



Educational Assistance
Date: February 1, 2012
Revised Date: March 23, 2023

Human Resource Policy & Procedure - Corporate

POLICY

To encourage professional growth and development, the Company provides educational assistance up to a maximum of \$5,250 per calendar year to eligible employees for tuition, books and associated registration fees.

ELIGIBILITY

This policy shall be applicable to all full-time employees of the Genesco Corporate Offices as well as Regional/District Manager employees who are considered Corporate.

To be eligible for reimbursement, the employee must receive a grade of “B” or better for undergraduate courses and a grade of “B” or better for graduate courses.

COURSE REQUIREMENTS

All courses, degree programs and certification exams must be related to the business activity of Genesco or enhance the applicant’s ability to perform the duties of their current role or a future role in the Company.

All courses must be taken from colleges and universities that are accredited from a nationally recognized regional institutional accrediting agency as defined by the U.S. Department of Education Office of Postsecondary Education.

Industry recognized certification preparatory courses and exam fees that are governed by Federal and State regulatory boards are eligible for reimbursement.

Employees wishing to continue their education through distance learning will be eligible for reimbursement for such programs if the course requirements of the policy are met. Distance learning is defined as academic coursework completed outside the traditional classroom environment and may take place via the Internet, e-mail, mail, etc.

PROCEDURE

In order to be reimbursed, employees must complete an Application for Education Assistance and obtain your supervisor’s approval. The application is available on BenefitsatGenesco.com or contact benefits@genesco.com. Within 30 days of completion of the class, the completed application with signatures, a class description, a receipt of payment of the class and final grades must be submitted to benefits@genesco.com. It is recommended that employees contact benefits@genesco.com to ensure that they are eligible for reimbursement, and that the courses taken are eligible for reimbursement if successfully completed.

FORGIVENESS SERVICE PERIOD

Participants receiving reimbursement must enter into an agreement to remain employed with Genesco Inc. for a specified period of time following completion of or exit from approved Programs.

A forgiveness service period of one year will be required.

If the participant is involuntarily terminated due to gross misconduct prior to meeting the requirement of the forgiveness service period, the employee will reimburse Genesco Inc. all education assistance expenses incurred by the Company.

If the participant voluntarily resigns from the Company prior to meeting the forgiveness service period, the participant is required to reimburse Company. The payback amount is determined by the percentage of time left in the forgiveness period calculated to the nearest full month.

CLARIFICATION

Completion of a degree or certification reimbursed as part of this program does not guarantee the participant an immediate pay increase or advancement in the Company.

Governmental or institutional financial assistance will be offset against the tuition in computation of the tuition reimbursement.

At minimum, standard performance must be maintained throughout the time the participant is enrolled in the Program. Any employee on progressive counseling for performance issues while applying for assistance or when issuing a request for reimbursement will not be eligible for reimbursement.