

ALARIS EQUITY PARTNERS INCOME TRUST
PROFESSIONAL DEVELOPMENT POLICY

Alaris Equity Partners Income Trust (“**Alaris**” or the “**Trust**”) is committed to the advancement and innovation of our staff by investing in their professional development, and has in this regard adopted the following Professional Development Policy (the “**Policy**”) which sets out the guidelines.

PURPOSE

This Policy will ensure that the Trust fosters a strong culture of learning and continuous development, and is committed to providing excellent professional development opportunities for our staff, which meet the operational and strategic objectives of the Trust, as well as the individuals’ own learning aspirations and needs. The objectives of this Policy are to ensure that:

- Employees have the necessary skills and knowledge to perform their current jobs;
- Employees will have opportunities to develop and grow skills and knowledge beyond their current role, which will increase motivation and enhance staff retention; and
- The professional development budget is allocated fairly and equitably and administered using a tiered system for all employees according to their position.

Acceptable professional development benefits can be used for costs associated with:

- Professional exams and exam preparation courses;
- Certificate programs and credentials;
- Courses offered by an accredited institution, including e-learning; and
- Workshops, seminars and conferences.

Training and development opportunities are covered and separate from all professional association memberships (CPA fees, law society fees, CFA fees) required to maintain professional designations.

BUDGET ALLOCATION

Alaris’ overall professional development budget is set annually as part of the business planning process. The budget for all professional development will be managed by our Chief Financial Officer (“**CFO**”), Amanda Frazer. Our CFO will oversee professional development funds to ensure that budgets are allocated fairly and equitably and that the allocation best meets the needs of Alaris. Funds will be used to ensure that employee’s skills, certifications, designations and legal or legislative requirements are being met within the scope of the employee’s current position or job description. The budget will be used to develop and grow employees beyond their current position for the purpose of succession planning and advancement, and will be tiered according to each position:

- \$4,000 annually for all C-Suite positions;
- \$3,000 annually for Senior Vice President, Vice President and Director positions;
- \$2,000 annually for Manager and Associate positions; and
- \$1,000 annual for Administrative positions.

RESPONSIBILITIES OF ALL STAFF

1. To seek appropriate authorisation to attend professional development opportunities from their direct report, and to participate in training and development opportunities as part of their annual goal setting and performance review with their direct report;
2. To take responsibility for their own professional development, including attending and taking relevant training and development opportunities; and
3. To meet the training and/or professional development requirements of their professional body, where relevant.

EQUAL OPPORTUNITIES

Alaris is committed to ensuring equality of learning opportunity, hence no staff member will be excluded from learning on the grounds of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, matrimonial status, civil status, or physical or mental handicap, as set out in the Trust's *Code of Business Conduct*.

REVIEW

This Policy will be reviewed and updated by the Trust as required in line with best practice and current legislation.

Approved: March 14, 2024

On Behalf of the Board:

(signed) "*Peter Grosskopf*"

Peter Grosskopf
Chairman