



## TRAINING AND SKILL DEVELOPMENT POLICY

### 1. Purpose:

To keep pace with dynamic changes in information technology and business, it is imperative to constantly upgrade our technical skills and managerial ability. We recognize the importance of continuous learning both in the technical and managerial areas that helps with the overall career development for Company associates. Development of skills is necessary to meet current and future needs of the company and create an organization that can deliver quality services to its client and build quality products.

### 2. Coverage:

All associates are encouraged to take advantage of this policy to improve their skill set which translates into overall organizational development.

### 3. Policy:

#### 3.1 Certification Program:

3.1.1 The policy will cover training courses that are necessary to ensure associates have the necessary skill set to deliver services that are in line with the overall organizational goals.

3.1.2 To avail this reimbursement, the associate has to complete at least one year of service in the organization. There could be exceptions to this rule. The Project Manager / HR Manager will work with the Practice Head/CEO to get the necessary approvals in special cases.

3.1.3 The interested associate should submit in a prescribed format, details of the course contents, fee structure and duration along with the institution details to the Reporting Manager who will authenticate the need and relevance of the course to be pursued from the organizational point of view, before approving the same. Upon completion of the course, the associate has to submit proof of completion which may include certificate or transcripts.

3.1.4 The approving authority will be the concerned Project Manager, HR Manager and the Practice Head. The acceptance or rejection of the application is purely at the discretion of the approving authority.

3.1.5 The amount will be reimbursed only at the end of the Course or Certification after the submission of the necessary receipt(s) and course completion certificate. Associates going for certifications will have 2 attempts to clear the test to be eligible for fees reimbursement. Associates are expected to clear the certification exam within 3 months of the completion of training. Certification fee reimbursement will be done only on clearing the certification.

3.1.6 Associates are expected to serve a minimum period after completing certain types of training. Minimum service requirements following training are as follows:

- a) For industry conferences, seminars, internal trainings and external training received for less than 20 hours, there is no mandatory service requirement.
- b) For any external technical/non-technical training for more than 20 hours, associate is expected to stay back for a minimum of 6 months duration after the completion of the training. In case associate submits resignation, resigns before the 6 months period elapses, complete course fee has to be paid back to the company.
- c) For any Certification associate is expected to stay back for a minimum of 12 months duration after the completion of the training. In case associate submits resignation, resigns before the 12 months period elapses, complete certification fees has to be paid back to the company

### **3.2 In-house Program:**

The organization may nominate associates for in-house development program either leading to certification or skill development.

### **3.3 Nomination for Conferences:**

The organization nominates associates for conferences held in India and abroad from time to time, at the discretion of Project Manager and Practice Head.