

VISION TRIP POLICIES

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VISION TRIP GOALS



FOSTER GROWTH
for employees and their families



enhance relationships
company-wide and with friends around the world



create opportunities
to learn and experience the impact of our partners



connect and engage
with what God is doing around the world

ELIGIBILITY

To be eligible to sign up for a trip, an employee must be working full-time for a total of one year. The dates of the trip must be after the employee's one-year company anniversary date.

Receiving additional paid time off and having all or part of the vision trip expenses paid for by the Company is a benefit to working for Betenbough Companies, PBC and subsidiaries (hereafter referred to as the Company) and not a guarantee or a contract. The board of directors reserves the right to withdraw this offer in its entirety or to decline to pay for or extend vacation time for a participant on a vision trip.

For an employee who is eligible to attend but has an ineligible employee spouse: You can both attend the trip; however, the ineligible spouse will have to use their own paid time off or non-paid days for the trip, pending their leader's approval. The ineligible spouse will follow the eligible spouse's payment plan for all future trips.

ALL PARTICIPANTS MUST COMPLETE THE FOLLOWING TO SIGN UP FOR A VISION TRIP:

- 1 Create a Managed Missions profile and submit an online vision trip application (separate application for each traveler).
- 2 By email, have leader submit approved vision trip dates to employee experience specialist.
- 3 Have a passport valid for at least six months after your desired trip's departure. If your passport expires within six months of your desired trip, you will need a new passport before you sign up.

AFTER TRIP FINALIZATION:

- 1 Submit a vision trip paid time-off request through the employee support system.
- 2 Within one week of trip confirmation, upload a copy of your passport to Managed Missions. If you do not submit a copy of your passport, you could forfeit your spot on the team.

FINANCIAL PLAN

COMPANY COVERS

1st Trip | 100% of trip costs paid by the company (including paid time off, training/team meeting travel reimbursement (regional), travel expenses including meals, visa and shots reimbursement).

2nd Trip | 90% of trip costs paid by the company (including paid time off, training/team meeting travel reimbursement (regional), travel expenses including meals, visa and shots reimbursement).

3rd & Subsequent Trips | 75% of trip costs paid by the company (including paid time off, training/team meeting travel reimbursement (regional), travel expenses including meals, visa and shots reimbursement).

PARTICIPANT COVERS

Obtaining passports.

Providing tips as needed throughout the trip and donating towards service project supplies (estimated at \$100-200 per family).

Spending money for snacks and souvenirs during the trip. Additional Travel health insurance (if desired).

EXPEDITING PASSPORTS AND VISAS

The participant will be financially responsible for expediting a visa or passport if:

- > The due date is missed to turn in passports, visa paperwork and/or other needed documents to the employee experience specialist.
- > The participant sent incorrect visa information to the employee experience specialist.

CANCELLATION POLICIES

VISION TRIP TRAINING

Attending vision trip training is mandatory for all participants unless approved by a leader. If you have RSVP'd for yourself or a guest and cancel leading up to the training event, you may be asked to reimburse the Company for any non-refundable costs for you or your guest(s). Non-refundable costs could include the amount invested for the food and venue expenses.

VISION TRIPS

AVERAGE EVENT COST PER PERSON | Review website for estimated costs

CANCELLATION FEE | After trips have been confirmed - \$50 cancellation fee and/or any non-refundable amounts already paid for you and your guests. As the Company incurs costs, the employee is responsible.

This includes, but is not limited to, visas, shots, airline deposits or tickets, airline change and/or cancellation fees, travel agency fees, and money paid directly to the non-profit organizations. Participants will have six months from the date of cancellation to pay back the amount. After that time, the Company will begin deducting payments out of each paycheck until the balance is paid in full.

If an employee willfully chooses to terminate their employment, they will be required to reimburse funds lost to the Company upon leaving the Company. If funds are not reimbursed at that time, the Company reserves the right to withdraw any incurred fees from the employee's final paycheck the amount owed to the company.

GUESTS

The Company will cover the designated percentage of the cost for the employee, as well as his/her spouse and children, OR one guest.

- > If an employee chooses to bring their spouse and children (children of any age), they will be covered at the same designated percentage as the employee. If all the employee's children cannot attend, they cannot bring someone else in their place as a substitution.
- > If an employee chooses to bring one guest, they will be covered by the Company at the same percentage as the employee.

Additional guests may be allowed to attend a vision trip; however, the Company will fill the vision trips with employees and their spouse and children OR one guest first. Additional guests will be responsible for 100% of trip costs. If there is still availability on the vision trip, then a lottery drawing will be done with additional guests that are interested in attending (depending on the number of spots available).

The employee's guests are their responsibility. They must provide each guest with all necessary paperwork and collect all necessary payments. If a guest cancels their trip, the employee is held responsible for paying the company back for non-refundable costs.

Guests under 18 years of age are only allowed to participate if a parent/legal guardian is accompanying them. If both parents are not accompanying them, then the parent not accompanying will be required to sign a statement of consent. Guests under 18 years of age are required to travel round trip with their parent/legal guardian. No guardian transfers will be approved.

SAFETY & HEALTH INFORMATION

Participants are provided with information regarding safety tips and health concerns. This information is not conclusive and further research is the responsibility of the participants. Any risks that may result from international or domestic travel are the responsibility of the participant. Vision trip participants must continue to exercise good judgment and discretion throughout the duration of the trip and adhere to all Company and vision trip policies. No drugs, tobacco, or alcohol are allowed on any Company trip. Participants are expected to obey all laws within the countries they are traveling to and be mindful of cultural customs and practices.

Participants are encouraged to check all travel advisories put out by the United States government concerning the countries they are traveling to. If a major conflict or security-related event occurs near the place where

participants will be traveling (between the time they signed up for the trip and when they depart) that causes them to fear for their safety, participants may request a cancellation due to safety concerns. The situation will be reviewed by leadership to determine the need or amount to be paid back to the Company. However, if no major conflict or event has triggered that shift, participants will still be fully responsible for cancellation. Vision trip participation is completely voluntary and regardless of financial responsibility, they are always free to cancel their trip if they're concerned for their safety.

Participants covered by the Company medical plan can expect to have covered emergency medical services reimbursed by Blue Cross Blue Shield as an out-of-network service. Since coverage cannot be verified when travelling outside the country, personal payment should be made at the time of service and the employee support team will assist in filing a claim upon return to the states. It is the participant's responsibility to obtain relevant and necessary documentation as proof of the health service and payment. Participants are required to reimburse the Company if medical services are paid for on a Company credit card.

The Company's priority is to ensure every participant receives needed medical care while on a vision trip. If an employee is concerned about a potential health emergency the Company recommends the purchase of an additional travel health insurance policy.

- > Recommended travel health insurance policy: GeoBlue by Blue Cross Blue Shield
- > Estimated pricing: \$25 - \$60 per person (depending on age) > To purchase a policy, visit <https://www.geobluetravelinsurance.com/>

60 DAY TRAVEL ASSESSMENT

60 days before each trip, we will assess the travel viability of the upcoming trip. This will include all trip details, travel restrictions, and transportation. All participants will be informed if changes to travel are necessary or if a cancellation occurs.