/or \$30,000 per lifetime, for graduate courses.

Costs for books and fees related to courses are eligible educational expenses for purposes of this policy.

Requests for Tuition Reimbursement

(It is encouraged that you speak to your direct supervisor prior to enrollment to be sure the request fits all eligible educational expenses.)

A request for tuition reimbursement must be submitted:

- In writing, by filling out the applicable Tuition Reimbursement Request Form.
- To your direct supervisor and the Human Resources department (i) with course information within fifteen (15) days of your enrollment in the course and (ii) with information regarding final grades filled in within fifteen (15) days of receiving the final grade.

Upon receipt of your request, SMP may contact you for additional information.

Payment

SMP will reimburse you for authorized and documented eligible tuition and educational expenses up to the maximum amounts described herein, promptly following the date on which you provide documentation of successful completion of the course, your grades and proof of your payment; provided, however, that you acknowledge that if your employment with SMP ends either voluntarily or due to termination with cause within two (2) years of reimbursement payment, you are responsible to repay SMP as indicated below, within thirty (30) business days after the termination of your employment.

Timeframe Employment Ends	Percentage of Tuition Reimbursement Amount Employee Must Repay SMP
within one (1) year of reimbursement	100%
one (1) – two (2) years of reimbursement	50%

Administration of This Policy

The Human Resources Department is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about tuition reimbursement or other educational expenses that are not addressed in this policy, please contact the Human Resources Department.

Acknowledgment of Receipt and Review

I, _____ (employee name), acknowledge that on _____ (date), I received a copy of SMP’s Tuition Reimbursement Policy, dated May 20, 2024, and that I read it, understood it, and agree to comply with it. In particular, I understand that I am responsible to repay SMP a portion of or the full tuition reimbursement amount if I voluntarily leave the company or am terminated with cause within two (2) years of reimbursement payment. I understand that SMP has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time with or without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. Changes can only be made if approved in writing by the Chief Legal Officer of SMP. This policy does not set terms or conditions of employment or create an employment contract.

SIGNATURE PAGE FOLLOWS

Employee's Signature

Employee's Printed Name

Date