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## ***PROFESSIONAL MEMBERSHIPS***

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The Company provides for certain memberships and dues in professional, civic, and club organizations in order to provide support to designated staff in interacting with professional peers and community involvement.

Full-time employees may request support for membership dues, fees, and time to participate in approved organizations. An employee's immediate supervisor and the President or Chief Operating Officer must approve involvement in or club organizations.

The employee should contact their immediate supervisor or the Human Resources Department to review the specific criteria required for participation and the procedure for reimbursable expenses.