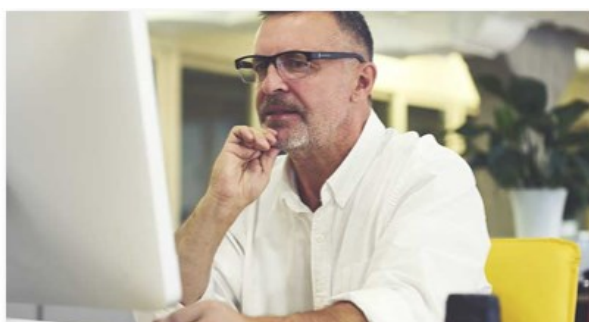




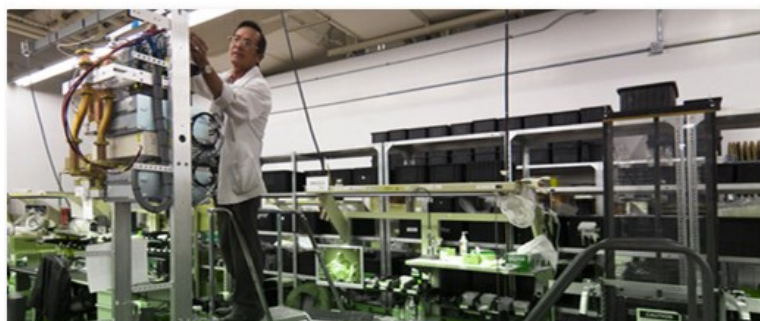
AVIATCARE EDUCATE POLICY



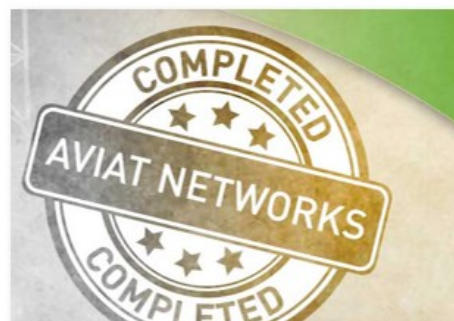
E-Learning Training



Virtual Instructor-Led Training



Customer-dedicated field class or at Aviat training center/ Lab



Certification

March 2023

Version 2

Latest version of this document is available in the AviatCare section, "Aviat Resource Center" portal at: www.aviatcloud.com



TABLE OF CONTENTS

- 1. SUMMARY3
- 2. SCOPE3
- 3. POLICY3
 - 3.1. PRICING AND BILLING3
 - 3.2. TRAINING MATERIALS3
 - 3.3. TRAINING METHODS3
 - 3.3.1. E-LEARNING TRAINING3
 - 3.3.2. OPEN ENROLLMENT CLASS (VIRTUAL INSTRUCTOR-LED OR AT AVIAT TRAINING CENTERS)3
 - 3.3.3. TRAINING AT AVIAT NETWORKS TRAINING CENTER - CUSTOMER DEDICATED CLASS4
 - 3.3.4. VIRTUAL INSTRUCTOR LED - CUSTOMER DEDICATED CLASS4
 - 3.3.5. ON-SITE CUSTOMER-SPECIFIC FIELD CLASS5
 - 3.3.6. CERTIFICATION5
 - 3.4. CANCELLATION TERMS5
- 4. REVISIONS AND EXCEPTIONS6
- 5. GLOSSARY OF TERMS6

1. SUMMARY

This document aims to communicate AviatCare Educate policies on technical training and certification to Aviat Networks employees and students.

2. SCOPE

This document applies to all Aviat Networks employees and students, specifically those seeking training or certification either on Aviat Training centers or on customer sites. Training is ideal for professionals who oversee the design, configuration, installation, and deployment of Aviat Networks products and microwave and IP/MPLS technologies.

3. POLICY

3.1. PRICING AND BILLING

- a. Prices for all training courses and services are in USD unless noted otherwise.
- b. All quoted prices are valid for ninety (90) days from the quote date.
- c. All training classes will be invoiced at the time of registration. Purchase orders, credit cards, or wire transfers are approved methods of payment.

3.2. TRAINING MATERIALS

- a. Aviat Networks provides electronic (soft copy) versions of all material required during the training course. All training material and content are copyrighted and cannot be videotaped, reproduced, or distributed.
- b. Courses are written and delivered in English. French and Spanish classes are available upon request at no additional charge. Additional languages may be available at an additional charge for the material and the delivery of the training.
- c. All AviatCare Educate students must request access to AviatCloud to be able to access E-learning courses, training prerequisites, learning plans, or certificates as applicable.

3.3. TRAINING METHODS

3.3.1. E-LEARNING TRAINING

- The training is online and self-paced.
- All students must have an AviatCloud account to access the E-learning application.
- Students will have 3 months to complete the course(s) from the date of purchase.
- Students will receive an email notification with access instructions.
- A Certificate of Completion will be provided to each student upon completion of the course.

3.3.2. OPEN ENROLLMENT CLASS (VIRTUAL INSTRUCTOR-LED OR AT AVIAT TRAINING CENTERS)

- Aviat will publish Open Enrollment classes on the AviatCare Educate web page.
- All open enrollment classes can be canceled or postponed at the discretion of Aviat Networks. Every effort will be made to notify students within 3 weeks of the course start date.

- Class size will be limited to a maximum of 10 students to maximize the trainee's hands-on time with the equipment.
- A Certificate of Completion will be provided to each student upon completion of the course.
- Attendance of 100% is required of each student to complete the course and to be awarded a certificate of attendance.

3.3.2.1. At Aviat Training Centers

- Students should only make travel arrangements upon reception of formal confirmation for open enrollment dates. Web registration is not a confirmation of an open enrollment session.
- Access to the various labs and facilities needs to be explicitly granted to each user and may be limited in time, duration, and specific days of the week. A user or trainee should not be using the facility/lab outside of those designated times and should be limited to training practice purposes only.
- Students attending in-person courses are solely responsible for arranging and paying for their travel expenses, meals, accommodations, local transportation, and personal expenses while attending training.
- Foreign students are responsible for completing and returning the Aviat Networks Foreign National Notification form before attending training as a condition of entry to any Aviat Networks facility.
- Smoking is strictly prohibited in all Aviat Networks facilities.
- Students must always wear their issued identification badge in clear view while visiting Aviat Networks' facilities.
- Aviat Networks has adopted the business casual dress and we appreciate your cooperation. Shorts and open-toed shoes are strictly prohibited.
- Students must comply with all Aviat Networks' security and safety rules and procedures while visiting Aviat Networks' facilities. Our number one concern is visitor safety and compliance with OSHA regulations.

3.3.2.2. Virtual Instructor-Led

- Trainees shall need access to a computer and will be required to install programs for the virtual sessions. Aviat Networks recommends that users install these at least a week before the start date of their class in the event they may need assistance from their IT department.
- The training is live virtual, and students will have secure access to Aviat Networks training equipment for the period of the training.

3.3.3. TRAINING AT AVIAT NETWORKS TRAINING CENTER - CUSTOMER DEDICATED CLASS

- Classes are scheduled according to mutually agreeable dates between the customer and Aviat Networks.
- Access to the various labs and facilities needs to be explicitly granted to each user and may be limited in time, duration, and specific days of the week. A user or trainee should not be using the facility/lab outside of those designated times and should be limited to training practice purposes only.
- Class size will be limited to 10 students maximum to maximize the trainee's hands-on time with the equipment. Larger class sizes will result in additional charges at a rate of \$2,000 per additional attendee.
- Students attending in-person courses are solely responsible for arranging and paying for their travel expenses, meals, accommodations, local transportation, and personal expenses while attending training.
- Foreign students are responsible for completing and returning the Aviat Networks Foreign National Notification form before attending training as a condition of entry to any Aviat Networks facility.
- Smoking is strictly prohibited in all Aviat Networks facilities.
- Students must always wear their issued identification badge in clear view while visiting Aviat Networks' facilities.
- Aviat Networks has adopted the business casual dress and we appreciate your cooperation. Shorts and open-toed shoes are strictly prohibited.
- Students must comply with all Aviat Networks' security and safety rules and procedures while visiting Aviat Networks' facilities. Our number one concern is visitor safety and compliance with OSHA regulations.

3.3.4. VIRTUAL INSTRUCTOR LED - CUSTOMER DEDICATED CLASS

- Classes are scheduled according to mutually agreeable dates between the customer and Aviat Networks.
- Multiple sessions of 2- or 3 hours maximum depending on the course curriculum & standard duration.

- Class size will be limited to 10 students maximum to maximize trainee's hands-on time. Larger class sizes will result in additional charges at a rate of \$2,000 per additional attendee.
- Trainees shall need access to a computer and will be required to install programs for the virtual sessions. Aviat Networks recommends that users install these at least a week before the start date of their class in the event they may need assistance from their IT department.
- The training is live virtual, and students will have secure access to Aviat Networks training equipment for the period of the training.
- A Certificate of Completion will be provided to each student upon completion of the course.
- Attendance of 100% is required of each student to complete the course and to be awarded a certificate of attendance.

3.3.5. ON-SITE CUSTOMER-SPECIFIC FIELD CLASS

- Training is to be delivered to the customer's designated site.
- Customers must supply equipment for hands-on and labs according to class requirements. Aviat Networks can provide equipment based on availability and only for US base customers (extra charges will apply).
- Dates for field training must be requested a minimum of 30 days in advance.
- Training dates are established on mutually agreeable dates between the customer and Aviat Networks and cannot be confirmed until all documentation is completed, and an approved method of payment is received.
- If a visa is required for the trainer to enter the country in which training will be provided, then dates will not be confirmed until the visa has been obtained.
- Class size will be limited to 10 students maximum to maximize trainee's hands-on time. Larger class sizes will result in additional charges at a rate of \$2,000 per additional attendee.
- A Certificate of Completion will be provided to each student upon completion of the course.
- Attendance of 100% is required of each student to complete the course and to be awarded a certificate of attendance.

3.3.6. CERTIFICATION

- ANA, ACI, and product certification exams are online and self-paced.
- ACOS level is blended instructor led (ILT) or virtual (VILT) and online.
- All students must have an AviatCloud account to access the E-learning application.
- Students will have 3 months to complete the course(s) from date of purchase.
- Students will receive an email notification with access instructions.
- A certificate will be provided to each student upon completion of the course and passing of the exam.

3.4. CANCELLATION TERMS

- a. A cancellation fee of 50% of the class purchase price or a fixed cancellation fee will be applied if a customer cancels a class or reservation within 3 weeks of the scheduled start date.
- b. A cancellation fee of 100% of the class purchase price or a fixed cancellation fee will be applied if a customer cancels a class or reservation within 1 week of the scheduled start date.
- c. Aviat Networks is not responsible for any travel or other expenses incurred by students due to the cancellation of a course.
- d. Dedicated training classes under Aviat Networks sales orders must be completed within 12 months of PO issuance or 6 months from system acceptance (for turn-key projects installed by Aviat Networks). If a customer fails to schedule the training class within these time frames, training fees are subject to a 100% cancellation fee (or conversion to e-learning credits).

4. REVISIONS AND EXCEPTIONS

Revision changes and exceptions to this document must be approved by the Training Manager.

5. GLOSSARY OF TERMS

ACI	Aviat Certified Installer
ACOS	Aviat Certified Operations Specialist
ANA	Aviat Networks Associate
ILT	Instructor-Led Training
IT	Information Technology
OSHA	Occupational Safety and Health Administration
PO	Purchase Order
USD	United States Dollar
VILT	Virtual Instructor-Led Training