



Professional Memberships & Subscriptions

This is a high-level summary for all staff. Full details are set out in the Professional Memberships & Subscriptions Policy.

Purpose

To provide clear guidelines on Company support for professional memberships and related costs that are relevant to your role and deliver business value.

Policy Overview

The Company may approve payment or reimbursement of professional memberships where there is a clear connection to your role, professional requirements, or business outcomes.

Eligibility

Memberships may be approved where they:

- Are directly relevant to your role
- Support business operations or objectives
- Are required for professional accreditation, licensing, or compliance

Approval Requirements

- All memberships must be approved in advance (including renewals)
- Approval is required from your Manager (and senior approval for higher-cost items)
- Costs incurred without prior approval may not be reimbursed

Payment & Reimbursement

- The Company may:
 - Pay the membership directly; or
 - Reimburse you upon submission of a valid receipt
- Claims must follow the Company's expense process

Cost Guidelines

- Memberships must represent value for money
- Multiple memberships require clear business justification
- The Company may apply cost limits or budgets

What's Covered

At the Company's discretion:

- Professional membership fees
- Required certification or accreditation costs
- Mandatory continuing professional development (CPD) linked to the membership

What's Not Typically Covered

Unless specifically approved:

- Conferences, events, or networking functions
- Travel and accommodation
- Optional upgrades or premium memberships

Renewals

- Memberships are not automatically renewed
- Ongoing approval depends on relevance, value, and budget

If You Leave the Company

- No reimbursement for unused membership periods
- The Company may recover costs where permitted by law if you leave shortly after payment

Compliance

Failure to follow this policy may result in non-reimbursement or disciplinary action.

Acknowledgement

I acknowledge that:

- I have read and understood the Professional Memberships & Subscriptions – One Page Summary;
- I understand that this summary does not replace the full **Professional Memberships & Subscriptions**



Policy;

- I agree to comply with the full policy and all related Group policies;

I further acknowledge that this summary should be read in conjunction with the full **Professional Memberships & Subscriptions Policy** which is available on the intranet.