The Sustainable Transportation Rebate Program was introduced in 2014 as part of AET Group's Sustainable Transportation Policy. This policy was developed to minimize carbon emissions from employee commutes, and to help achieve AET Group's public commitment to reduce GHG emissions by 100% (Net Zero Carbon Emissions) by 2030. This program provides a rebate for employees who purchase a low-emitting vehicle compliant with LEED vehicle standards, public transit passes or a bicycle.

1.0 Eligibility Requirements

- This program is available for all permanent AET employees who work a minimum of 20+ hours per week and have completed their probationary period. The form of transportation must be the primary form of commuting to the office and a minimum of 25% of commutes to the office must be achieved in a calendar year. This will be determined at Management's discretion and an annual review of commute logs will be completed to verify the total number of commutes for the eligible vehicle/bicycle
  - If determined at yearly review that the percentage of commutes for the eligible vehicle/bicycle is less than indicated, the employee may be required to reimburse AET.
- For vehicles to be eligible for the rebate program, they must be either hybrid/electric or be listed on the most current LEED certified vehicle registry available at the following link: https://greenercars.org/
- As a condition for receiving the Sustainable Transportation Rebate, employees must comply with the following requirements that include, but are not limited to: the emission calibration or hybrid system (if applicable) on vehicles must not be modified.
- Vehicle/bicycle ~~bike~~ ownership must be retained by the employee for a minimum of 36 months from the vehicle/bicycle purchase or lease date.
- Rebate recipients must remain employed at AET for a minimum of 36 months from the date of the rebate.
- Rebate recipients who do not retain the vehicle/bicycle for the minimum 36-month period, or whose employment is terminated (either voluntarily or involuntarily) within the minimum period, will be required to reimburse AET for all or part of the rebate amount, according to the following schedule:

Vehicle Retention Period	Amount Of Rebate to Be Reimbursed To AET Group
0 – 6 months	100%
6 months – 12 months	75%
12 months – 24 months	50%
24 months – 36 months	25%
Greater than 36 months	0%

2.0 Application Process

1. Complete the rebate application form.
2. Attach a digital copy of the Bill of Sale (vehicle) or purchase receipt (transit pass/bicycle).
3. Submit the application and the Bill of Sale or purchase receipt digital copy to their direct Manager for initial approval.
4. Direct Manager will forward to Accounting Administrator.
5. Accounting Administrator will forward to Owner Representative for final approval.

3.0 Rebate Amounts

- Electric Vehicle: $2500 every three years
- Plug-in Hybrid Vehicle: $1500 every three years
- LEED Certified Vehicle (Non-electric or non-plug-in): $1000 every three years
- Public Transit: 50% coverage, up to $600 per year for commutes to the office. Reimbursement for transit passes will be on a monthly or annual basis. Employees can either choose to purchase an annual public transit pass or individual passes (e.g., tap per use/single ticket) providing monthly transaction records or submitting receipt(s) for reimbursement monthly.
- Bicycle: $250 every 3 years

Percentage of Vehicle Commutes to the Office with the Form of Transportation	Percentage of Vehicle Rebate Employee is Eligible For
50% and more	100%
25 - 49%	50%

4.0 Review

This policy shall be reviewed annually by the Sustainability Team, revised accordingly and approved by the Owner Representative.

5.0 Revision History

Rev. #	Description of Change	Revision Date
00	Initial Release	2014
01	Yearly Review.	2015-05-20
02	Yearly Review.	2016-07-05
03	Yearly Review.	2020-02-26
04	Updated to new format. Edits to program eligibility and subsidy amounts.	2021-07-07
05	Yearly Review and updated GHG commitments	2023-03-27
06	Yearly Review and added to provide digital copies of documents rather than photocopies	2024-03-19
07	Yearly Review and updated eligibility requirements and rebate amounts section	2025-04-01