



**CRAWFORD
SMITH &
SWALLOW**

Chartered Professional Accountants LLP

To: All Employees

Date: 31.12.2025

Subject: Q4 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:

- **AI Policy** (Oct 22, 2025, pg. 72): Updated to include new AI policy
 - **New Client Referral Bonus Policy** (Oct 30, 2025, pg. 92) Complete update to policy
 - **CSS Career Advancement Paths** (November 6, 2025, pg.50-54) Outline for Manager/Sr. Manager, Account Manager/Sr. Account Manager, Income Partner
 - **CPA Student CFE Results Day** (November 28, 2025, pg. 113) Created a policy to support time off for CPA students when they receive their results.
- Employee Benefit Contributions** (Dec 2, 2025, pg. 59) Updated monthly team members contributions table

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.