

Policy title	Education Assistance Policy
Effective date	August 2022 (Applicable from Jan 2022)
Initiated by	HR
Authorized by	Chairman and Managing Director

Objective :

To Support SNF employees' professional and personal development, Company will support with Educational Assistance to employees to pursue formal education/ courses/ studies through any accredited institution for higher learning and/or approved industry and professional development courses. This will support employees to maintain and improve their skills and competencies required for the current job position and be able to grow into higher positions in the organization.

Policy :

SNF INDIA will reimburse an employee up to a maximum of Rs.50,000/- of a Certified Course for continuing education through an accredited program that either offers growth in areas related to his/ her current position or that may lead to promotional opportunities. This education may include

- Under Graduation for employees with just formal school education
- Post-graduation courses (MSc/ M Tech/ MS or equivalent)
- Management degree (MBA/ MHRM or equivalent)
- Post-doctoral qualification (PhD)
- college credit courses, continuing education unit courses, seminars and certification tests that are job-related

An employee must secure a passing grade of "B" or its equivalent or obtain a certification to receive any reimbursement. Expenses must be validated by receipts and a copy of the final grade or certification received.

Eligibility:

Full-time, regular employees who have completed one year employment are eligible under this policy.

Procedures:

To receive reimbursement for educational expenses, employees should follow the procedures listed here:

- Policy applicable from January 2022
- Prior to enrolling in an educational course, the employee must provide his or her manager with information about the course for which he or she would like to receive reimbursement and discuss the job-relatedness of the continuing education.
- A Fee reimbursement request form should be completed by the employee, and the appropriate signatures obtained
- Education assistance can be claimed (partially/actual amount paid) towards Semester fee

- A copy of the Fee reimbursement request form must be submitted to HR. The employee will maintain the original until he or she has completed the educational course.
- Once the course is successfully completed, the employee should resubmit the original final Fee reimbursement request form with the reimbursement section filled out, including appropriate signatures, as well as receipts and evidence of a passing grade or certification attached.
- The HR department will coordinate the reimbursement with the finance department.
- Employee must sign an indemnity bond before availing the education assistance
- The indemnity bond asks for 2 years of working bond with the company from the date the course had been completed, violating this he/she shall be liable to pay the entire amount which was received by company for Education Assistance
- Resigning/Termination/Superannuation before completion of the course shall be liable to pay the entire amount which was received by company for Education Assistance

Any questions or comments related to this policy should be directed to the HR department.



KUMARESAN RAJENDRAN

Chairman And Managing Director

Above approved policy by CMD to be circulated to all SNF India Pvt Ltd employees. EAP Can be amended as per discretion of Chairman and Managing Director
