



**CRAWFORD
SMITH &
SWALLOW**

Chartered Professional Accountants LLP

To: All Employees

Date: 30.09.2025

Subject: Q3 Updates to Employee Handbook

Dear Team,

We have made several important updates to the Employee Handbook to ensure clarity and alignment with current company policies. Please take a moment to review the following changes:

- **Master's of Accounting Program** (August 28, 2025, pg 101): Updated to include payment to a certain amount for the Master's program
- **Address Change for NOTL**

We encourage all employees to review these updates carefully. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to these important changes.