MOTOROLA SOLUTIONS

U.S. Education Assistance Policy

1.0 Purpose

This policy establishes uniform and consistent procedures for reimbursing Motorola Solutions employees for costs related to continuing education and coursework that furthers Motorola Solutions's business objectives. All decisions to reimburse eligible employees will be made in the sole discretion of management.

2.0 Scope

This policy applies to all Motorola Solutions corporate functions, business units, and subsidiaries worldwide in respect to the reimbursement of costs related to continuing education and coursework.

3.0 Eligible Programs

3.1 Education covered under this policy is designated in levels as follows:

- Undergraduate Education : individual college or university-level courses (courses attended for audit are not eligible - see below), Certificates, Associates Degrees, or Bachelors Degrees obtained through a college or university (including any equivalents outside of the United States).
- Advanced Education : Functional Masters (i.e. Engineering MS, Finance MS, etc.) or MBA (Master of Business Administration) programs, or their equivalents.

3.2 Reimbursement is available for courses awarding college credit that are applicable toward a Degree, Diploma or Certificate Program that will support employment at Motorola Solutions and the achievement of Motorola Solutions's business objectives. The college or university offering the degree, diploma, course, and/or certificate program must be accredited by one of the six U.S. regional accrediting associations.

3.3 Reimbursement pursuant to this policy will not be provided for non-credit courses, audited courses (no credit awarded) or courses offering only CEU's.

3.4 Degree programs and/or individual courses in the following disciplines will typically qualify for reimbursement under Motorola Solutions's Global Education Assistance Program.

- Business (i.e., Marketing, Accounting, Finance)
- Computer Science
- Engineering
- Human Resources
- Logistics/Materials
- Management
- Sales/Marketing
- Technology

In addition, disciplines/courses that may specifically apply to the employee's current job function, if not listed above, may also be eligible.

3.5 E-Learning courses and programs are covered under the Education Assistance policy provided the college and/or university is accredited by one of the U.S. regional accrediting associations. Motorola Solutions will not approve e-Learning courses and programs that require capital expenditures by Motorola Solutions, i.e. purchase of computers, configuration of networks, building of study centers, etc.

4.0 Eligibility Requirements

4.1 To be eligible for reimbursement of educational expenses, an employee must, at the beginning of each course/program for which reimbursement is sought:

- be an active, full-time (working a minimum of 20 hours per week) regular employee;
- have a minimum of one year's service with Motorola Solutions (may include service with previous employer if previous employer has been acquired by Motorola Solutions and such service has been acquired by Motorola Solutions and such serb=vice has been credited);
- not have a 'Needs Improvement' performance rating on their most recent Performance Management Summary, unless the education assistance has been approved as part of the documented improvement plan,

- have management approval for the course/program for which reimbursement is being sought;
- meet the entrance criteria and obtain admittance into the selected program of study;
- have the minimum performance rating required for their program as designated below.

4.2 Employees are eligible to be considered for the levels of education as follows:

- Undergraduate Education: All employees
- Advanced Education:
    - E07 and above are eligible for functional masters programs
    - E09 and above with current performance rating of EX/OS are eligible for MBA programs

GRE, GMAT and equivalent graduate-level exams are held to the same eligibility criteria. For employees who are graded other than "E" or "S," participation at levels above undergraduate degree is subject to the joint discretion of the manager and BHR as to whether a Program of Study should be granted as an exception to this policy.

4.3 Co-op students, interns, independent contractors, third-party contractors, consultants, temporary workers or any individuals not on Motorola Solutions payroll are not eligible to participate in this policy. Individuals who become employees after a course commences are not eligible for Education Assistance for that course. The decision on whether an employee is permitted to participate in the Education Assistance Program and receive reimbursement remains at all times within the sole discretion of Motorola Solutions.

4.4 If an employee takes an authorized leave of absence that includes job restoration rights or is otherwise placed on “inactive status” while enrolled in a course, he or she will be eligible for reimbursement for that course if it is satisfactorily completed. Future Education Assistance for all employees on leaves of absence will be temporarily suspended until the employee is returned to active status.

4.5 Employees who go on a Motorola Solutions Personal Leave of Absence or other Leave of Absence that does not include job restoration rights prior to course completion are not eligible for reimbursement for that or future courses that begin while on the leave of absence.

5.0 Management Approval

5.1 An employee must obtain the approval of his or her direct manager, the department manager responsible for budget (if different from above) and the department manager's BHR prior to enrollment in any course (preparatory or otherwise) for which reimbursement will be sought, and prior to any covered exam.

Before approval will be given, the company must be satisfied that the proposed program of study will be directly related to employee's ongoing employment at Motorola Solutions and will directly support the company's business objectives. High cost is not necessarily a good indicator of quality education. Therefore, employees and managers must consider at least one other available institution offering a similar program of study before reaching a decision on a final program to approve and document such in the Global Education Assistance Program Employee Application/Agreement. Prior to submission of an Global Education Assistance Program Employee Application/Agreement, the employee and manager must document in the employee's Performance Management record (learning/development plan) the proposed program of study the employee intends to pursue and a strategy for applying at Motorola Solutions the education obtained through that program of study. The decision on whether an employee is permitted to participate in the Education Assistance Program remains, at all times, within the sole discretion of Motorola Solutions.

5.2 Approval will be documented by completion and approval of a Global Education Assistance Program Employee Application/Agreement. Prior to enrollment, the Application must be approved by the employee's direct manager, the department manager responsible for budget (if different from above) and the department manager's BHR. Employees who begin a course without prior approval from Motorola Solutions will not be reimbursed for such course and/or any related expenses.

Key considerations for approval include, but are not limited to, the following:

- Employee's current work obligations (e.g. does the employee have enough time to successfully complete the program of study?);
- Alignment of program of study to identified development goals;
- Acceptance by the college and/or university selected;
- Ensure budget is available on a per term basis;
- Ensure that program of study and a strategy for applying the education obtained is documented in employee's development plan;
- Ensure adequate return on investment or determine if Education Assistance expenditures could be spent more effectively elsewhere; and
- Ensure the investment makes sense, given the employee's grade and/or performance rating

5.3 To the extent permitted by applicable law, Motorola Solutions reserves the right, in its sole discretion, to revoke its approval of a program of study at any time and for any reason. In the event that approval is revoked, the employee will not be entitled to reimbursement of any covered expenses incurred after the date of Motorola Solutions's notice of revocation, i.e. Motorola Solutions will reimburse expenses for the term in which the employee is currently participating at the time of revocation. Future courses will not be reimbursed without a new, approved Global Education Assistance Program Employee Application/Agreement.

6.0 Eligible Expenses/Reimbursement

6.1 Reimbursement for courses and related eligible expenses in an Undergraduate or Advanced Education program of study will be paid only upon submission of an original grade report indicating completion of the course with a grade considered passing by the college/university. If a course has no grade (such as Masters Thesis preparation), the employee is required to obtain a letter from the instructor (and attested by a recognized authority) on institution letterhead stating the course number, name of the course, number of course credit hours, contact information and an indication(such as a grade equivalence of minimum grade earned) that the course was successfully completed. Employees who drop out of or fail to complete a course with a grade consistent with these requirements will not receive any reimbursement.

6.2 Motorola Solutions will reimburse on a calendar year basis (January 1 through December 31) a yearly maximum of $7,500 USD per employee for covered expenses. Once an employee has received $7,500 USD in reimbursements during a calendar year, any and all remaining expense incurred will be the sole responsibility of the employee.

6.3 Covered Expenses

Original itemized receipts or other valid and substantial evidence of payment must support all reimbursement requests for tuition, mandatory fees,

- Registeration fees
- Tuition and any applicable mandatory fees ancillary to tuition. (Where applicable, only 'in-district' and/or 'resident' tuition will be covered.)
- Costs of required textbooks and software
- E-Learning curruculum materials
- Certain preparatory courses and exam fees
- Exam Review Course Fees (fees for review courses for entrance or professional certification exams are reimbursable)
- Portfolio assessment/prior learning assessment
- Masters thesis preparation
- Parking (only if part of mandatory fees required of all students)
- Lab fees

6.4 Expenses Not Covered

Examples of expenses not covered are:

- Deferred payment fees(if an employee defers payment with an educational instituition, Motorola Solutions will not pay for the associated costs charged by the institution for that service)
- Non-mandatory parking (i.e where an employee pays for parking separately and not as mandatory fee required of all students)
- Hardware (Motorola Solutions will not reimburse any purchases of hardware/computers, even if the program of study requires it)
- Installment fees (fees associated with a payment plan established between an employee and a College or University are not reimbursable)
- Fees for adds/drops (if for any reason an employee should incur a charge for adding a course or dropping a course, that fee is not reimbursable)
- Interest on loans (any interest incurred by the employee as the result of paying for tuition, mandatory fees and books is not reimbursable)
- Application Fees (fees for applying to schools are not covered)
- Audited Courses
- Health Insurance fees
- Student fees (unless part of mandatory fees required of all students)
- Graduate functions/year book/student union membership (any functions related to graduation and/or inclusion in the student union or school yearbook will not be reimbursed)
- Travel/lodging/meals
- Fees for taking a course, preparatory course or exam for the second time.

6.5 Scholarships, Grants and Financial Assistance

Where tuition and fees are partially or fully paid by scholarships, grants, or other forms of financial assistance (excluding loans), reimbursement will not exceed the difference between the total cost of the covered tuition and expenses and the amount of the scholarship, grant, or other form of financial assistance, subject to the annual maximum as specified in Section 6.2 above. The employee is responsible for notifying management of any scholarship, grant, or financial assistance being received. Failure to notify management may result in discipline, up to and including termination of employment.

6.6 Any courses taken pursuant to an approved program of study should not conflict with the employee's normal working hours. If a program is only offered during the employee's regularly scheduled working hours, the manager and employee should discuss a reasonable schedule that supports the individual and business needs and document such in the Global Education Assistance Program Employee Application/Agreement. Final approval of any such schedule remains at the sole discretion of management.

6.7 costs related to the Education Assistance Program are covered by the employee's department that approved the Global Education Assistance Program Employee Application/Agreement. If the employee is transferred to another Motorola Solutions business/department after beginning an approved program, the receiving department will cover the costs of the program of study going forward, assuming the receiving manager approves the existing Global Education Assistance Program Employee Application/Agreement. If the receiving manager does not approve the existing Global

Education Assistance Program Employee Application/Agreement, the program of study is concluded and the employee will not be reimbursed for any courses started after the transfer date. The releasing department will cover the costs for individual courses in which the employee was enrolled at the time of transfer.

7.0 Separation from Employment

7.1 Except as provided below, an employee's eligibility to participate and receive reimbursement under this policy ends upon separation from employment. If employment ends either by voluntary resignation or involuntary termination prior to completion of a current course, Motorola Solutions has no obligation to provide any further reimbursement, whether for courses with a course start date prior to or after their date of separation.

Employees separated from employment under the terms of an applicable severance plan (e.g. as part of a reduction in force) will be eligible for reimbursement for courses with a course start date prior to their date of notification of separation. The employee must successfully complete any such course and submit all required documentation in order to receive reimbursement. Such separated employees are required to comply with policy reimbursement guidelines, including the timeframe to return grades. Employees who are separated from employment under an applicable severance plan (e.g. as part of a reduction in force) will not be eligible for reimbursement for any course with a course start date beginning after their separation from employment notification, even if part of a previously approved Global Education Assistance Program Employee Application/Agreement.

7.2 As a condition for participation, Education Assistance Program participants must sign a Global Education Assistance Program Employee Application/Agreement. All employees participating in the Education Assistance Program must acknowledge their obligation to repay the education assistance provided (in some countries, this is referred to as ‘bonding') if the employee voluntarily resigns, fails to return to work at the end of a leave of absence, fails to successfully complete a course, (i.e. failure to achieve a grade of B or better (or its equivalent) in a graded course, or a“pass” in a pass/fail course), and/or or is terminated pursuant to applicable Motorola Solutions policy. Specifically, if an employee voluntarily leaves Motorola Solutions within 24 months of an Education Assistance reimbursement, they must repay Motorola Solutions 100% of all program expenses paid out by Motorola Solutions during the previous 24 months of active employment and during any intervening or succeeding Leaves of Absence. If an employee voluntarily leaves Motorola Solutions within 25-36 months of an Education Assistance reimbursement, they must repay Motorola Solutions 50% of all program expenses paid out by Motorola Solutions during the past 25-36 months of active employment and during any intervening or succeeding Leaves of Absence. This period dates from the course reimbursement date, not the date of initial program approval and/or program start date.

Repayment must be received by Motorola Solutions within 90 days of employee's employment separation date or within 90 days of the end date of the unsuccessfully completed program/course.

7.3 Employees leaving under an involuntary severance plan during a reduction in force will not be required to repay monies to Motorola Solutions under this policy.

8.0 Disputes

Disputes regarding participation in and/or expenses covered under the Education Assistance Program will be handled through the Open Door Policy.

9.0 Responsibilities

9.1 Management

Direct Managers and budget-holding Line Managers have the responsibility to review and determine whether to approve the Global Education Assistance Employee Program/Application.

The Direct Manager must verify that the employee seeking Education Assistance (1) does not have a ‘Needs Improvement' performance rating on their most recent Performance Management Summary, (2) is not on a Performance Improvement Plan, (3) has read and understood the tax-related appendix to the policy and answered the associated questions appropriately, and (4) has included in his or her Performance Management form the proposed program of study and a strategy for applying that education at Motorola Solutions. Managers are responsible to keep a copy of all documentation for their records.

9.2 Employee

The employee has the responsibility to complete and obtain approval of a Global Education Assistance Program Employee Application/Agreement (and any associated documents) from his or her management prior to participating in the program, prior to enrollment in any course (preparatory or otherwise) and prior to any covered exam. This includes reading and understanding the tax-related appendix to the policy and answering the associated questions appropriately. The employee should keep a copy of all documentation for his or her record. The employee must also document in his or her Performance Management record the proposed program of study and a strategy for applying that education at Motorola Solutions. The employee must obtain prior approval from their manager if they wish to attend classes during their regularly scheduled working hours and document same in the Global Education Assistance Program Employee Application/Agreement. The employee also has the responsibility to regularly review policies, guidelines and procedures relevant to Education Assistance and to provide updated information, as may be reasonably requested by Motorola Solutions to fulfill its obligations under this policy. While participating in an approved program of study, the employee agrees not to utilize the services of the institution's Career Management or Recruiting office without the prior express written consent of his/her manager.

9.3 Human Resources

The BHR has the responsibility to review and approve/reject programs of study and advise Payroll of the repayment obligation for the employee.

9.4 Payroll

The Motorola Solutions Payroll department has the responsibility to ensure that employees with an obligation to repay Motorola Solutions for Education Assistance expenses as a result of separation of employment fulfill that obligation.

10.0 Procedures

Process guidelines and forms are separate from the policy and subject to change. Please refer to the HR Portal website for the most up-to-date information.

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This policy does not constitute an employment contract or implied promise of any kind. The terms of this policy may be modified or eliminated by the Company at any time with or without notice. For more detailed information, see Notice to Employees Regarding Motorola Solutions' U.S. Human Resource Policies.