

Continuing Education (CE) Policy

At MAPP, we believe that continuous learning is essential to delivering excellence for our clients, strengthening our teams, and building a sustainable future for our company. Our approach is simple: we Educate Continuously—through formal training, on-the-job learning, and shared lessons from the field—so every project benefits from what we learn next. The Continuing Education Program reflects our commitment to investing in our people by encouraging professional growth, innovation, leadership development, and community involvement. It also reflects our value to Raise the Bar: to apply new knowledge, elevate standards, and hold ourselves accountable to better outcomes in safety, quality, and performance. By participating fully in this program, each employee plays a role in elevating our work, reinforcing our values, and ensuring MAPP remains a leader in our industry.

1. Policy Statement

MAPP is committed to the continuous development of its employees. The Continuing Education (CE) Program is a required program designed to enhance professional skills, support operational excellence, encourage community engagement, and align individual growth with MAPP's business objectives. Participation in the CE Program is mandatory for all salaried employees.

2. Scope & Eligibility

This policy applies to all salary exempt and salary non-exempt employees of MAPP. Participation is required annually as a condition of ongoing employment and is reviewed as part of the performance and compensation process.

3. Annual Requirements

Employees must complete ten (10) CE credits each calendar year (January 1 through December 31). Completion of CE requirements is required to be considered for a merit increase and/or bonus; however, completion does not guarantee an increase or bonus. Failure to meet annual CE requirements may impact eligibility for merit increases and/or bonus distribution.

4. Credit Conversion

- Qualifying events, activities, or trainings are eligible for **one (1) CE credit**.
- Qualifying events, activities, or trainings exceeding 1 hour are eligible to earn **one (1) CE credit for each additional full hour completed**.

5. Credit Categories & Requirements (10 CE credits required)

- **Technology:** Minimum 2 credits
- **Job-Specific/Professional Development:** Minimum 3 credit
- **Community Service:** Minimum 1 credits
- **Personal Development:** Minimum 1 credit

6. Credit Category Definitions

- **Technology:** Training related to systems, software, or tools that improve efficiency, accuracy, or effectiveness, including Microsoft Office, AI tools, and construction software.
- **Job-Specific/Professional Development:** Training that supports current job responsibilities or career growth, including safety, leadership, operational, or internal MAPP training.

- **Community Service:** Participation in service activities aligned with MAPP values. Activities must involve active participation; monetary donations alone do not qualify.
- **Personal Development:** Structured learning activities supporting personal growth such as courses, seminars, books, or podcasts related to personal development or industry knowledge.

7. Credit Exclusions – Required Trainings

Mandatory MAPP trainings are **not eligible for CE credit**, including (but not limited to) Vista, PVault, Procore, CPR & First Aid, and required annual refreshers. Role-specific trainings are also **not eligible**, unless **pre-approved by management**.

8. Course Approval & Expenses

MAPP will provide select CE opportunities and may cover costs for approved programs. All CE activities and expenses must be pre-approved by a supervisor. Approval is based on relevance, business alignment, and cost reasonableness. MAPP reserves the right to limit or deny reimbursement when more cost-effective alternatives are available.

9. Documentation & Record Keeping

Employees are responsible for accurately tracking and reporting CE activities. The program operates on an honor system, and submissions must be honest and complete. Supervisors will review CE progress during check-ins and performance reviews. MAPP may request documentation or conduct audits. Misrepresentation may result in corrective action.

10. Compliance

Completion of CE requirements is mandatory. Failure to meet requirements may impact compensation decisions and result in a professional improvement plan. Exceptions must be approved by a supervisor and/or Personnel Relations (Human Resources).

MAPP reserves the right to modify, suspend, or discontinue this program at any time